

In The Loop – Supplement Club Matters



Issue 8 Supplement October 2016

Budleigh Salterton Croquet Club

Tel: 01395 442548 www.budleighcroquet.org

This special supplement to the October issue of In The Loop deals with three important matters concerned with the running of the Club.

These are:

The way the Club deals with catering

Club attendance records

Keeping members and visitors safe

We would appreciate you taking the time to read them and then taking any necessary action. Many thanks.

Club Catering Review – We need your Views

By Elaine Marsh, Chris O'Gorman and Alison Maddaford

Over many years tournament food has been provided by a loyal band of volunteers. 2016 has seen a rapid escalation in the requirements with the SWCA, many League matches at all levels as well as catering for the tournaments. This has put an increasingly heavy burden on more volunteers.

Currently a sub group of the General Committee are looking at ways to reduce the reliance on volunteers.

The options suggested are:

- We still use volunteers but buy in more ready prepared food such as rolls/sandwiches and soup
- Someone from the membership offers to be Club Catering Organiser
- We employ an outside caterer for all our needs.
- Any other suggestions that members might have.

We would very much welcome any comments or thoughts you might have. Please let us have them by Friday 21st October. Our contact details are as follows:

Elaine Marsh tel: 445317 email: elainemarsh@uwclub.net

Chris O'Gorman tel: 445063 email: chrisogorman25@hotmail.com

Alison Maddaford tel: 446077 email: ottersalt@btinternet.com

Or talk to us if you see us around the club.

Club Attendance Records

By Chris Donovan

All croquet players were sent a Player's Attendance Card (see reduced pictures) with their annual subscription notification letter after the March AGM. The card is actually light green in colour and It now seems that many thought it was a Golf Croquet handicap card and binned it because either they already had the new style card or they don't play GC.

We are registered as a Community Amateur Sports Club with HMRC. We get a mandatory 80% relief on rates [worth £3,800]. We can claim Gift Aid on donations at 25% and are exempt corporation tax on our annual profit [if only!] and on dividends received [some £10,000 worth every year].

In return we just need to have 50% of the Club's membership playing a recognised sport, i.e. croquet or bowls, once a month or so. With our membership numbers this is 'tight' but OK – but ONLY if you complete your cards, which we have to keep for 7 years. We may also be subject to an unannounced visit and audit by HMRC appointed auditors. Failure to comply could have draconian consequences. I do not exaggerate when I say that that the maximum penalty would cause the club to be sold to raise taxes due – it really is that serious.

Bowls players are recorded centrally as they are less numerous and more easily registered.

However, if you are a Croquet player and haven't completed a card you must take action as a matter of urgency. Please collect a card from the window sill outside the office and return it completed, including YOUR NAME and YOUR SIGNATURE, to the box on the window sill.

THANK YOU

Season 2016-17 Player's Attendance Card

Name _____

Signature: _____ Date: _____

No	Date	Play Practice	Organise Coach	Committee Maintain
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
New Member	wef		Attendances Needed	

Please insert date & tick the appropriate column for each day you perform any 1 or more 'participating' activity (see reverse for details).

DO NOT COUNT

- spectating
 - playing bridge or scrabble
 - attending a social function
 - hospitality – catering teas / lunches, bar duty
 - fund raising
- These do not qualify as 'participation'

10 (Bowls) / 12 (Croquet) days done? Please sign & return the card to the Secretary's office

Completing This Card is Vital for the Club!

Our Club is registered as a Community Amateur Sports Club, and this gives us valuable tax benefits. However, to retain these benefits, HMRC requires us to keep records to show that at least 50% of members actually 'participate' in their sport on a minimum number of days each year. This means for:

Croquet members it is 12 days
Bowls members it is 10 days

Listed below are details of the activities HMRC count as 'participating'.

By completing this card to record the days when you 'participate', you will be helping to ensure we keep the on the right side of the law!

Thank you

Peter Hardcastle
Club Chairman

Play / Practice

- playing in a friendly game, roll up, competition, or for a club team
- practicing by yourself or with others

Organise / Coach

- arranging or supervising a club roll-up competition or coaching session¹
- arranging or managing an inter-club match¹
- being a match official, referee, etc

Committee / Maintain

- doing any activity as a committee member²
- maintaining club facilities³ & equipment, hoop setting

Notes:

1. includes making phone calls, sending emails
2. e.g. dealing with agendas, minutes, actions
3. includes cleaning, general repairs, etc

Keeping Members and Visitors Safe

By The General Committee

Our clubhouse is used by hundreds of people every year. As well as the day to day use by members, there are tournaments, league matches, SWCA courses, and many other events. The Club has a duty to take all reasonable measures to make the environment as safe as possible for both members and visitors. Some of the details may seem irksome but they reflect the world in which we now live.

