



## **BRITISH VETERANS FENCING**

### **Rules and Regulations**

**BVF manages the running of Veteran Fencing in Great Britain.**

**Alongside the Constitution and the Policies, the BVF Rules and Regulations outline the way in which BVF works and ensures good and consistent governance.**

**The President will arbitrate on any matter arising from the guidelines within these Rules and Regulations.**

**This document may be altered, subject to Committee approval, in order to reflect any operational changes or to increase effective working.**

## **Membership**

Any person of the age 40 years or over in the current membership year shall be eligible to join BVF. In the event of a membership being rejected by the Committee, the applicant will have access to an Independent Appeals Process as defined below.

Any person admitted as a member of BVF must be a member of British Fencing at an appropriate level at the time of sign-up.

Any person admitted as a member of BVF must have an association with the UK or be a member of a recognised UK fencing club.

Fencers who compete in BVF events must hold both BF Compete and BVF membership. These restrictions do not necessarily apply to fencers from abroad who must have comparable membership and insurance from their own domestic organisation.

## **Independent Appeals Process**

The President will appoint a panel of three independent ordinary members of BVF who will establish all the facts and come to a majority decision in writing.

## **Life Members**

Life membership is awarded to BVF members for two reasons:

1. For an outstanding contribution to BVF over many years
2. Once a member reaches the year of their ninetieth birthday.

This category of membership pays no subscription.

## **The Committee**

### **Structure**

The Committee comprises the Founder Member, President, Secretary, Treasurer and six members.

The Committee has the power to co-opt members to carry out specific skilled tasks up to the following AGM. Co-opted members do not have a vote.

The President will allocate portfolios to committee members at the first meeting after the AGM.

Committee members will adopt a stance of corporate responsibility for committee decisions. If a member disagrees with a decision he is entitled to express this view, whilst making it clear it is his/his/her personal view and giving the committee's reasons for why a decision has been taken.

Members of the Committee will act in the interest of the membership and with the underpinning principle of encouraging and promoting veteran fencing.

### **Subcommittees**

The BVF committee agrees the remit of a subcommittee.

Members of a subcommittee are appointed by the BVF committee.

The President of a subcommittee is elected by the subcommittee and is responsible for carrying out the remit. This includes making any reports or recommendations to the BVF committee.

## **Committee Meetings**

Committee meetings are to be called either by the President or the Secretary acting on behalf of the President. In exceptional circumstances any three members of the Committee may call a meeting.

Committee members shall be given written notice of meetings and agenda items at least 7 days before the meeting.

Where possible documents and reports relevant to the agenda items are to be circulated to the Committee members at least 7 days before the meeting.

The Committee shall meet at least three times in each financial year.

In the absence of the elected President of BVF, an acting Chairman will be delegated by the President or elected for that meeting only by those members present.

Each voting member of the Committee present at the meeting shall be entitled to exercise one vote on any matter. On equality of votes, the President or acting Chairman shall have a casting vote in addition to their deliberative vote.

Certain urgent matters may arise which need to be dealt with in between timetabled Committee Meetings. To ensure the propriety of such discussions and the validity of any decisions made the following guidelines shall apply:

- Any three committee members (usually including the President) should call an urgent online meeting giving at least 24 hours' notice.
- If a vote is required, the quorum shall be four.
- The minutes will be published on the website.

Committee members should be prepared to attend at least three meeting per year. Absence, for reasons other than illness, from 3 consecutive meetings, may, at the discretion of the committee, be deemed resignation and the absenting member shall not be eligible for re-election for a period of 2 years.

The Committee shall keep proper administrative records including minutes of Committee and General Meetings which shall be published on the website within a month of the meeting taking place.

## **Committee Portfolios**

### **President**

- Chair all BVF committee meetings, the AGM and any EGM; delegating to another committee member to do so if he/she is unable to attend.
- Coordinate the committee to ensure responsibilities for all aspects of BVF management are met.

- Prepare and present reports to the BVF Committee and the AGM as required.
- Prepare in consultation with the secretary the agendas for BVF Committee meetings and AGM/EGM as required.
- Prepare the BVF Annual Report for British Fencing as required.
- Represent BVF both with British Fencing and other fencing organisations at home and abroad as required.
- Assign portfolios at the first meeting after the AGM and reassign portfolios, if necessary, throughout the year. Report to committee as appropriate.
- Determine, in consultation with portfolio holder, the responsibilities of all portfolios and review the holders' performance.
- Appoint the Team Manager for BVF teams attending international events. Report to committee as appropriate.
- Create additional roles as required for the good conduct of the business of BVF.
- Undertake, in consultation with the appropriate portfolio holder, all such activities as are necessary for or conducive to the good management of BVF.
- Refer any matter that is considered to be of significant or wide ranging impact on BVF to the full committee for consideration.

