

## **AFFILIATION FEES**

- see 'Financial assistance'

## **AGENDAS ~**

- See 'Meetings'

## **AGM ~**

This should be held before the end of March to meet constitutional requirements.

## **AIMS**

Constitutional

The aims are to: 'encourage and co-ordinate the pursuit of all forms of sport and recreation and assist in the promotion of local representative competitions. To assist in the provision of hiring of facilities for sport, recreation and leisure. To use all profits and surpluses to fulfill these objects.

## **ANNUAL CONFERENCE ~**

- See 'Conference'

## **AREA ~**

The CSSC is broken down into regions and regions into Areas. Areas look after members within a five mile radius of the organisation regardless of their government department.

Not all CSSC members are in Areas but the CSSC is addressing this problem and hopes eventually that all CSSC members will be catered for within an Area. This will mean a complete overhaul of the current 5 mile radius scheme.

## **ASSOCIATE MEMBERS ~**

- see 'Membership'

## **ASSOCIATE RULE ~**

· See 'Criteria'

## **ATTRACTIONS ~**

· See 'Benefits'

## **BANK SIGNATORIES**

**With authority** to approve the spending of funds: \_Chairman \_Secretary  
\_Treasurer \_Dep Treasurer *\_without authority* (Convenience) Dave  
Moncaster(based in the Sports Office Room 102 Norcross).

## **BENEFITS**

[Check out this link](#)

## **CLUBS ~**

Clubs can be formed by any groups of members who are willing to meet the 'criteria' set by the Council. This guide has a section on starting a new club. Affiliated clubs will have a seat on the Council. \_· see [Criteria'](#).\_· see [Financial Assistance'](#) \_· see 'Starting a new club' in [Financial Assistance'](#).

## **CODE OF CONDUCT ~**

The official code of conduct should be provided to each member when taking part in any event.

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

To help you have an enjoyable time and ensure that your fellow competitors and colleagues do likewise you are asked to observe the following code of conduct, which as an organisation, CSSC promotes at each of its events. \_\_\_· 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 to have fun. \_\_\_· Be on time ~ as a basic courtesy, for all aspects of the event. Know the itinerary and

how it effects you. No one appreciates a poor timekeeper. \_\_\_· Know the rules of the game ~ adhere to them in practice and in spirit at all time. 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. \_\_\_· 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/umpire is likely to be a volunteer and without their help the competition would not take place. \_\_\_· **UNACCEPTABLE BEHAVIOUR WILL LEAD TO DISCIPLINARY ACTION** \_\_\_· Participants should be mindful of their responsibilities as a representative of their department 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 your represent. \_\_\_· Be aware of the proper administration of the event ~ report changes in availability and requirements to the organiser immediately and do not bring unauthorised guests to the event \_\_\_· 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.

## COMPETITIONS ~

The CSSC organises a number of competitions. These can be national, inter-departmental such as the CSSC versus the Army or Police etc, regional or local to an Area. \_\_\_· Area Competitions can simply be an event that goes no further than provide fun and entertainment or choose a local champion. These are funded by the Area and depend on volunteers to organise. They can be as lavish as funds will allow. \_\_\_· Regional Competitions can be the above but are often held to select representatives in a national event. These are sometimes referred to as 'Qualifiers'. Members from various Areas compete at regional level (North West) and if successful may be selected to attend the national competition somewhere else in the country. These competitions are organised at regional level, by anyone (Area members) who has the ability and are part funded by entrance fees. The North Fylde Area pay the entrance fees for its members in regional competition (See 'Financial Assistance' 'Play and Pay' scheme). \_\_\_· National competitions are organised by the CSSC or by Sports Recreational Bodies (SRB's) who excel in different sports and events. For example the Civil Service Angling Society organise fishing competitions from the sea shore, boats, angling waters etc. reaching a final may be through a regional competition (Qualifier) ~ in which case the region pays the expenses or, the event may be an open one in which case individuals pay the expenses (see Financial Assistance' 'Play and Pay' scheme. \_\_\_· The CSSC often arrange matches against other organisations such as the forces, Police, Universities etc. They run national squads and selections are made up and down the country. Letters of invite encourage players of a suitable calibre to join the squad and the CSSC centre pays the expenses. \_\_\_· See ['Lewis Cup'](#) \_\_\_· See ['Time off'](#) \_\_\_· See ['Financial Assistance'](#) and ['Play & Pay'](#) scheme.