Following a Site Risk Assessment in 2015 and two accidents, the General Committee took action to manage potential risks in the Clubhouse and authorised a 'Conditions of Use'. This was circulated via email and placed on noticeboards earlier this year. We then developed specific procedures for the use of Club facilities for catering. These were circulated and placed on noticeboards at the end of June this year. After a few initial problems, things are now working well. However, to be as sure as we can that all members are aware of what they need to do, the GC have decided to include both documents in this issue of In The Loop. See pages 4 and 5 of this supplement.

Please take the time to read them and, particularly if you are involved in organising any activities at the Club, keep a copy that you can refer to. Be aware that the guidelines may be updated from time to time. The latest version will always be on the website. Just click on 'MEMBERS SECTION' on the Home page and you'll find 'Health and Safety Guidelines' in the list of options on the left hand side of the screen.

Your safety and the safety of our visitors is our main concern. None of us wants anyone to be hurt through an avoidable accident and if someone were injured and took legal action, the consequences for the Club could be serious. Please help us to minimise the chances of accidents happening.

Also, a gentle reminder to all club members that Club policy is that only alcohol purchased from the Club is to be consumed on premises, inside or out.

Members are reminded that all may access the bar at any time. If you are unsure on how to open and operate the bar please ask! The key safe code is same as the door code and the keys for all cupboards and till are then available.

If you wish to take drinks onto the lawns please feel free to enjoy a tippie while you play. All we ask is that you use plastic cups from the water dispenser and not glasses (in case of breakages).

Thank you for your cooperation.

CONDITIONS OF USE OF CLUB PREMISES

1. All users are required to keep an accurate number and list of everyone attending their event in case of fire.
2. All users should familiarize themselves immediately with the positions of the fire extinguishers.
3. Fire exits are marked. Please do not block these exits during or after your activity.
4. The main doors must remain unlocked during your period of use.
5. Emergency access for fire / ambulance etc. must not be restricted at any time.
6. **The FIRE ASSEMBLY POINT is on the hard standing car park area as far from the clubhouse as possible.**
7. The First Aid kit is kept in the kitchen, the Accident Book is on the bar. All accidents, no matter how trivial, should be recorded in the Accident Book and the Secretary must be informed.
8. All Users holding a large event **must** nominate several persons to ensure that in the case of fire or other emergency, children, persons with a disability, and all present, are escorted safely off the premises.
9. All Users are prohibited from bringing hazardous substances onto the premises.
10. Children **under 16 years old** and those over the age of 80 years old are not allowed in the kitchen when food preparation is taking place.
11. Children **under 12 years old** must be adequately supervised at all times.
12. All **electrical** equipment brought onto the premises must be labelled with a current recognized safety label – **C E** – and, where relevant, a copy of equipment compliance certificates must be attached to the booking form. If you are employing someone who will be using their own equipment on the premises, copies of their insurance policy and equipment compliance certificates must be attached to the booking form.
13. All users of the kitchen must follow current Health & Safety Regulations.
14. Any user serving food is asked to complete an entry in the Food Provisions file, indicating what food has been served (as recommended by EHO)
15. Files with instructions on equipment use are in the kitchen. A familiarization visit may be required for new users.
16. **The dishwasher MUST be used to wash both bar glasses and crockery / cutlery** and emptied after use. (Instructions on how to do this are in the relevant file)
17. Breakages and minor maintenance matters are to be recorded in the red file with the general instruction folder in kitchen
18. If the bar is required a club member must be in attendance to supervise.
19. Smoking is strictly prohibited on the premises.
20. The hall and kitchen are to be left in clean state
21. Rubbish is to be placed in the recycle bins in kitchen and outside the kitchen door. Those providing food are to provide their own blue bin and remove it afterwards.
22. The building is insured for all normal activities of Budleigh Salterton Croquet Club. If in doubt about your planned event please contact the Club Secretary for confirmation.

USE OF CLUB FACILITIES

- Several changes in the use of the club and **especially the kitchen** have been introduced from 2016.
- **We have a catering kitchen and MUST follow appropriate hygiene procedures.**
- **These changes are to ensure the safety of all club members and visitors.**

DRINKS

- A water cooler and drinks machine have been provided in the main clubroom for all club users including tournament players and Academy customers.
- **ALL HOT WATER will be dispensed from the urn.**
- Hot drinks served to groups including bridge players, Academy customers and tournament players **must** be served from the table beside the fireplace in the main clubroom. Please use the insulated water jugs for this purpose, filling them from the urn.

FOOD

- All food items served at any event or function **MUST** be recorded (with a note of the occasion) in the YELLOW file on the kitchen window sill.
- Our commercial suppliers will provide a list of ingredients they have used – this must also be placed in the yellow file.
- Please refer to the yellow file to assist anyone who has dietary issues.

DISHWASHING

- **ALL USED CROCKERY AND CUTLERY IS TO BE WASHED IN THE DISHWASHER** (instructions are in the file above it).
- **N.B. NO** washing by hand and **NO** drying with tea towels!

MINOR MAINTENANCE

- Please note any minor issues such as dead light bulbs, loose handles etc. in the RED file on the kitchen windowsill.

Thank you for your co-operation with these changes.