



Burwash Playing Field Association
Swan Meadow
Ham Lane
Burwash TN19 7ER
Registered Charity No. 305191

BURWASH PLAYING FIELD ASSOCIATION **CONSTITUTION AND RULES**

1. TITLE

The title shall be “Burwash Playing Field Association. [hereinafter called “The Association.”]”

2. AIMS

The aims of the Association shall be,

- a. To maintain Swan Meadow Playing Field and any building which may be erected thereon,
- b. To provide adequate playing field and recreational facilities for the residents of the Ecclesiastical Parish of Burwash. [hereinafter called Burwash].
- c. To promote and encourage all sporting and recreational activities as the Management Committee may from time to time decide.
- d. To promote and encourage a play are for young children.

3. OWNERSHIP

Swan Meadow is owned by the inhabitants of Burwash and upon Trust for a recreation ground in perpetuity.

Deeds of ownership have been conveyed in the Official Custodian for Charitable Land. The Association is a Registered Charity.

4. HEADQUARTERS

The address and Headquarters of the Association shall be The Pavilion, Swan Meadow, Ham Lane, Burwash.

5. Trustees

The Committee comprises of 7 Executive Trustees and a nominated representative from each affiliated body. The Executive Trustees are as follows;

President
Chair
Treasurer

Grounds & Premises
Events
Fundraising
Media & Community

6. MANAGEMENT

- a. The general management and control of the playing field and arrangements for its use shall be vested in a Committee of Management [hereinafter call the Committee].
- b. The Committee shall have full powers to do whatever it may from time to time consider expedient in the furtherance of the Association's Aims.
- c. Seven Members of the Committee shall be elected at the Annual General Meeting for a term of office commencing at the end of the Annual Meeting and to expire at the Annual Meeting in the following year.
- d. The Committee as elected shall be in accordance with Article 5
- e. Village Sports Clubs, using the field and affiliated, shall each nominate one of their members to serve as their Representatives on the Committee.
- f. The Committee shall be empowered to vary this representation in the event of any addition or deletion of Affiliated Clubs.
- g. In addition to elected members, the President of the Association shall be ex-officio member of all committees.

7. VICE PRESIDENTS

Vice Presidents may also be appointed by the Committee as it may from time to time decide, such title to be honorary and without seat on the Committee, unless elected within the provisions of Rule 6.

8. MANAGEMENT COMMITTEE

- a. The Committee shall have the power to appoint from among its number, together with others not elected and not exceeding four in number, such sub-committees as from time to time be considered expedient to further the Aims of the Association.
- b. The number of members who shall form a quorum at committee meetings shall never be less than one third of the total number of members elected to the Committee.
- c. The Committee shall meet at least four times each year.
- d. The Chair of the Committee for the time being shall have one casting vote.
- e. The Committee shall have power, by Resolution, to co-opt as an additional member, one member of any existing organisation within the Parish of Burwash having aims similar to the Aims of the Association.

9. FINANCE

- a. The Treasurer shall be responsible for keeping proper account of all receipts and payments. The funds of the Association to be applied solely to further the Aims of the Association as the Committee shall think fit.
- b. All payments in respect of the Property and all donations for the benefit of monies standing to the credit of the account shall be applied, as the Committee shall decide, to maintain repair and ensure the ground and buildings, and to pay Rates and any other outgoings, and in providing otherwise for the maintenance and improvement of the property.
- c. The Committee shall appoint three officers to sign cheques on the banking account. All such drawings to be made on any two of the three signatories.

- d. The financial year shall end on 31st March each year. Audited accounts to be presented at the Annual General Meeting as hereafter provided.

10. AFFILIATION

- a. There shall be an annual Affiliation fee payable by each Sports Club [as Article 6[f] in these Rules] the amount to be determined by the Committee from time to time and falling due on April 1st each year.
- b. If in any year an affiliation fee is not paid within four calendar months after the Annual General Meeting such organisation shall thereafter be deemed to have terminated affiliation and shall no longer have use of the playing field and pavilion facilities.

11. ANNUAL GENERAL MEETING

- a. There shall be an Annual Meeting to be called in the month of April each year:
 - i. To receive the Report of the Committee.
 - ii. To receive the Accounts.
 - iii. To accept the resignation of the Chairman and the Committee.
 - iv. To elect a new Committee
- b. The Annual Meeting may also consider in what way, if at all, any vacancy occurring on the Committee in any Sports Clubs, entitled to appoint representative members to the Committee, ceases to exist or fails to make appointments as provided for in Rule 6[f].
- c. Seven days notice of an Annual Meeting shall be given, the notice to be affixed in some conspicuous point in the Pavilion, and another in a prominent place within the village of Burwash and on any social media platforms and/or websites used and/or maintained by the BPF.A.

12. AUDITOR

At the Annual General Meeting there shall be appointed on Auditor. No officer of the Association or member of the Committee shall be eligible for appointment.

13. SPECIAL GENERAL MEETING

The Executive Trustee for Media & Community, in consultation with the Chair, shall summon a Special General Meeting stating the object of the meeting, at the request of the Committee or on receipt of a request signed by ten Burwash parishioners. The meeting to be held within one month of the date of the request.

14. ALTERATION TO RULES.

These Rules may be added to, amended or altered, only at Annual General Meeting or Special General Meeting called for that purpose. Notice of the proposed alteration shall be given as heretofore provided.

15. USE OF FIELD

- a. Organised use of the Playing Field is mainly by:
 - Burwash Football Club
 - Burwash Cricket Club

Each body being duly affiliated as herein provided. To prevent clash of fixtures, it shall be incumbent upon the appointed official of each of the affiliated Clubs to give notice in writing to the Hon. Secretary of the Association [or some other such officer appointed official] of each of the affiliated Clubs to give notice in writing to the Chair of the Association [or some other such officer appointed by the Committee as a Match Secretary] for the purpose of notifying each match fixture, when the Field and Pavilion shall be deemed to be occupied by that Club.

- b. There shall be a donation payable by Sports Clubs to the Association for each match fixture, the amount of such donation to be determined by the Committee from time to time.
- c. In case of a clash of fixture dates as notified, it shall be the decision of the Chair of the Association as to which Club has prior claim. Dispute arising from such decision shall be settled by the Officers and their decision will be final.
- d. At all times Swan Meadow [as distinct from the playing pitches within established boundaries] must remain open to members of the general public, and no charge may be levied on the public for admission to the Field. The children's play area, swings, climbing frame, etc., shall not be obstructed, and Clubs shall take reasonable care to protect young children from injury from flying balls etc.
- e. The Playing Field and Pavilion shall be available for use by any other Burwash Organisation on specified days and on application to the Chair or Association Match Secretary and shall be subject to these general rules. The donation payable by any such organisation to be at the discretion of the Committee.
- f. Burwash Primary School, will have use of the ground within these general Rules and within School hours. Fixtures outside School hours shall be arranged with the Chair or Match Secretary as hereintofore provided.
- g. The Committee may refuse to allow any activity or any fixture by any organisation, which in the opinion of the Committee, may be inconsistent with the Aims of the Association, or whose conduct is likely to damage the Association's property or to be detrimental to the Aims of the Association.

16. EQUIPMENT

Each affiliated Sports Club shall be responsible for the supply and maintenance of its own equipment. The Committee to ensure that reasonable suitable secure minimum storage space for the equipment shall be available.