

TYNE, WEAR & NORTHUMBERLAND AREA

**POLICIES of  
CSSC TYNE, WEAR &  
NORTHUMBERLAND  
AREA ASSOCIATION**

**Owner:** Chairman of TWN Area  
(David Wells)

**Deputy:** Secretary of the TWN Area  
(Suzanne McAlinden)



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## DOCUMENT CONTROL

### VERSIONS AND CHANGE

'v' Date	MAIN REASONS FOR CHANGE	Location
06/06/19	<ul style="list-style-type: none"> <li>• Reference to VSA changed to VTL</li> <li>• At Appendix 2 - "Face Book" amended to "Facebook"</li> <li>• At Appendix 4 - tables amalgamated</li> <li>• At Part 12 - Regional Council rep removed and National Conference rep added</li> <li>• Secretary of Area changed</li> </ul>	Original held by DW / copy held by DS
22/11/19	<ul style="list-style-type: none"> <li>• 1.1 'or chooses to be a CSSC TWN member' removed</li> <li>• 1.2 'the MC and then to CSSC Region and if still dissatisfied' removed</li> <li>• 2.4 'The MC will decide on the holder(s)' added</li> <li>• 2.13 Change 'a week before' to 'prior to'</li> <li>• 4.2 Section rewritten to avoid duplication with BU process document</li> <li>• 4.4.1 and 4.4.2 Paragraphs transposed</li> <li>• 4.4.1 (new) Changed 'its level' to 'follow the guidance in Finance paper 2'</li> <li>• 6.2 (NUFC) Changed 'Tickets purchased on a match by match basis' to 'Two season tickets purchased'</li> <li>• 6.2 (Spa) changed 'One' to 'Two' PD</li> <li>• 7.2 Changed 'That' to 'This'</li> <li>• 7.2 Changed 'on application' to 'by the SSC'</li> <li>• 9.6 Added 'are specific to an area and cannot take advantage of national or regional offers and'</li> <li>• 10.1 Changed 'vested in a MC consisting of to 'is in accordance with the Constitution and comprises'</li> <li>• i) 'The officers of the area' changed to 'Three honorary officers of Chairman, Secretary and Treasurer, all of whom shall be members;'</li> <li>• ii) 'Ten' changed to 'eight'</li> <li>• iii) VSA changed to VTL .</li> <li>• 10.1.1 Wording changed to reflect constitution</li> <li>• 10.1.4 iii) deleted 'and next AGM'</li> <li>• 10.1.5 New paragraph added</li> <li>• 10.3 renumbered to 10.2.1</li> <li>• 10.4 renumbered to 10.2.2</li> <li>• 11.4 Added 'and Social media officer' x 2</li> <li>• 12 Area Officers changed to name 3 elected officers only</li> <li>• 12 Management Committee members changed from 'Ten' to</li> </ul>	Original held by DW / copy held by DS

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	<p>Eight'</p> <ul style="list-style-type: none"><li>• 12 VSA changed to VTL</li><li>• 12 Regional Council Rep removed</li><li>• 12 'Council' changed to 'Conference'</li><li>• Appendix 2 Changed 'Facebook or Twitter' to 'Social media'</li></ul>	
7/1/20	<ul style="list-style-type: none"><li>• 1.3 Paragraph added to included safeguarding</li></ul>	

## 1. GENERAL

- 1.1 The CSSC Tyne, Wear & Northumberland Area Association (TWN) will offer membership benefits to any CSSC member who works or lives within any of the NE, SR1-7 or TD12 & 15 postal districts.

TWN will allow all CSSC members to participate in TWN events. Membership is deemed to begin as soon as the application for membership is submitted. In addition, members employed within the Area immediately prior to retirement and linked members of CSSC TWN members will have the option to remain or to be a member of the Area even if they live outside its boundaries.