## **CONFERENCE ~**

This is held annually, usually in London and North Fylde are entitled to send two representatives. One to be paid for at National expense. Notice is sent to the Area Secretary in the Spring.

## **CONSTITUTION**

To be added as a link later

## **COUNCIL ~**

· See ['Management'](#)

## **CRITERIA ~**

. An AGM must be held within the clubs constitutional time scale. \_\_. Accounts must be audited in time \_\_. Accounts must be presented and approved by the AGM \_\_. The members must not miss three consecutive Area or Exec meetings. \_\_. Club chairs must satisfy the Area that the club is being run in accordance with the Advice to Staff Clubs Part II (copies available). \_\_. Clubs must not contain more than 30% associates. \_\_. Membership records must be presented to the Area and be accurate. \_\_. Any club found to have membership lists containing more than 10% non-members will forfeit their rebate and non-members will be enrolled promptly. \_\_. Any club found to be in breach of the above rule for a second year will be the subject of further forfeits.

An 'Associate Rule' peculiar to North Fylde and still extant is:= \_\_ Provided the membership of the affiliated club, as a whole, is not more than 30%, the club is entitled to field whichever members it wishes in its teams.

## **CURTIS BENNETT CRICKET ~**

This is a nationwide cricket competition and the 'representative' team can be sent anywhere in the country. Successful progression can be costly. At the semi final and final stages consult the CSSC national treasurer about any recoverable costs. The squad is organised by a volunteer team manager. \_\_. See ['Team Managers'](#)

## **DEPARTMENTAL ALLOWANCE**

Each year, the CSSC provides departmental associations (HASSRA, MODRA,

IRSA etc.) with a payment depending on the number of members it has. The payment is a proportion of the member's subscription, the remainder feeding the CSSC, regions and Areas with funds.

Most departmental associations keep these funds to pay for the activities that they run, with funds being paid to competitors or as grants etc. National Hassra retains part of the 'Departmental Allowance' for nationally organised events but distributes the rest to the 12 Hassra regions. Hassra Fylde simply hands over the Departmental Allowance to the Area Council and allows them to organise and encourage member's participation in CSSC events. The allowance enables the sometimes high costs of the 'Lewis Cup' football entry and 'Curtis Bennett', cricket (both national events) as well as rugby, netball and more. It also helps the Area fund its 'Play & Pay' scheme which encourages all members to take part in many activities.

The North Fylde Area allows members from any 'Area' to take part in the activities. The Departmental Allowance from Hassra should, strictly speaking fund those members who are also in Hassra Fylde but administratively this is difficult to achieve and those exceptions who do benefit are minimal.

The departmental Allowance in October 2003 amounted to £10,632.

#### **ELECTRONIC MEDIA ~**

· See ['Internet'](#)

#### **EXECUTIVE COMMITTEE ~**

· See ['Management'](#)

#### **FAMILY MEMBERS ~**

· see ['Membership'](#)

#### **FINANCIAL ASSISTANCE**

The 'Play & Pay' scheme allows any member an opportunity to claim assistance in their chosen sport or pastime, regardless of whether it is a CSSC organised event. Straightforward claims will be dealt with by the officers and will usually consist of entry fee, subsistence, and assistance with travel and accommodation.

· See ['Play and Pay'](#)

· See ['Subsistence'](#)

Club and DA rebates are currently set at £15 per member. Non-members at the time of declaration do not attract payment even should they enrol afterwards.

Members and clubs may claim assistance with the hire of facilities.

Member clubs may claim 25% 'top-up' of their league, affiliation and associated mandatory commitments, the initial 75% being paid by sister organisation Hassra.

Applications for grants must be supported by full business cases.

Start-up grants \_- For new clubs , obviously. We do not have many and grants are usually no more than £250. There may be exceptional claims.

Rebates \_- Paid only to clubs who follow the rules. \_Based on an agreed amount per member of a club. \_Membership list required and 100% check conducted. \_Not paid in respect of bona fide members whose subscriptions are made to other 'Areas'.

