

Bexley Fencing Club
Crook Log Leisure Centre
Bexleyheath, Kent, DA7 4HH
Erith Leisure Centre
Erith, Kent, DA8 3AT



The Bexley Fencing Club

Membership Pack

Including:

Club Constitution

Rules of the Club

Health and Safety

Welfare Pack

Club Insurance

This Membership Pack may be downloaded from the Bexley Fencing Club Website.

You can find us at: www.bexleyfencingclub.com
Or contact us at: bexleyfencing@hotmail.co.uk

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Constitution of the Bexley Fencing Club

- **Title**

The club shall be called **The Bexley Fencing Club**.

- **Objectives**

The objectives of the club are;

1. To promote interest in fencing amongst members
2. To provide facilities to meet members interests in fencing
3. To further the interests of fencing locally
4. To support the British Fencing Association (BFA). For this purpose the club shall be affiliated to the BFA and shall encourage its members to become individual members of the BFA

- **Membership.**

Membership of the club is open to all fencers who meet the following criteria:

1. All amateurs, as defined by the BFA, who
2. Complete a membership application form, and
3. Pay the relevant subscription/joining fee as determined at the Annual General Meeting of the club members.
4. Agree to abide by "the club welfare pack", "the rules of the club" and "the health and safety policy" of the club.

The club committee reserves the right to approve or reject written or verbal applications for membership or to cancel membership (if or when the need arises). To terminate any membership, the member shall have the right to be heard by the committee before a final decision is made. Reasons for termination must be given in writing and be subject to appeal within 14 days

There shall be the following classes of membership available;

Full member

Junior Member (under 16)

- The club will ensure that it is a fully paid up member of the British Fencing Association (BFA) including insurance cover for its members and visitors as well as public liability insurance.

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- Neither the club nor its officers shall be held liable in the event of any accident or injury occurring during the clubs activities that do not fall within the scope of the BFA insurance.
- The committee may draw up regulations for the conduct of the club, including disciplinary regulations.
- The officers and the committee shall have the power to deal with any matter relating to the activities of the club not provided in these rules

- **Diversity**

Whilst the right to refuse or cancel membership at any time is retained, the club is keen to attract a member base that mirrors the diverse community in which it operates. To this end, Bexley Fencing Club will not discriminate on the grounds of gender or gender reassignment, ethnicity or nationality, religious values or beliefs, age, or marital status. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

- **Officers of the club**

The officers of the club shall be as follows;

Chairperson
Secretary
Treasurer
Armourer

- **Election of Officers**

All officers shall be elected at the Annual General Meeting of the club from, and by, the full membership of the club.

All officers are elected for a period of 2 years, but may be re-elected to the same office or another office at the end of their tenure.

- **Discipline of Officers**

Where an Officer of the club is deemed to have acted in a manner that could bring either the club or Committee into disrepute, the Chairperson must be immediately informed.

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The Chairperson will immediately presume to suspend the concerned Officer until such a time as a full investigation has been conducted. The Chairperson will also constitute a committee for this purpose, consisting of one other person from the Committee and one person co-opted from the membership of the club.

Evidence shall be considered from the alleged offender, the person making the allegation, as well as from any other members of the club or community that may be able to add further information.

Should the complaint be upheld, the offending Committee member will be immediately stripped of his/her title and will forfeit all Committee privileges. However, in the event that the complaint is not upheld the Committee member shall be reinstated with all attendant privileges.

• **General Committee**

A General Committee comprising the Executive officers, the Club Armourer and the Competition Secretary shall control the affairs of the club. They are charged with exercising leadership, enterprise and judgment in directing the club so as to achieve its continuing prosperity and act in the best interest of the club and its members as a whole. The General committee meets at regular intervals and not less than 4 times a year. It may appoint sub committees.

The duties of the General Committee shall be

1. To control the affairs of the club on behalf of the members.
2. To keep accurate accounts of the finances of the club through the treasurer. These should be available for reasonable inspection by Members and should be audited before every general meeting. The club shall maintain a bank current account and the following persons shall be authorised to sign club cheques; two from the Chairperson, Treasurer and Secretary.
3. To co-opt additional members of the committee as the committee feels necessary. Co-opted members shall not be entitled to a vote on the committee unless they have been co-opted to replace a member who had died or resigned. They shall hold office until the next AGM.
4. To make decisions on the basis of a simple majority vote. In the case of equal votes, the chairperson shall be entitled to an additional casting vote.
5. The secretary shall give not less than 10 days notice of a committee meeting.

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- **Elections**

The officers and Committee members shall be elected at the Annual General Meeting by simple majority of those present and voting.

- **Finance**

All monies raised by or on behalf of the club shall be applied to further the objectives of the club and not for any other purpose. Permitted payments may include remuneration or out-of-pocket expenses to any club members incurred in pursuance of the club's business, on proof of expenditure, or fees to any professional or technical advisors.

- **Annual General Meeting**

The annual general meeting shall be held in April each year. One months notice shall be given of such a meeting. Members must advise the secretary of any business they wish to have included in such a meeting at least two weeks prior to the meeting. The secretary shall circulate or give notice of the agenda for the meeting at least one week before the meeting.