- 1.2 Complaints – the Sports & Social sub-Committee (SSC) has delegated powers to answer complaints. If the complainant wishes to pursue their complaint further, they can take it to the Management Committee (MC) of the Area and, if dissatisfied with the decision of the MC, **they can formally appeal to National CSSC.**

- 1.3 **TWN will adopt all Head Office policies e.g. Safeguarding Policy for Children and Vulnerable Adults.**

## 2. GENERAL FINANCIAL DECISIONS (not dealt with elsewhere below)

- 2.1 The Area will have a current account and a deposit account.
- 2.2 Maximisation of interest should be maintained with funds only being transferred from Deposit to current account if it falls below 2K.
- 2.3 No cash payments are allowed (either income or expenditure; BACs payments should be encouraged).
- 2.4 The Area may choose to have one or more debit cards. **The MC will decide on the holder(s).** The holder/s is responsible for its security and risk management with FC approval.
- 2.5 If, on behalf of the Area, an individual uses their own resources to pay for goods or services then, subject to the provision of appropriate receipt(s), he/she can reclaim the cost from the Finance Committee (FC) provided that the agreement of the FC to the expenditure had been obtained by e-mail beforehand.
- 2.6 All costs must be agreed in advance.
- 2.7 Day subsistence payments will not be payable to CSSC TWN Area members.
- 2.8 Re-imbusement of expenses will only be considered if receipts are produced.
- 2.9 All business cheques, or BACS payments will be made payable to the specific business name as shown on an invoice and not to a named person.
- 2.10 Members of the FC can use internet banking to a limit of £500 per transaction. Transactions over £500 must be authorised by a second FC member.
- 2.11 The triage shall have the discretion to settle claims where the actual costs vary from what was estimated by up to 10%.
- 2.12 All appropriate measures should be taken by the Area to risk assess events run by third parties to guard against insolvency of the third party provider becoming an issue. However, if an event fails because of insolvency, the Area may be liable.
- 2.13 A financial report should be issued to the SSC and MC **prior to** each meeting.
- 2.14 Accounts should be audited at Year-End (January/ February).
- 2.15 Monthly income and expenditure reconciliations will be completed and available for audit on an Excel spreadsheet.
- 2.16 Bank or postage charges for unpaid cheques or insufficient postage from members will be passed on to the members. Where there are two members or more in any

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given month then charges will be apportioned accordingly. Any failures to reimburse will be referred to the MC for consideration.

- 2.17 MC, SSC and FC expenditure should be noted in the accounts and visible to all Area members on request.
- 2.18 All expenses, regardless of the amount, are to be paid by someone other than the claimant.
- 2.19 If required, reimbursement of expenses will be paid to any committee member for official duties of CSSC TWN Area (full receipts to be provided).
- 2.20 All small recurring official reimbursements will be made in June and December. Out of pocket expenses will only be paid on an exceptional basis and all such claims must be approved by two FC members before they are incurred, e.g. for meals.
- 2.21 Where large purchases of £500 or more are required, e.g. PCs or laptops, the prior approval of the MC is required. The MC may agree to provide volunteers with PCs or laptops to assist them with work undertaken on behalf of CSSC TWN – only documents relating to CSSC business to be saved on TWN's PCs and laptops.
- 2.22 A designated MC member will hold a register of the Area's assets – to include identification details, purchase price and its likely zero value date.
- 2.23 The Area's Depreciation Policy for assets will take account of reasonable usage rather than industry standard, i.e. replacement will be 'when necessary' and not automatically when depreciation reduces the value of any asset to zero.
- 2.24 Any FC member should be notified by e-mail or telephone of any valuables that are being sent to them via the post or courier.
- 2.25 For security and data protection purposes, as soon as the payment for an event, together with any related spreadsheet, are received safely by the relevant FC member, the event organiser should be instructed by the FC to delete any bank details from their copy of the Event Summary Sheet and any other references to the bank details that they may hold, including within the contents of or attachments to e-mails.
- 2.26 All sensitive files and spreadsheets containing financial details must be password protected.
- 2.27 All home PCs should have anti-virus protection installed.
- 2.28 All payers must follow the CSSC TWN payers' guidelines.
- 2.29 A member can claim only one subsidy from CSSC TWN for the same event/activity/offer (e.g. a member cannot claim a BU subsidy when already receiving a CSSC TWN subsidy for the same event).

### **3. SPORT –LOCAL TEAMS**

- 3.1 All teams shall be known as "CSSC TWN".
- 3.2 The Area will support as many "CSSC TWN" teams taking part in recognised local league events as the budget will allow (capped at 1 x annual subscription rate per member in the team) by paying towards the following: Equipment, Annual Recurring costs League Fees, rentals for League and Cup game, Referees/Umpires Fees;
- 3.3 Only members of CSSC shall make up teams;
- 3.4 All costs must be agreed by the SSC, preferably before the season starts; late applications will be subject to budget availability at the time the application is made;
- 3.5 Each case to be considered on its individual merits;
- 3.6 The CSSC Code of Conduct to be observed by teams & individuals representing the Area at all times.