#### **Secretary**

- Prepare and present reports to the BVF Committee and the AGM as required.
- Organise the logistics of all BVF committee meetings.
- Prepare in consultation with the President the agendas for BVF Committee meetings and AGM/EGM as required.
- Circulate committee agendas and background papers to all committee members.
- Take the minutes of all BVF committee meetings, the AGM and any EGM; delegating to another committee member (after consultation with the President) to do so if they are unable to attend.
- Ensure minutes are published on the website within a month of the meeting taking place.
- Ensure all documents relating to the AGM and any EGM are circulated to members in accordance with the BVF Constitution.

#### **Treasurer**

- Prepare and present the BVF Annual Accounts and other reports to the BVF Committee and the AGM as required.
- Ensure that all accounts are independently examined on an annual basis and in time for the AGM.
- Manage the signatories of the bank accounts.
- Monitor the agreed expenditure of projects and competitions.
- Maintain accurate records of all BVF assets and ensure that they are properly and prudently managed.
- Make and record all financial transactions on behalf of BVF.
- Arrange suitable Directors and Organisers or other suitable insurance as is considered necessary for BVF.
- Ensure that these records, and a regularly up-dated back-up stored in a different location, are kept securely in accordance with the Data Protection Act.

**Membership**

- Maintain an up-to-date membership database of postal and electronic addresses, telephone numbers, dates of birth, weapons fenced and any other information deemed to be useful.
- Ensure that this membership database, and a regularly updated back-up stored in a different location, is kept securely in accordance with the Data Protection Act.
- Ensure that members' details are not disclosed, in whole or in part, other than to BVF portfolio holders who can demonstrate a specific business need to the information disclosed or as otherwise required by the Data Protection Act.
- Be responsible, in conjunction with the BVF Treasurer, for the annual renewal of memberships.
- Provide up to date details of members for the distribution of information.

**International Events**

- Appoint, in consultation with the President, the Event Manager of any International Event hosted by BVF and oversee operations to ensure the event runs smoothly.
- Ensure the results of each such event are published on the BVF website.
- Identify appropriate non-representational international veteran fencing competitions for BVF members to enter and arrange for information on these events to be published on the BVF website.
- Develop and maintain links with counterparts in other veteran fencing associations to seek to arrange friendly team matches.
- Undertake such activities as are necessary for or conducive to the development and improvement of the performance of members representing BVF internationally.

**Domestic Events**

- Appoint, in consultation with the President, the Event Manager of each BVF Event and oversee operations to ensure the event runs smoothly.
- Ensure the results of each BVF Event are published on the BVF website.
- Develop and maintain links with other UK fencing bodies e.g. Home Nations, Regions, clubs etc.
- Ensure all forthcoming BVF Events have the relevant licence from BF (essential to ensure insurance cover for the organisers).
- Undertake such activities as are necessary for or conducive to the development of participation opportunities for BVF members and to recruit new members to BVF.

**Selection**

- To select fencers to represent BVF in international and domestic fencing events, in accordance with the published selection rules in force at the time of the selection for any given event.
- The Selection Panel shall consist of a Chair and up to six ordinary members.
- The Chair of Selectors is appointed by the BVF Committee.
- The Chair of Selectors may, but need not, be a member of the BVF Committee.

- The Chair of Selectors shall serve until the first BVF Committee meeting following the next AGM, at which they will be eligible for re-appointment.
- The Chair of Selectors shall organise and oversee the selection process, and report to the BVF Committee on all matters relating to selection.
- Selection for representing BVF will be based on selection rules as promulgated on the BVF website. However the committee reserve the right to prevent the selection of fencers who have by their behaviour, brought BVF into disrepute and/or have been detrimental to other members of the team.
- The Chair of Selectors shall review the selection rules regularly and recommend any changes to the BVF Committee.
- If the Chair of Selectors is not a member of the BVF Committee they have the right to attend, at BVF expense, any BVF Committee meeting when any matter relating to selection is discussed.
- The six ordinary members shall be appointed by the Chair of Selectors. They shall be responsible for each gender in foil, epee and sabre. These ordinary members may not also be members of the BVF Committee.
- In the event that a Selector is conflicted in any discretionary decision, that Selector will recuse themselves from the process.
- Any appeal against a decision made by the Selection Panel shall be considered by the BVF Committee. During any such consideration of an appeal the Chair of Selectors should give evidence as to how the original selection decision was reached and answer any question that the BVF Committee may have. If the Chair of Selectors is a member of the BVF Committee they may not vote on any consideration of an appeal relating to selection.

### **Communications**

- Update the website as required.
- Liaise with other BVF portfolio holders to publish appropriate information on the BVF website, and to email information to members, in a timely manner.
- Maintain a mailing list of members for the purpose of all communications.
- Ensure members are kept abreast of significant news and events via email.
- Circulate newsletters to all members and ensure all editions are available on the website.
- Prepare and circulate any surveys required.
- Manage and update all social media channels.