For the purpose of the AGM and Special General Meetings, it shall be assumed that the Meeting is quorate when at least two Committee members are in attendance, along with two thirds of the registered club membership.

The business of the annual general meeting shall be to;

1. Confirm the minutes of the previous Annual General Meeting and any other General Meetings.
2. Receive the audited accounts.
3. Receive the annual report of the Secretary.
4. Discuss and agree any necessary actions arising from the receipt of the audited accounts or the annual report.
5. Elect the officers of the club (Secretary, Chairman, Armourer and Treasurer), where necessary.
6. Fix club subscription rates.
7. Transact any other business received in writing by the Secretary from the members prior to the meeting and included in the agenda.
8. Such other business except for business for which a special general meeting is required.

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- **Alterations to the Constitution**

Any proposed alterations to the club Constitution may only be considered at an Annual or Special General Meeting. Any alteration or amendment must be proposed by a full member of the club and seconded by another full member. Such alterations shall be passed if supported by not less than two thirds of those full members present at the meeting.

- **Dissolution**

If at any General Meeting of the club, a resolution be passed calling for the dissolution of the club, the Secretary shall immediately convene a Special General Meeting of the club to be held not less than one month after the resolution to discuss and vote on dissolution.

If at that special General Meeting, the resolution is carried by at least two thirds of the full members present, the General Committee shall thereupon or at a date agreed in the resolution, proceed to realise the assets of the club and discharge all debts and liabilities of the club.

After discharging all debts and liabilities of the club, the remaining assets shall not be paid or distributed amongst the full members of the club but shall be given to the local federation of the fencing association.

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The Rules of the Club:

Membership and Subscription

When members join the club they shall complete a membership form. Each year members will complete a new membership form when they pay their subscriptions. By filling in the form and paying their subscriptions they agree to abide by the rules of the club.

Payment (for 2008):

1. The current payment for Membership is £24.00 PA to be paid at the beginning of each year during January.
2. The current subscription is as per the following list and is to be paid as listed:

Full members: (over 16)

£30.00 monthly via standing order or cheque paid at the beginning of the month that the fees apply to.

Junior members: (under 16)

£15.00 monthly via standing order or cheque paid at the beginning of the month that the fees apply to.

Visitors:

Over 16

£10.00 per session to be paid in cash or by cheque at the beginning of the session to the Club Secretary.

Under 16

£5.00 per session to be paid in cash or by cheque at the beginning of the session to the Club Secretary.

Grace:

Members will be given one months grace regarding fees providing that the Secretary is informed at the beginning of the month. Failure to pay fees or to inform the Secretary of one months grace will result in removal of club privileges.

There is no grace for visitors.

See page 31 for details of how to pay by standing order.

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Club Meetings:

Currently club meetings are as follows:

Monday evening:

Crook Log Leisure Centre
Brampton Road
Bexleyheath
Kent DA7 4HH

Sidcup Leisure Centre
Hurst Road
Sidcup
Kent DA15 9AE

7.00 pm – 9.30pm

7.30 pm – 9.30 pm

7.30pm – 8.30pm – Training

8.30pm – 9.30pm – General fencing

Wednesday evening:

Erith Leisure Centre
Avenue Road
Erith
Kent DA8 3AT

7.00pm – 9.00pm – General fencing

The above venues and times may change due to circumstances and members will be informed of any changes if they occur.

Court and Piste Etiquette:

The club tries to ensure that all members are able to fence as much as they wish, in reality this will be a compromise and all members should ensure that everyone in the club fences as much as is possible. To this end members should try to minimise the time taken between fights by having all equipment ready, by helping the member leaving the piste to do so quickly. Members should always be aware of others waiting to fight and the fight length should reflect this. Generally fights should be to 5 or 7 points, longer fights are acceptable providing that those on the piste (including those waiting) agree.