## **4. SOCIAL**

### **4.1 General**

The SSC will consider setting a subsidy for any member attending an event organised by a member of CSSC TWN Area. The subsidy will be based on the gross price the member will pay for the event. Each subsidy to be decided individually, however, the guidelines shown in Appendix 3 should be followed.

- 4.1.1 Net anticipated expenditure over £2,000 on any one event must be approved by the MC before it is advertised.
- 4.1.2 Up front costs or deposits for events will not normally be paid by the Area unless members taking part in the event have been required to pay a deposit. Any upfront cost must have SSC/Triage authority.
- 4.1.3 Deposits from members may be due if the event costs more than £35. The deposit will only be refunded if the Area cancels the event or will not incur any extra costs by so doing.
- 4.1.4 Each case to be considered by the SSC on an individual basis.
- 4.1.5 Where a company provides insurance, this will be clearly stated and may be included in the price of the event. Otherwise, insurance will not be included.
- 4.1.6 No subsistence will be granted to the organiser of a Social Event.
- 4.1.7 Any member failing to attend an event for which a place had been booked will be asked to repay their subsidy unless 'good cause' is accepted by the SSC.
- 4.1.8 Monies paid for a CSSC TWN event will not be refunded unless the event is cancelled by CSSC TWN or, in the case of individual cancellations, CSSC TWN is able to sell the place(s) on.
- 4.1.9 Subsidies for 'Cash back' events will only be paid after the event has taken place.

### **4.2 Bottom-Up (BU) Policy**

- 4.2.1 A TWN member can apply for a Bottom up subsidy providing there are at least 5 CSSC members participating in the event, and the cost per person is £10 or more.
- 4.2.2 For sporting or social activities;
  - i) Retrospective claims must be made within four weeks of the event. Subsidy per member will be in accordance with Appendix 4.
- 4.2.3 The funds for BU's held in December will be kept separate from the normal BU Fund.
  - i) Advance applications must be made before 1 December for an event taking place before 31 December of that year
  - ii) the post event claim, supported by receipts, must be received by 31 January of the following year.
- 4.2.4 Receipts for expenditure must be produced. These can only include alcohol-related expenditure when attending an event provided by a third party such as a beer festival or wine tasting, when an upper limit of 10 x ½ pint tokens or wine equivalent may be included in the application. Local travel expenses (e.g. taxi's, metro and buses) cannot be claimed unless they are integral to the event e.g. Mystery Beer Trip. Triage to agree any difficult cases.

### 4.3 Organisation and Administration of Events

- 4.3.1 Those seeking to organise events must gain the agreement of the SSC for each event and its pricing structure prior to advertising it. For major events, a lead-time of six months is advised.

### 4.4 Children Policy

- 4.4.1 The SSC will decide whether a children's subsidy is payable and, if so, **follow the guidance in Finance Paper 2**
- 4.4.2 Subsidies will only be available to children (under age 18 on the date of the event) who accompany members on organised events.
- 4.4.3 Children's rates will be advertised whenever possible.

## 5. HEALTH AND WELLBEING/LIFELONG LEARNING

- 5.1 The Area will subsidise each unique lifelong learning opportunity and each unique health and wellbeing opportunity. Subsidies to be calculated using the gross cost of the opportunity and in accordance with Appendix 5.