### **Development**

- Co-ordinate any development projects as agreed by the Committee.
- Liaise with coaches and clubs to encourage new members.
- Promote BVF at Senior Opens and any appropriate fencing event.

### **Data Control**

- Ensure that BVF follows GDPR
- Ensure that personal details are deleted when a member dies or resigns or when a member fails to renew for a third year
- Ensure that all records are kept securely

- Ensure that the database is regularly backed up with a copy stored in a different location
- Ensure data can survive damage by malicious hackers
- Ensure that data distributed is encrypted and sent only to people with a genuine need for the information.

**Newsletter**

- Prepare the BVF Newsletter as required.
- Ensure the Newsletter is circulated to members and is available on the website.

**Press**

- Prepare and issue press releases with photographs to the local press of medal winners at the National, European and World Championships. Brief photographers likely to be taking images at these events.
- Compile statistics about GB's most successful veteran fencers.
- Write articles about BVF and its medal winning members as requested for publication.
- Prepare and present reports to the BVF Committee as required.

**Event Manager**

- Organise the specific event, following any BVF Regulations that may exist at the time.
- Follow and comply with the current BVF Expenses Policy for all financial matters relating to the event.
- Agree with the Treasurer the entry fees to be charged.
- Liaise with the Communications portfolio holder to provide information to members
- Liaise with the Communications portfolio holder to publicise the event.
- Purchase event licence from British Fencing; ensure the licence number is added to the BVF website calendar
- Check that entries are full members of British Fencing by using the Sport80 website
- Be available and visible during the event to ensure its smooth running.
- Ensure that all officials' expenses claims are verified and passed to the Treasurer for payment within 7 days of the end of the event.
- Prepare and submit a report of the event to the BVF Committee within 21 days of the end of the event.

**EVF Representative**

- Prepare the annual GBR report when necessary.
- Consult the BVF Committee on all matters known to be voted on at each EVF meeting, taking note of the Committee's direction on these matters.
- Attend each EVF meeting, voting as directed by the BVF Committee. Where a new matter is to be voted on, on which the BVF Committee has not given direction, vote in the best interests of BVF in line with current BVF Committee policy.
- Prepare & present a report of each EVF meeting to the BVF Committee.
- Liaise with the EVF as required, representing the views of BVF.

**Team Manager / Head of Delegation**

- Undertake the administration of entering selected individuals and teams to the event.
- Coordinate and administer travel and accommodation arrangements as required.
- Ensure all attending BVF members are aware of the importance of having the relevant insurance when competing abroad.
- Ensure all attending BVF members are sent all relevant information in a timely manner.
- Liaise with the event organisers as required.
- Liaise with the Chair of Selectors as required.
- Be available and visible throughout the event to assist BVF fencers in all aspects of the event, with specific regard to:
  - transfer arrangements
  - venue orientation & familiarisation
  - organisational requirements
  - registration of individuals and teams
  - weapon control
- Consult with the weapon team captains about 'on the day' team selection matters as required.
- Enthuse, encourage, advise and support BVF fencers; instilling an esprit de corps approach.
- Ensure that GB medals and other significant results are communicated to the Communications and Press portfolio holders and to British Fencing.
- Ensure that photographs are taken for PR purposes.
- Maintain accurate financial and other records.
- Calculate, in consultation with the Treasurer, a levy to be charged to BVF fencers sufficient to cover BVF's administrative costs, officials' expenses, and any other costs.
- Follow and comply with the current BVF Expenses Policy for all financial matters relating to the event.
- Prepare and present a report of the event to the BVF Committee.
- Ensure that all monies due are collected.
- Pass all expense claims in a timely manner to the Treasurer.

**Elections**

Committee terms are for 3 years.

Any BVF member is eligible for election providing they are nominated by two other BVF members.

The three years' service begins immediately following AGM election item and ends with the conclusion of the last agenda item before the next election for that post.

Elections are undertaken every year at the AGM with a third of the Committee (one officer and two ordinary members) required to stand for re-election.

Committee members may stand for re-election without limit.

- Nominations must be received at least 14 days prior to AGM seconded by two members of BVF via means of a completed nomination form.



- Nominations will be published on the website at least 10 days before the AGM.
- Nominees may make a short speech at the AGM.
- Election will be decided by a simple majority and the President has the casting vote.

Vacancies arising mid-term will be filled by co-option and the President may re-assign a portfolio as appropriate.

Any co-option lasts only until the next AGM.

### **Finance and Administration**

- BVF shall hold a UK Bank and/or Building Society account which will be administered by the Treasurer. Payments out of the Account are to be sanctioned by a minimum of two of the following: President, Secretary, Treasurer or Budget Holder.
- BVF's financial year will run from 1st January to 31st December.
- The Committee shall have the power to offer financial assistance to any team representing the BVF.

### **Policies**

BVF has the following policies to ensure good governance which are published on the website:

- Data Protection Policy
- Welfare Policy
- Expenses Policy
- Disciplinary Procedure