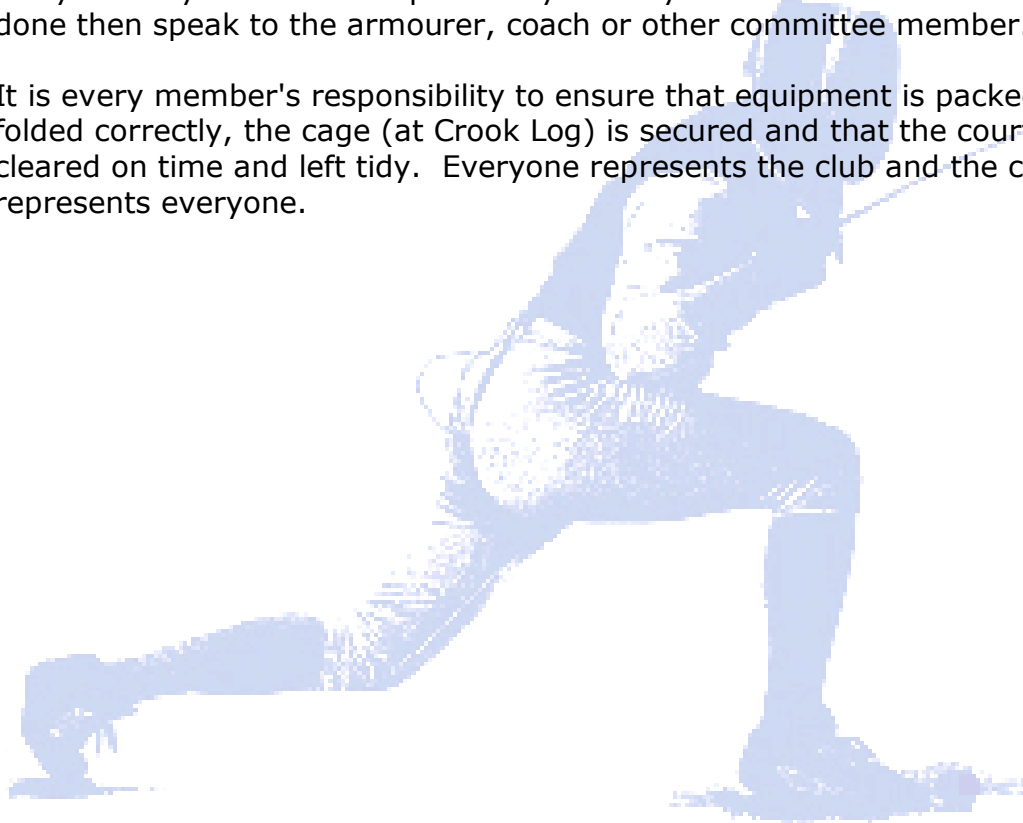
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On-court time is fixed and time should be allowed for putting piste equipment away properly at the end of the session. Putting equipment away is every member's responsibility and if you are unsure of how this is done then speak to the armourer, coach or other committee member.

It is every member's responsibility to ensure that equipment is packed or folded correctly, the cage (at Crook Log) is secured and that the court is cleared on time and left tidy. Everyone represents the club and the club represents everyone.



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Health and Safety Policy:

The club aims to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the club and visitors involved in club activities and the safety of club equipment.

All members of the club and visitors are expected to take care of their own health and safety while involved in club activities, but the committee and coaching staff have a duty to ensure that club members and visitors are made aware of the particular hazards they are likely to encounter, how to deal with them and that all reasonable precautions are taken.

Health and Safety Guidelines for All Club Members:

Appropriate minimum attire for fencing is trainers, t-shirt and tracksuit bottoms. The attire should be in good condition and free from any openings that could snag. Any pockets should be of a zip-up type.

Before fencing an opponent, the minimum required protective equipment is a plastron over the shoulder of the sword arm, a jacket (if a front-fastening jacket ensure that the zip/buttons are on the non-sword side, women are also required to wear chest protectors inside the jacket), a glove on the sword hand and a mask. Ensure that the mask fits sufficiently tightly so that it cannot fall off and that all the fastenings on the jacket are done up. If you find any piece of equipment that is defective, do not use it, please inform the coach, armourer or a committee member.

For any fencing using electrics, breeches are also required.

All appropriate equipment must be suitable and carry the proper certification level (generally 350N CEN1 as a minimum.) If you are unsure what is required then ask the coach, armourer or a committee member.

Before using a weapon ensure that it not excessively soft or bent and that it is complete, including the tip. If you find a weapon that is defective or you are unsure if a weapon is defective, do not use it, please inform the coach, armourer or a committee member.

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Always obey the instructions of the coach at all times during any training session.

Always be aware of your environment and those around you. Remember that whilst fighting, fencers may not be aware of you.

Ensure the piste you are fencing on is clear from obstacles and that there is clear space around the piste to allow for either fencer running off. When spectating, do not stand too close to a piste that is being used. When presiding, be aware of those close to the piste and around it as well as the fencers on it. If there may be a safety issue always call halt.

When not fencing always ensure that weapons are carried vertically, with the handle towards the ground. You should never run with a weapon except when fencing or as part of a coaching exercise.

When setting up electrical equipment, make sure that leads run around the edge of the hall and do not cross any pistes. If a piece of electrical equipment becomes faulty, do not attempt to repair it, inform either the armourer, coach or a committee member.

If you have a medical condition that may affect you while fencing (e.g. asthma) then inform the coach or committee member at the start of the session.

Ensure that any club equipment that you use is returned to the cage in good order and stored correctly at the end of the session.

Disciplinary Procedures:

If a club member is found to be in serious breach of the club health and safety guidelines, thereby putting themselves, others or club equipment at risk then this breach should be brought to that club member's attention by a committee member.

A written warning may be issued.

In the event of a club member repeatedly breaching the club health and safety guidelines, they may be banned from taking part in particular club activities.

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Club Welfare Pack

British Fencing Association



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This pack is designed to assist clubs comply with the recognised 'Best Practice' in sport as well as British Fencing requirements.

Child Protection now has a much higher profile for all activities which involve young people and vulnerable adults. All clubs are expected to create a safe environment for young people and vulnerable adults and protect them from harm; this is becoming a necessary benchmark to assist those involved in sport to make informed decisions about whether to allow use of facilities, funding or affiliation for example.