## 6. PRIZE DRAWS

- 6.1 The Area may fund one or more Prize Draws which are open to CSSC TWN Area members only. Each Prize Draw (PD) shall have an Administrator (PDA) and the Prize Draw Overseer (PDO) will recruit, train and oversee the Administrators as well as providing back-up when any of them is not available.
- 6.2 The number and types of Prize Draws will be decided by the MC  
The current prize draws are:
- NUFC – one PD for each home game [2 tickets for the winner]. **Two season tickets purchased.**
  - SAFC – one PD for each home game [2 tickets for the winner]. Two season tickets purchased.
  - Newcastle Falcons RFC – one PD for each home game [2 tickets for the winner]. Two season tickets purchased.
  - Durham CCC – one PD per 20/20 and pro 40 game [2 tickets for the winner]. 20/20 and pro 40 tickets to be purchased.
  - Racecourse – one PD per Newcastle and Sedgefield race meeting [2 tickets per winner]. Seasonal members' badges purchased.
  - Newcastle Eagles - one PD for each home game [2 tickets for the winner]. Two season tickets purchased.
  - Spa – **two** PD per month [member can choose 2 day spa passes for Mattfen Hall for free, or a package deal at a reduced price].
  - Theatre Vouchers – Two £25 vouchers per month. One for Newcastle Theatre Royal and City Hall and the second is a Theatre Token voucher that can be used at more than 240 venues nationwide including Sunderland Empire, Northern Stage, Gala Theatre Durham and Empire Theatre Consett.
- 6.3 Members of a Prize Draw are only entitled to win one prize for that draw per season - or once in a 12 months period for any ongoing calendar Prize Draws, e.g. Spa.
- 6.4 The MC will advertise for, select and appoint a PDO and the PDO will advertise for and select the PDAs in consultation with the SSC.
- 6.5 The PDO will check that the PDA operates in accordance with their guidelines and that the names of Prize Draw winners are publicised.
- 6.6 PD winners must abide by the CSSC Code of Conduct when attending their event.
- 6.7 Prizes remain the property of CSSC TWN until used, i.e. if an event is cancelled and the prize cannot be taken, the refund will be due to CSSC TWN, however, the SSC may decide to offer a goodwill gesture to the member as recompense. The PDO will administer the refund process.

### **7. ANNUAL MEMBERSHIPS and CORPORATE TICKETS**

- 7.1 The Area may purchase corporate deals for the use of members on a first come, first served basis, costs to be decided by the MC.
- 7.2 The Area will subsidise the cost of members buying annual cards for: -
- Beamish Open Air Museum;
  - Centre for Life;
  - National Trust;
  - Tyneside Cinema;
  - Historic Houses Association;
  - Art Fund;
  - Royal Horticultural Society;
  - Alnwick Castle;
  - Caravan and camping club.

**This** list is not exhaustive, other annual memberships will be considered **by the SSC** on application.

The subsidies to be calculated using the gross cost of each and the subsidy at Appendix 5.

### **8. CARAVAN**

- 8.1 The sited caravan purchased by the Area at Seafield Caravan Park in Seahouses is available to hire by CSSC members at preferential rates. The MC will set the pricing structure for each year of operation taking into account the business plan and market conditions. The MC agreed the following:

If the caravan is available within 4 weeks the price will be reduced by 20%, within 2 weeks the reduction is 50%, less than 2 weeks volunteers can make an offer of £50 or more – £50 is the minimum amount as needed to cover costs incurred.

The SSC has operational responsibility for the caravan.

### **9. ASSOCIATE MEMBERS**

- 9.1 Associate membership will only be open to those under the age of 18 (who cannot join CSSC as a linked member) and a person being sponsored by a full member who has more than their limit of five Linked Members. All Associate Members and those seeking to be Associate Members must be sponsored by a full member of the Area. and no full member may be the sponsor of more than four Associate Members at any one time. The MC must agree all applications for Associate Membership.
- 9.2 The annual cost of Associate Membership shall be the equivalent cost of a year's full membership. Payment should be by BACs payable to 'CSSC TWN Area' and sent to the Membership Secretary on request. The Membership Secretary, in conjunction with the MC, shall have discretion when calculating amounts due from Associate Members in relation to increases in the subscription rate for full members.
- 9.3 The Membership Secretary shall advise new Associate Members in writing of their membership number.
- 9.4 A renewal letter will be sent to the Sponsor of each Associate Member one month prior to the expiry date of the Associate Membership they are sponsoring to advise them of the subscription payable for the following year (12 x the appropriate full member monthly subscription at that time) and, if they agree to sponsor the Associate Member for a further year, the Associate Member will have one calendar month from the expiry of their year's membership to send their renewal payment.

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- 9.5 If payment is not made within one calendar month of the expiry, the individual will be barred from associate membership for the full calendar year involved unless they settle all arrears.
- 9.6 Associate Members **are specific to an area and cannot take advantage of national or regional offers and** are not entitled to invite guests to social events.
- 9.7 An Associate Member may reside outside the boundaries of the Area provided that they are sponsored by a full member of the Area.

### 10. TERMS OF REFERENCE

#### 10.1 Management Committee (MC)

The Management of the Area **is in accordance with the Constitution and comprise:**

- iv) **Three honorary officers of Chairman, Secretary and Treasurer, all of whom shall be members;**
- v) Up to **eight** ordinary members of the Area elected at the AGM;
- vi) The Chief Executive of the CSSC or their nominee and the CSSC **VTL** of the Region who shall be ex-officio members.

