

Cambridge Sport Network

Terms of Reference

1. Purpose

- 1.1 Cambridge Sport Network is a Community Sports Network (CSN) established as part of Sport England's Delivery System for Sport working closely with LIVING SPORT, Cambridgeshire & Peterborough Sports Partnership.
- 1.2 The network is an instrument to enhance communication between partners aspiring to increase levels of participation in sport and physical activity, particularly widening access to opportunities as part of an active healthy lifestyle, and catering for the specific needs of the communities of Cambridge City.
- 1.3 The overarching key objective is to increase participation in physical activity and volunteering by 1% year on year. This will be achieved by: -
 - Widening access to opportunities
 - Aligning partners existing priorities and targets within one joined up plan (Community Sport Plan) within Cambridge City based on local needs

2. Delivery

2.1 The Cambridge Sport Network will seek to achieve its aims by:

- Advocating the shared vision expressed in the Cambridge Sport Network Community Sport Plan.
- Overseeing the implementation, delivery and review of the plan and resulting action plans.
- Identifying shared agendas and objectives through the action planning process and encouraging joint working towards these
- Improving co-ordination and communication to create a dynamic environment conducive to partnership working and sharing of good practise.
- Championing the case for sport and physical activity at a local level.
- Linking to Government, Sport England and LIVING SPORT initiatives including the Delivery System for Sport.
- Sharing Information and Resources.
- Providing a forum that can offer strategic advice and guidance on sporting issues including funding.
- Building relationships with other Districts, encouraging collaboration and effective planning, sharing good practice and avoiding duplication.
- Providing the critical linkage between LIVING SPORT and delivery at a local level.

3. Representation

The Cambridge Sports Network is not owned or controlled by any single organisation; all those involved retain their own independence whilst working collaboratively on improving opportunities and increasing participation.

4. Management & Membership

Cambridge Sport Network membership is open to all organisations with an interest in the purpose of the Cambridge Sport Network who are entitled to attend Area Sports Association meetings and AGM's.

A Consortium will manage the Cambridge Sport Network. The following partners will form the Cambridge Sport Network Consortium:

1. Cambridge City Council Sports Development (x1)
2. Cambridge City Council Community Development (x1)
3. Cambridge School Sports Partnership (x1)
4. Cambridge District School Sports Association (x1)
5. Further and Higher Education sector representatives (x2)
6. Extended Schools representative (x1)
7. Cambridgeshire Primary Care Trust (x1)
8. Private Sector Leisure Operator (x1)
9. Facilities Operators (x3 – Contracted provider, Dual Use facility, Private School)
10. Local Sports Club representation (x3)
11. National Governing Bodies of Sport representatives (x2)
12. Professional sport representative (x1)
13. Disability Sports Focus Group representative (x1)
14. County Sports Partnership
15. Area Sports Association representative (x4)

The Consortium may co-opt individuals as it deems fit but such co-options shall not increase the number of Consortium members as set out here.

Meetings

A General Meeting is to be held to establish Cambridge Sport Network, to approve these Terms of Reference and confirm Consortium members. Representatives will be nominated from associated forum meetings.

The General Meeting shall be open to all organisations with an interest in the purpose of the Cambridge Sport Network.

Cambridge Sport Network Consortium meetings will be held quarterly, at venues around the city at participating member's facilities.

The dates of the meetings are to be arranged for the following twelve months.

Minutes will be kept of Consortium meetings and agendas and relevant papers sent out at least one week in advance of meetings

Consortium members are expected to attend at least 75% of meetings. They will have a designated representative and a designated deputy in the event of this representative being unable to attend meetings.

The Chair or two Full Members in between these times, giving a minimum of 14 days notice may call special Meetings.

The Chair shall have a casting vote in decisions if required.

A decision to change the Terms of Reference and / or membership must be proposed a minimum of 21 days in advance of any meeting and will require the agreement of a majority of the Full Members present at the meeting where the decision is being taken.

A Development Group Bank Account shall be established and shall require the support and signatures of 2 agreed signatories for all orders and payments.

Chairman

A chairman to be appointed from the Consortium members, to stand initially for a year, and for not longer than three years.

The agenda for meetings will be determined by the Chair in consultation with the Secretariat.

Secretariat

Cambridge City Council to act as the Secretariat for the Cambridge Sport Network.

Quorum

Meetings will not be quorate where less than six members are present. A decision to change these Terms of Reference and / or membership will require the agreement of a majority of the Consortium

Voting

No Cambridge Sport Network member organisation will have one vote, no matter how many representatives that organisation may have attending any meeting of the Cambridge Sport Network (AGM, Consortium, Area Sports Committee)

Resignation

Notice of resignation of membership of Cambridge Sport Network will be made to the Chairman, who will take appropriate steps to fill the vacancy.

Governance and Accountability

Cambridge Sport Network is seeking to establish a shared vision for sport and physical activity in the city. Members must always be conscious that they are working to achieve common goals rather than represent the needs of their individual organisation.

The Consortium members are responsible for the running of the Cambridge Sport Network and have the power to establish sub-committees.

In the event of the Cambridge Sport Network establishing a bank account and making funding applications the Consortium shall identify members with specific responsibility for the financial affairs, and no payment shall be allowed unless approved / signed by at least 2 of those identified.

In the event of the Cambridge Sport Network being wound up and there being any monies remaining, or a funding grant not being used the monies will be returned to their source, unless alternative arrangements are approved by the funder, and in terms of any generally generated funds by the Consortium.

Equity, Risk Assessment, Insurance and Child Protection / Safeguarding

All Members shall have regard to the various legal requirements for Equal Opportunities, Health & Safety, Safe Employment and Child Protection, and have in place the appropriate policies and procedures. They shall arrange adequate insurance to cover such liabilities

as may arise in the course of any work and undertake risk assessments as appropriate and ensure that all staff who work with young & / or vulnerable people are engaged according to current good practice.

Unless specifically agreed in advance (eg where one member organisation is specifically responsible for an activity) all activity organised under the banner of the Development Group shall operate to Cambridge City Council policies and procedures with an agreed process for communicating and managing any concerns.

Area Sports Associations

Area Sports Associations shall be part of the Cambridge Sport Network and should meet twice a year for the purpose of :

- Eg electing a local representative to the Consortium
- Eg Acting as a consultative body
- Etc offering feedback on local sporting issues

Structure

The structure attached in Annex A shows the potential linkages to other organisations and initiatives.

Policies

The Consortium shall as a minimum approve and ensure currency and implementation of:

- an Equality Policy
- a Safeguarding policy and procedures

The Consortium may develop further policies as it sees fit.

Communication with the Wider Active Community

Cambridge Sport Network will develop a web presence.

Copies of the agenda, minutes and reports (except those relating to a confidential part of the meeting) will be posted on the website of Cambridge Sport Network or hard copies will be available from the Secretariat.

Cambridge Sport Network will produce an Annual Report and hold an annual event to review work achieved against the Community Sport Plan.

Dissolution

A resolution to dissolve the Development Group can only be considered if 28 days notice is given in advance of a scheduled or Special Meeting.

In the event of dissolution any assets of the Development Group that remain shall pass to the Full Members in the proportion of their contribution in the previous full year, or to some other group with similar objectives.

These Terms of Reference are adopted by the original Full Members as the operating guide for the Cambridge Sport Network.