British Fencing's aim is to put the necessary procedures in place to prevent any abuse of young people and vulnerable adults. British Fencing will encourage all clubs to appoint a child welfare officer who will be responsible for ensuring that all young people and vulnerable adults have the opportunity to participate in fencing in a safe environment.

Please see below a list of 'good practice', this list is not exclusive and is not intended to be definitive:

- All clubs should be members of their Fencing Association.
- All positions within the Club should be advertised with a job description, either on a notice board or in notices to members. Correct recruitment procedures -, in line with British Fencings published policy should be followed whenever possible.
- All clubs should provide an information pack to members and potential members setting out:
 - dates and meeting times of club nights
 - specific requirements particular to their club
 - fees for membership which ideally should include, in line with 'Best Practice', reduced fees for any financially disadvantaged fencer whenever possible.A membership form including all relevant information required as set out below.
- All clubs should have a child protection policy and procedures, this may be a statement that they have adopted British Fencings CPP and Procedures or they may wish to personalise one of their own.
- All coaches and officials should attend a 'Good Practice and Child Protection' workshop. These are available through Sports Coach UK, however many Local Safe Guarding Children Boards or Sports

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Partnership's are also providing similar courses which are often provided at reduced fees and in some cases free to volunteers. Information should be available from local authorities. Unfortunately all local authorities are different and advice must be sort locally. England has a programme of these workshops on the England Fencing website which is updated regularly, or contact Ismaycowen@aol.com .

- All Coaches should sign a copy of the British Fencing Coaches Code of Conduct, it is 'Best Practice' to require this to be done annually.
- All British Fencing registered coaches are required to be CRB checked.
- All club officials who are responsible for young people should have acceptable enhanced CRB disclosures. Details of how to apply are on BF website. NB when working with children there are no 'spent' convictions and all convictions or relevant information should be declared at the time of completing the application by ticking the appropriate box. Only relevant convictions will be taken into account by British Fencing when making decisions about a persons suitability for a role within fencing.
- All British Fencing registered coaches are required to have attended a Sports Coach UK (SCuk) approved 'Good Practice and Child Protection' Workshop.
- All club officials who are responsible for young people on a regular basis should also attend a SCuk approved 'Good Practice and Child Protection' Workshop and or 'Time to Listen' course.
- No adult should be expected to be alone with a child at any time and sufficient support from parents or adult members of the club must ensure that more than one adult is always present, those that regularly take on these responsibilities are advised to consider complying with the CRB disclosure as above.
- A Risk assessment should be carried out before commencement of fencing to ensure that there are no temporary hazards ie wet floor other sports equipment not put away safely.
- All club equipment must have documented regular safety checks, it is also important that all fencers using club or personal equipment is of the correct size for them.
- Many fencing clubs are open to fencers of all ages and it is important that all participants are acknowledged to be valued members of the club.

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It is important that all Clubs operate equitably, without discrimination, and all fencers receive equal support.

- All clubs should keep a record of all their members contact details, relevant medical history and a telephone number in case of emergencies during fencing sessions. This is particularly important with lone visiting fencers. The emergency exits and procedures should be made known to those attending, if no mobile telephone is available the whereabouts of the nearest accessible telephone should be identified.
- If qualified first aid is not available at the venue it is advisable to qualify a nominated person who is usually present, through attending a recognised emergency aid course.
- All those fencing in the club should be members of their National Association at the appropriate level. It is also important that all fencing complies with British Fencing regulations for safety particularly with regard to safety equipment.
- **NB British Fencing Insurance is only valid if British Fencings' safety recommendations are adhered to.**
- All clubs should comply with the photographic policy of any venue they use and in any event with British Fencing's policy.
- At the end of each session an approved person should be delegated to supervise the collection of all minors and take the necessary steps if any problems occur, individual clubs should establish and publicise their own procedures depending on their own circumstances.

I am sure the above appears daunting to many club officers but it is important to note that most of the above is the responsibility of the club and its officials already. British Fencing is not asking clubs to take on additional tasks merely setting out those that are recognised as 'Best Practice' and/or legal requirements already.

Included in this pack are copies of British Fencings Codes of Conduct and Policies all of which are downloadable from BF Website and can be personalised if required:

- Coaches Code of Conduct - all coaches should sign up to abide by this code.

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- Code of Conduct - for all those involved with fencing whether directly or as a parent or supporter.
- Code of Conduct for Parents/Carers - this is a helpful short list of dos and don'ts
- An Anti-bullying Policy – this should be prominently displayed and or form part of the initial documentation supplied to fencers.
- British Fencing Whistle Blowing Policy – this should be brought to the attention of all members in the membership details and if possible be prominently displayed at any venue used.
- Club Welfare Officer Job Description – This is not meant to be onerous and England Fencing will provide support and training opportunities to assist post holders.
- Sample Application Form – This should be completed by all applicants for appointed persons within the club.
- Sample Reference Form – References should be taken up for all staff whether paid or voluntary.
- Incident Form – to be completed on every occasion that a reportable incident occurs.
- Self-Declaration Form – for temporary use while CRB clearance is sought
- a guide to responding to concerns about possible abuse
- a Quick Guide to Procedures

NB a full copy of British Fencing's Child Protection Policy and Procedures is downloadable from BF website, it will be updated from time to time in light of legislation or changes required to ensure current 'Best Practice' is complied with.