10.1.1 The MC has the power to co-opt a **member to fill any casual vacancy on the MC; the co-optee shall hold office until the next AGM.**

10.1.2 Quorum – see para 5.6 of the Constitution.

10.1.3 The MC is responsible for the day-to-day conduct of the Area's business and will consider applications for expenditure during the year. The MC will have the power to suspend the activities of any sub-Committee or Officer if deemed appropriate. The MC will meet up to a minimum three times per year and minutes will be available for MC members to view within three weeks of each meeting.

10.1.4 At the first meeting after the AGM the Area's Management Committee shall:

- i) nominate a representative (normally the Chairman) to attend the National Conference of the CSSC. A second representative can also be nominated to attend the conference as an observer;
- ii) nominate Sub-committees and define their terms of reference;
- iii) set the date of the TWN away day.

10.1.5 **Any member who does not attend three consecutive meetings without notifying the secretary, will be deemed to have resigned and not be invited to further meetings.**

#### 10.2 Sub-Committees

Each sub-Committee will have a Chairman and a Secretary, both should normally be elected members of the MC. If any is not, then they shall be co-opted to the MC.

##### 10.2.1 Sports and Social sub-Committee (SSC)

The SSC is responsible for the organisation and/or oversight of all sports and social activities organised by sections or members of the Area. It will operate under the terms of the fixed budgets agreed by the MC and report in-year spends against that profiled. The SSC will be responsible to, and will report directly to, the MC. The SSC will meet as and when deemed necessary and notes from SSC meetings will be available for MC members to view within two weeks of each meeting.

##### 10.2.2 Finance sub-Committee (FC)

The FC is responsible for overseeing the overall financial position of the Area. It should liaise with the SSC to ensure financial propriety is maintained at all times. Any ad hoc expenditure requests outside of that agreed by the SSC should be addressed to the FC for agreement. The FC will be responsible to, and will report directly to, the MC. The FC will meet as and when required and notes from FC meetings will be available for MC members to view within two weeks of each meeting.

### 10.3 Vacancies

If a vacancy arises on the MC, SSC or FC for a co-opted member to join, the vacancy will be advertised before anyone is appointed.

## 11. ROLES AND RESPONSIBILITIES

### 11.1 Chair

The Chair will oversee and be accountable for the proceedings of the committee. He/she will liaise with the Secretary and Treasurer between meetings to carry out any necessary business of the committee.

### 11.2 Secretary

The Secretary will ensure adequate records are kept of all proceedings of the committee. He/she will organise and give at least three weeks' notice of all committee meetings and produce minutes or notes of the previous meeting for issue to committee members within the stipulated timescales.

He/she will, on all occasions, in the execution of his/her duties act under the supervision and direction of the Committee and, between committee meetings, be responsible for the conduct of the business of the Area in consultation with the Chairman.

### 11.3 Treasurer

The Treasurer will oversee the funds of the Area and pay all demands under the authority of the MC or other appropriate Committees.

The treasurer will manage the Areas bank signatories.

He/she will render a full and complete account of the current financial position of the Area whenever required to do so by resolution of the MC.

He/she will arrange for the audited accounts of the Area to be available four weeks before each AGM. The Treasurer will normally be the Chairman of the FC.

### 11.4 Publicity Officer and Social Media Officer

The Publicity Officer and **Social Media Officer** are responsible for arranging to publicise the activities, events and offers of the Area to the widest possible audience of members using all possible media.

### 11.5 Membership Secretary

The Membership Secretary will: -

- 1) Liaise with CSSC Head Office regarding any membership queries.
- 2) Check membership whenever subsidies are claimed for events organised by TWN.
- 3) Maintain an up to date register of Associate Members.
- 4) Bring to the attention of the MC any applications for Associate Membership.
- 5) Issue renewal notices to the sponsor of existing Associate Members one month prior to the expiry dates of the Associate Membership.
- 6) Confirm membership of the Prize Draws Winners as needed.

### 11.6 Vice Chair

The Vice Chair, who should normally be Chair of the SSC, will assist the Chair with their duties as appropriate and deputise as Chair- at meetings the Chair- cannot attend and whenever the Chair- is unable to fulfil his/her duties for longer than a week because of illness, holidays, etc.