If you have any queries regarding any of the above please contact me by email.

Ismay Cowen
Child Protection Office
British Fencing
ismaycowen@aol.com

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British Fencing Coaches Code of Conduct

This Code does not supersede the Person Code of Conduct but is in addition to it.

- All fencing coaches must ensure that every individual particularly all young/vulnerable people in their care are respected as individuals and treated equitably and with dignity at all times. They should ensure that all training complies with the current guidance issued by British Fencing and does not form any sort of abuse (emotional, physical, sexual, bullying, neglect etc.)
- All relationships should be based on respect, honesty and openness.
- All fencing coaches should recognise the personal development of young fencers takes priority even over the development of their performance.
- All fencing coaches should encourage young/vulnerable fencers to be responsible for their own behaviour and performance.
- All fencing coaches should have an ongoing commitment to their own training and work with others (i.e. referees, medical advisors, sports scientists, parents and other coaches) to ensure the safety and enjoyment of all fencers in order that they can develop both within fencing as well as outside.
- All fencing coaches should respect a fencer's need for confidentiality.
- All fencing coaches should work within their own competency and qualifications.
- All fencing coaches should strive to be positive role models, working within British Fencing guidance displaying high standards of personal behaviour.
- All fencing coaches have a responsibility to develop in partnership with all fencers particularly parents and young/vulnerable fencers clear expectations both on and off the piste and what the young/vulnerable fencer is entitled in return to expect of the coach.
- All fencing coaches should promote good behaviour within the rules of Fencing.

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British Fencing coaches should never:

- Invite a child to your home or secluded place when they will be alone with you.
- Share a bedroom with a child
- Neglect their responsibility for any child under their care at any time
- Bully a child either physically or verbally, nor reduce a child to tears as a form of control.
- Engage in rough, physical or sexually provocative games.
- Make sexually suggestive remarks to a young/vulnerable fencer – even in fun.
- Allow or engage in any form of inappropriate touching
- Allow the use of inappropriate language to go unchallenged
- Do things of a personal nature for a fencer that they can do for themselves unless specifically requested to do so and then with the utmost discretion
- Vacate the venue until the supervision of the safe dispersal of all the fencers is complete (NB delegation of this duty may be allocated to another official)
- Spend excessive amounts of time with individual fencers away from others
- Abuse the coaches position of power or trust in any way
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Embarrass, humiliate or undermine any individual or cause them to lose self esteem
- Make remarks about another individual that are in any way offensive or in any way can be construed as such.
- Fail to record any incident in line with BF guidelines

(NB this list is not exhaustive)

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British Fencing Code of Conduct

For all Home Nations, Regions, Counties, Clubs, Members and Persons:-

- must ensure that Fencing is always conducted in a disciplined and sporting manner and acknowledge that it is not sufficient to rely solely upon the organisers to maintain those principles;
- shall co-operate in ensuring that the spirit of the Laws of Fencing are upheld and only select fencers that uphold these Laws;
- shall observe the Fencing Laws at all times;
- shall accept and observe the authority and decisions of referees, organisers and all other fencing disciplinary bodies.
- shall not publish or cause to be published criticism of the manner in which a referee handled a fight;
- shall not publish or cause to be published criticism of the manner in which the Board or any other fencing disciplinary body handled or resolved any dispute or disciplinary matter resulting from a breach of the Bye-Laws, Regulations, or Laws of the Sport;
- shall not engage in any conduct or any activity on or off the piste that may impair public confidence in the honest and orderly conduct of a fight, competition, Championship or Series or in the integrity and good character of any Person;
- shall promote the reputation of the Sport and take all possible steps to prevent it from being brought into disrepute.
- shall not commit a Doping Offence as defined in the FIE/BFA doping regulations.
- shall not abuse, threaten or intimidate a referee, organiser or other official, whether on or off the piste;
- shall not use crude or abusive language or gestures towards referees, organisers or other officials or spectators;
- shall not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any other Person at an event on the ground of their religion, race, colour or national or ethnic origin;
- shall not do anything which adversely affects the Sport of Fencing, the Board, any member or any commercial partner of the Sport;

Each body within British Fencing is under an obligation to;