### 11.7 Assistant Secretary

The Assistant Secretary will assist the Secretary with his/her duties as appropriate and deputise for the Secretary at meetings the Secretary cannot attend and whenever the Secretary is unable to fulfil his/her duties for longer than a week because of illness, holidays, etc. The Assistant Secretary is normally also Secretary to the SSC.

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### 11.8 Assistant Treasurer

The Assistant Treasurer will assist the Treasurer with his/her duties as appropriate and deputise for the Treasurer at meetings the Treasurer cannot attend and whenever the Treasurer is unable to fulfil his/her duties for longer than a week because of illness, holidays, etc.

### 12. ROLES AND HOW ELECTED, NOMINATED, FORMED

Role	How elected / nominated / formed
President and Vice President	Appointed by MC
Area Officers (Chairman, Treasurer, Secretary)	Elected at AGM
Management Committee members	<b>Eight</b> , elected at AGM
Area MC member (ex-officio)	CSSC Chief Executive (or nominee)
Area MC member (ex-officio)	CSSC <b>VTL</b> for North East Region
Sub-committees	MC may appoint sub-Committees as is considered necessary to conduct special business of the Area.
Management Committee co-opted members (advisory)	MC may co-opt members in an advisory capacity (Advisors cannot vote).
Management Committee co-opted members (to fill vacancies)	MC may co-opt members to fill vacancies
Sports & Social sub-Committee	Appointed by MC at its first meeting following AGM. Consists of at least six members, of which up to four may be ordinary members of the Area not serving on the MC.
Finance sub-Committee	Appointed by MC at its first meeting following AGM. Consists of the Area's Treasurer and Assistant Treasurer and at least one ordinary member.
National <b>Conference</b> Rep	Nominated by MC at its first MC meeting following AGM
Bank account signatories	Nominated by MC

### 13. POLICY MATTER NOT COVERED BY THESE POLICIES

- At any time, the Management Committee may make a decision on any subject deemed a policy matter, but not yet covered by the Policies.
- Policy Matters can be decided by email unless two committee members disagree, in which case the matter will be carried forward to the next MC meeting.
- Emails should be in accordance with the Digital Etiquette see Appendix 2

## APPENDIX 1

### A. CSSC CODE OF CONDUCT – SPORTING EVENTS

As with all activities organised by CSSC we hope that you enjoy this event and find it to be well organised and professionally run - this is our clear aim on every occasion.

Events are an important part of CSSC's calendar and take a great deal of planning and hard work to organise successfully. They are paid for by members and the CSSC is very mindful that this places an important responsibility on all of us to contribute to the success of each event.

To help you have an enjoyable time and ensure that your fellow competitors/colleagues do likewise, you are asked to observe the following Code of Conduct which, as an organisation, CSSC promotes at each of its events.

1. **Enjoy your competition** - give your all and play to the full. Respect and applaud good play from your opponents as well as your own side and remember - have fun.
2. **Be on time** - as a basic courtesy, for all aspects of the event. Know the itinerary and how it affects you. No one appreciates a poor timekeeper.
3. **Know the rules of the game** - adhere to them in practice and in spirit at all times. If you are unsure; ask for guidance before the event as ignorance or cheating will lose you the respect of those around you and, more importantly, may cost you success.
4. **Never argue with the referee/umpire** - it is against the laws and spirit of competition. It will gain you nothing and potentially cost you much. Remember that the referee or umpire is likely to be a volunteer and without their help the competition would not take place.
5. **Participants should be mindful of their responsibilities** - as a representative of their Departments or Agency, their own CSSC Association, and also of CSSC in general. Others may be watching and form opinions from what they see so make sure your conduct enhances the reputation of those you respect. In particular, excessive alcohol abuse and substance abuse of any kind will not be tolerated and may result in formal disciplinary action.
6. **Be aware of the proper administration of the event** - report changes in availability and requirements to the organisers immediately and do not bring unauthorised guests to the event.
7. **If there is a Presentation and/or Dinner at the conclusion of the competition** - do your utmost to attend for your own enjoyment and as a mark of respect for your fellow competitors, colleagues and organisers.
8. **Social Activities** - you may not be taking part in a competitive or representative event, but just joining in a social activity within your own CSSC Area. For the enjoyment of all, we would ask you still to practice (and promote amongst the others at the function) this Code of Conduct.
9. **Feedback** - both the organisers of this event/activity and the Area's Management Committee would welcome your feedback - good and bad - and to learn of your ideas for other things that CSSC could do for you. Please help to make things better by sending your thoughts to any of the Area's Officers - their contact details can be found in the regular 'broadcasts'.