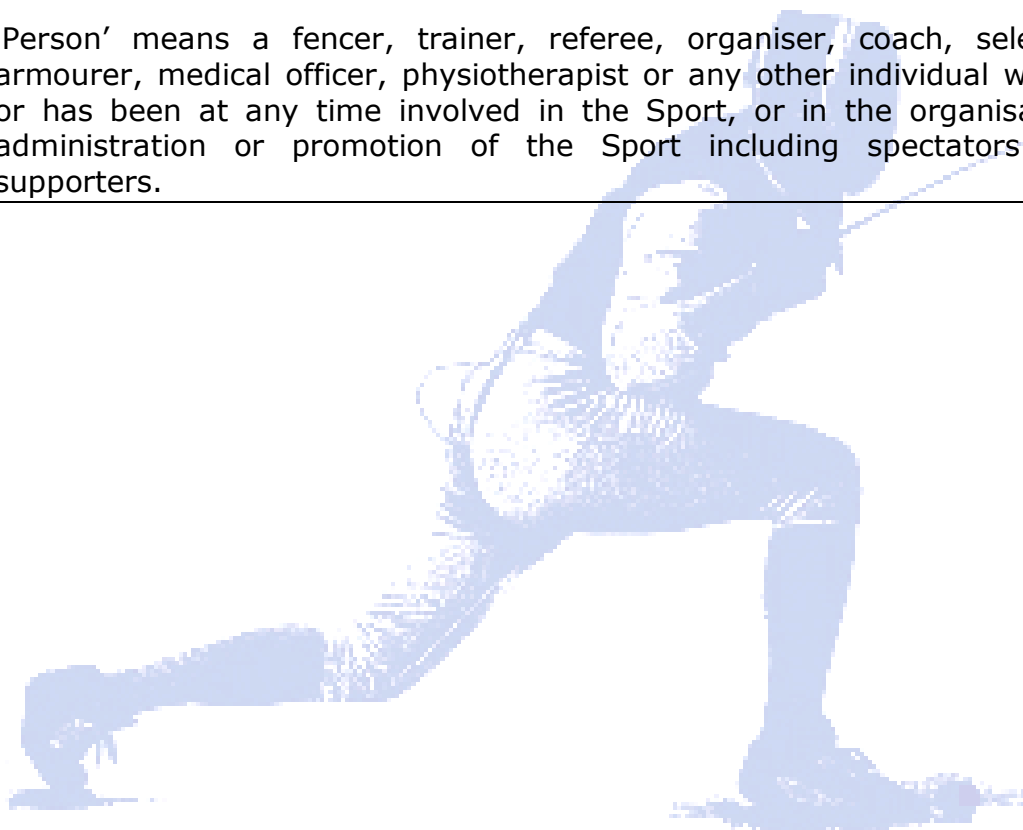
- Comply with and ensure that each of its members comply with this Code of Conduct; and
- Adopt procedures to monitor compliance with and impose sanctions for breaches of the Code of Conduct by Persons under its jurisdiction.

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Note: Definitions of 'Person' and as follows;

'Person' means a fencer, trainer, referee, organiser, coach, selector, armourer, medical officer, physiotherapist or any other individual who is or has been at any time involved in the Sport, or in the organisation, administration or promotion of the Sport including spectators and supporters.



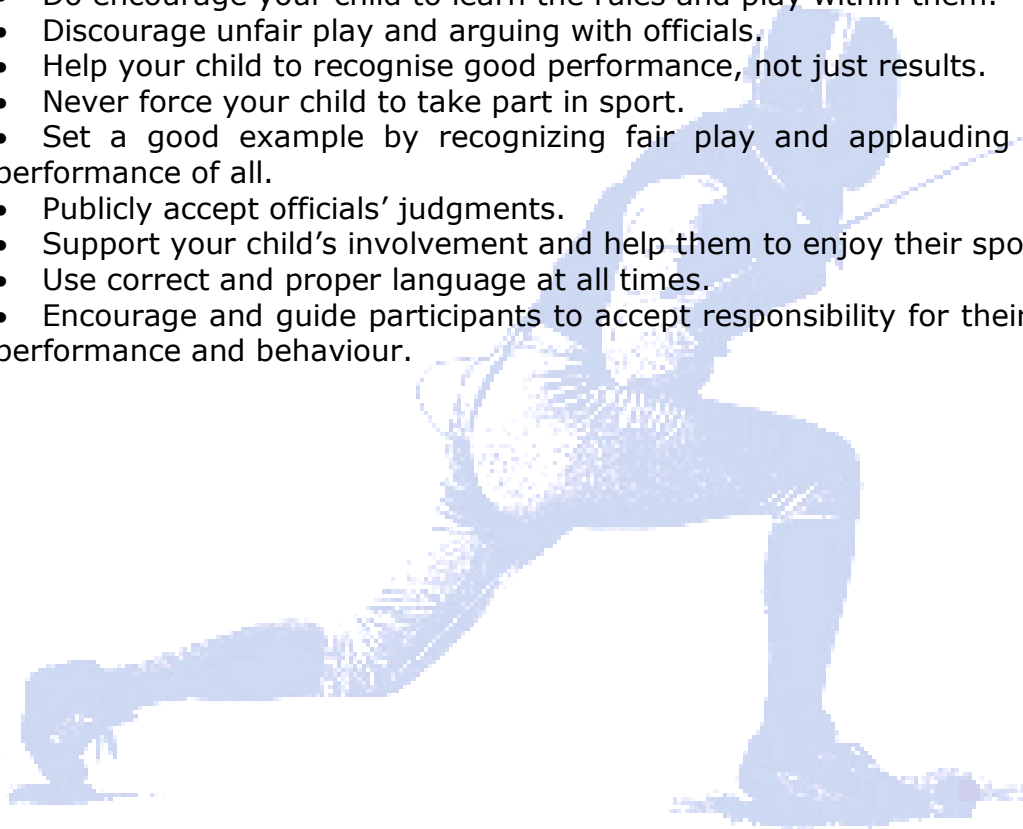
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Code of Conduct for Parents/Carers

- Do encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognizing fair play and applauding good performance of all.
- Publicly accept officials' judgments.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.



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Anti-Bullying Policy

Bullying is not easy to define, can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical (eg 'hard hitting' pushing) verbal (eg racist or homophobic remarks, threats, name calling) and emotional (eg isolating an individual from activities).

They will all include:

- Deliberate hostility and aggression towards the victim
- A victim who is weaker than the bully or bullies
- An outcome which is always painful and distressing for the victim

Bullying behaviour may also include:

- Other forms of violence
- Deliberate 'hard hitting'
- Biased refereeing
- Sarcasm, spreading rumours, persistent teasing or theft
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti gestures
- Unwanted physical contact or abusive or offensive comment of a sexual nature

Emotional and verbal bullying is difficult to cope with or prove. It is of paramount importance that all clubs should adopt an anti-bullying policy to which all its members, coaches, fencers, staff, volunteers and parents subscribe to and accept

Every club will:

- Take the problem seriously
- Investigate any incidents
- Talk to the bullies and victims separately

Decide on appropriate action, such as:

- Obtain an apology from the bully(ies) to the victim
- Inform parents of the bully(ies)
- Insist on the return of items 'borrowed' or stolen
- Insist bullies compensate the victim
- Hold club or class discussions about bullying
- Provide support where required

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Whistle-blowing

Everyone at some point in their own or their child's sporting life has concerns about things they observe within their sport. These may vary from simple bad manners to the outright dangerous and everything in between.

Often these concerns are relatively minor and can be easily resolved.

If you have any concerns with regard to the behaviour of any adult towards a young person whilst connected with fencing (wherever it might be), it is important that you share your concerns with British Fencing's Child Protection Officer. The earlier you express your concern the more likely it is that it can be resolved quickly and without potentially further harm to any young person.

Doing nothing about it may seem the easiest thing to do, but what concerns YOU may also be the concern of others: it won't go away and the situation could get worse.

All information received or discussed will be treated in confidence and only be shared with those individuals within the British Fencing Association or club(s) who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice from or inform the statutory agencies e.g. Social Services or the Police.

All concerns will be taken seriously and be managed according to British Fencing's Child Protection Policies and Procedures.

British Fencing is primarily concerned with the well being and safety of all members and participants in our sport, and will support anyone who in good faith, and where he/she has reasonable grounds for doing so, reports his/her concern that an adult is, or may be, abusing a child in any way, including bullying.

British Fencing will not discriminate against, victimize nor be judgmental of any official, volunteer or fencer who comes forward with genuine concerns.

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Should you wish to put in writing your concerns, please address this to:

Child Protection Officer/Chair Disciplinary Committee
British Fencing
1 Baron's Court
33 Rothschild Road
London W4 5HT

Or email Ismaycowen@aol.com.

Please ensure that all correspondence is marked "Private & Confidential"
"Addressee only"

If you would rather speak in person or by telephone, please initially email
the above address with your contact number.

Everyone suffers when malpractice occurs in an organization. It is important that those who act wrongly are dealt with appropriately. Help BF to stamp out bad practice and help maintain British Fencing's good standards and reputation.

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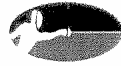


British Fencing Insurance



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British Fencing
British Fencing Insurance

Insurance Broker: Perkins Slade Ltd., 3 Broadway, Broad Street, Birmingham, B15 1BQ
Telephone: 0121 698 8000. Fax: 0121 625 9000

Policy: Civil Liability: Royal & Sun Alliance •37L/GA00004416
Personal Accident: AIG Europe [UK] •0010523765

This is a brief summary of the British Fencing Association's current Public, Civil Liability and Personal Accident Insurance cover. The Master Policy is held by BFA's Broker, Perkins Slade Ltd. A copy of the Definitive Policy is available for inspection at the offices at Perkins Slade Ltd or alternatively on request from Perkins Slade Ltd.

British Fencing Association provides cover for UK residents on a worldwide basis.

Insurance cover includes members and registered Clubs of:

English Fencing Union
Northern Ireland Amateur Fencing Union
Scottish Fencing
Welsh Fencing

Public/Civil Liability

Liability cover is extremely important for fencers and other people involved in fencing as it protects them against claims from anyone as a result of the Insured Person's negligence. It covers them against both damages and the legal costs involved in defending any claim up to the maximum.