### UNACCEPTABLE BEHAVIOUR MAY LEAD TO DISCIPLINARY ACTION

### B. CSSC SPORTS & LEISURE CODE OF CONDUCT – SOCIAL EVENTS

1. It is always hoped that members will fully enjoy their involvement in CSSC sport & social activities, and find each event they participate in to be well organised.
2. The following CSSC Code of Conduct has been introduced to act simply as a reminder to everyone involved in CSSC sport & social activities that they all have a responsibility for the way in which they behave before, during and after any CSSC organised event.
3. **Be on time** – as a basic courtesy, for all aspects of the event. Know the itinerary and how it affects you. No one appreciates a poor time keeper.
4. **Participants should be mindful of their responsibilities** – as a representative of their Department or Agency, their own CSSC Associations, and also of CSSC in general. Others may be watching and form opinions from what they see, so make sure your conduct enhances the reputation of those present.
- 5.

### UNACCEPTABLE BEHAVIOUR MAY LEAD TO DISCIPLINARY ACTION

### Digital Etiquette

Common courtesy, social graces and socially acceptable behaviour, all are used in a civilised society where humans interact with one another. Cyberspace is not any different and that's where Digital Etiquette comes in.

How you will be perceived, the type of human being that you are or for that matter are not, your credibility and your levels of professionalism and ethics will be judged by how you choose to communicate with others electronically.

Keep messages brief and to the point. Just because your writing is grammatically correct does not mean that it has to be long. Nothing is more frustrating than wading through a digital message that is twice as long as necessary. Concentrate on one subject per message whenever possible.

Use sentence case. USING ALL CAPITAL LETTERS LOOKS AS IF YOU'RE SHOUTING. Using all lowercase letters looks lazy. For emphasis, use asterisks or bold formatting to emphasize important words.

Be sparing with group e-mail. Send group e-mail only when it's useful to every recipient. Consider whether to use CC or BCC.

Use the "reply all" button only when compiling results requiring collective input and only if you have something to add. Recipients get quite annoyed to open an e-mail that says only "Me too!".

Remember that your tone can't be heard in digital communications. Invariably, attempts at sarcasm in an e-mail or social media posting, usually results in the recipient taking it the wrong way. Digital communication can't convey the nuances of verbal communication.

In an attempt to infer tone of voice, some people use emoticons, but use them sparingly so that you don't appear unprofessional. Also, don't assume that using a smiley will diffuse a difficult message.

Angry digital messages are never a good idea. More often than not, they just create more anxiety – and more digital responses. Occasionally, writing an angry digital communication can be therapeutic. If this is the case, get it off your chest, and then delete what you wrote. When a confrontation is brewing, a conversation in person or on the phone is almost always best. Digital communications leave too much room for misunderstanding.

Don't treat your volunteer colleagues any different to your work colleagues – check before responding and ask yourself “would you send this digital message to your business colleagues/Senior Officers”?



**APPENDIX 3**

**\*Ordinary Common Subsidy Levels from 1 January 2019**

Price (£)	Subsidy (£)	Price (£)	Subsidy (£)
1	0	16	8
2	1	17	8
3	1	18	9
4	2	19	9
5	2	20	10
6	3	21	10
7	3	22	11
8	4	23	11
9	4	24	12
10	5	25	12
11	5	26	13
12	6	27	13
13	6	28	14
14	7	29	14
15	7	30+	15

\*It is not presumed that the subsidy will always follow these guidelines. The SSC will decide on an individual merit basis the appropriate subsidy.

**\*Social and Sport Bottom Ups' Common Subsidy Levels from 1<sup>st</sup> January 2017**

Gross cost	subsidy	Gross cost	Subsidy
10	5	16	8
11	5	17	8
12	6	18	9
13	6	19	9
14	7	20+	10
15	7		

**Up to 50% subsidy of cost up to a maximum of £10 per claim (rounded down to the nearest pound), with a maximum of £50 per person per category per year.**

**Lifelong Learning / Health & Wellbeing / Annual Membership  
Subsidy Levels from  
1 January 2019**

50% subsidy of cost up to a maximum of £25 per claim (rounded down to the nearest pound), with a maximum of £50 per person per category per year.