1. **Members:** All members of British Fencing are covered both while fencing and for all activities related to fencing held under the auspices of British Fencing.
2. **Clubs:** The officers (Chairman, Treasurer & Secretary) of affiliated Clubs [*whether individual members or not*] whilst performing their *official* functions, and whilst the Club is operating under the auspices of British Fencing. Coaches must be on the BFA coaching register. (Note: Clubs who employ coaches are required by Law to have separate Employers Liability cover).
3. **Directors & Committee Members:** The following are covered while performing their *official* functions:
 - Directors of British Fencing.
 - Members of Standing Committees.
 - Members of the EFU, WF, NIFU & SF's Executive Committees & their regional sub-committees - if these bodies become incorporated they are required by Law to obtain their own Directors liability cover.
4. **Referees & Judges:** Referees and judges are covered whilst refereeing or judging if members of British Fencing.
5. **Training & Team Managers:** Coaches, trainers and team managers are covered whilst acting in those capacities if members of British Fencing.

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6. **Competition Organisers:** Persons organising or assisting at fencing competitions [BFA Registered Competitions], matches or other fencing events held under the auspices of British Fencing are covered if members of British Fencing. Any competition held outside of the Registration scheme is required to notify HQ of the details. The event must be held under the Safety Guidelines & a “duty of care” exercised, with fencers being registered members.

7. **Equipment:** Persons erecting, maintaining or repairing fencing equipment are covered [provided they are not acting on a commercial basis] if members of the British Fencing.

8. **Volunteers [non-members]:** Volunteers who are not members of British Fencing, are covered when rendering a service to British Fencing, which has been requested by an authorised person. An authorised person includes: any Director of British Fencing; any member of a British Fencing standing committee; any member of the EF, WF, NIFU or SF’s Executive Committees. *NOTE: To effect cover, such volunteers must be registered with an authorised person and records maintained.*

9. **Coaches:** Qualified coaches on the BFA Register are covered for £5million Civil Liability.

The Civil Liability policy incorporates: * Public/Products Liability * Professional Indemnity * Libel and Slander * Member to Member Liability.

All cover is provided on a claims made wording which means that irrespective of when an incident occurred, you are insured when a claim is made against you — the policy will respond. As a result, it is *essential* to log all incidents at the time of occurrence in an Accident Book and to Insurers where necessary.

The Limit of Indemnity is £5million per occurrence (in the aggregate in respect of Products). Should you be sued for negligence as a result of a fencing activity, please contact Perkins Slade immediately to enable the correct claims procedures to be followed. **Please note** — exclusions do apply to the policy, a full wording is available on request to Perkins Slade.

Personal Accident

Whilst engaged in fencing activities all current members of British Fencing [*up to the age of 75 years*] are covered for: Death £ 5,000. Permanent Disablement from any occupation £ 100,000. Loss of two or more limbs or sight of both eyes or one of each £100,000. Total loss of speech or hearing £100,000. (Restricted cover for under 16 years of age)

Exclusions

Exclusions include acts of War, intentional self-inflicted injury, illness and pregnancy. Cover is not extended to broken bones, loss of earnings or temporary disablement.

General

In the event of a claim or an incident that may give rise to a claim in the future, please contact Perkins Slade immediately. **DO NOT ADMIT LIABILITY.**

Competitions held under the auspices of British Fencing Registered events or events notified to HQ and complying with BFA Safety Guidelines are included in the Liability cover. Unregistered events are not insured.

Please note that events organised by clubs outside of fencing e.g. social activities such as BBQ’s, firework parties, displays etc are not covered by these policies. However ‘taster’ sessions/demonstrations such as at a Village fete or a general demonstration are covered provided they are supervised by the Club on a ‘duty of care’ basis.

Insurance is not provided through the BFA scheme for loss of or damage to your own fencing equipment. Perkins Slade do not provide this cover.

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Travel Insurance

Everyone has heard stories about being injured or taken ill abroad and being refused treatment. Normally the protection of a Travel Policy is adequate to meet these contingencies, but for athletes engaged in sporting activities, difficulties can arise as many such Policies actually exclude injury or illness arising from taking part in sport.

Perkins Slade offer individual fencers and/or teams travel cover within the UK, Europe and Worldwide. Group discounts are available for teams of 10 or more.

Apply directly to Perkins Slade for further details.

In this age of increasing litigation it is essential that adequate Liability Insurance is in place for your sporting activities. We believe that the Civil Liability Insurances provides comprehensive protection in the event you injure/damage somebody else/someone else's property. This cover would not be available at such competitive pricing outside the BFA membership scheme. Perkins Slade Limited, RSA & AIG are members of the General Insurance Standards Council.

gmk/Feb 07

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Registered First Aiders

As of August 2007 until July 2010

Owen Palmer

Karen Griffiths

Paul Reader

Liz Robertson

Clair Gilmore

Kola Ayanwale

Max Irving

Rick King

Mick Sheridan

Phil Inns

Paul Fitzpatrick

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Standing Orders

The preferred method of payment to the club is via Standing Order. This is the most cost effective manner as well.

Sort Code: 40-20-25

Account Number: 411 77 303

Account Name: Bexley Fencing Club

Please identify your standing order with your name.

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The Bexley Fencing Club

Membership Pack

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