League and Affiliation fees \_- 25% of the league and affiliation fees plus mandatory. \_Allied payments. \_Paid in addition to rebate.

Pitch Hire \_- Where suitable ground is not provided by the Area Council, the cost of hiring a pitch may be considered. \_If mandatory, see above.

Special Grants \_- Consideration will be given to assisting with the costs of \_Major projects, provision of kit etc on completion of a Business case. \_The applicant should be able to prove a real need and proper planning. \_Failure to plan for the replacement of essential equipment through club member subscriptions will be a factor.

## **FINANCIAL RETURNS ~**

The Treasurer is responsible for surrendering end-of-year returns to CSSC HQ so that the Area will be paid a rebate each year.

## **GRANTS ~**

· see ['Financial assistance'](#)

## **HASSRA ~**

The sports and social association of the Department of Work and Pensions, Job Centre Plus and their allied agencies

## **HISTORY ~**

· See end of the guide.

## **INSURANCE ~**

Third party insurance is paid by the CSSC and covers any bona fide CSSC club activity and all members and honorary members. Cover is for accidents causing injury or damage and the Area's cover is for insurers to consider the implications and pay up if the CSSC is proven to be negligent in some way. In the case of any incident make adequate notes at the time and involve the emergency services as appropriate. (Their records may be invaluable)

There is no personal accident insurance and all members are advised to take out any that they consider necessary.

Club equipment and trophies are insured under general or 'all risks' policies with the latter covering equipment that is removed from club premises ' such as match balls and kit. It is necessary for the affiliated clubs to advise the secretary of items that require insuring and failure to do leaves the club officials in jeopardy.

## **INTERNET ~**

A website has been set up to provide members with global access to information about the Area. The website address is: <http://www.csscnorthfyde.org.uk>

Members and clubs are encouraged to provide copy for publication. This should be an electronic text document and for better impact pictures can be included.

The website is looked after by Paul Whiteley who will be only too happy to receive information about CSSC events both within the Area and regionally.

These can be e-mailed to him at: [paul\\_whiteley@btinternet.com](mailto:paul_whiteley@btinternet.com).

Additional to our Area website the CSSC region have their own site at: <http://csscnorthwest.co.uk/> as does the CSSC national body at: <http://www.cssc.co.uk>

## **IT ~**

· see 'Internet'

## JOYCE COLE COMPETITION

### LEAGUE FEES ~

· See ['Financial assistance'](#)

### LEWIS CUP ~

The Herbert Lewis Cup competition has been held for national football since the 1920's. Teams must be registered with the Football Association (Lancs FA) and must make application to the CSSC each year with their current FA registration. (Renewal reminders are sent to the CSSC Area each year).

The draw can send a team anywhere in the country and costs of a continuing competition can be high. (The 'Departmental Allowance' helps). The squad is selected by a volunteer team manager and made from CSSC members.

This is one of the most prestigious and hard fought competitions in any Departmental Association of CSSC Area. At the semi final and finals, part costs and then full costs are met from central CSSC who should be consulted before play. At the semi final and final, matches should be arranged on a mutually convenient ground.

· see ['Team Managers'](#)

· see ['North West Cup'](#)

## MANAGEMENT

The **AREA COUNCIL** ~ meets every two months and comprises: \_Chairman and vice chairman, \_Secretary and deputy secretary, \_Treasurer and deputy treasurer, \_2 x Departmental representatives from each DA \_1 x representative from each affiliated club \_The CSSC Chief Executive's representative \_Quorum ~ 2 Officer + seven members.

The **EXECUTIVE COUNCIL** ~ meets monthly for the day-to-day business and comprises: \_Chairman (or representative) \_Secretary (or representative) \_Treasurer (or representative) \_Paul Whiteley (elected to Executive. post) \_Quorum ~ any three)

The Area can have sub-committees to deal with sports, social events, finance

etc. The members of which would be ex-officio with no vote at the Area or Executive meeting.

## MEETINGS ~

The Council meets every second month on a Tuesday and at lunchtime. Prior notice is served of meetings and Agendas issued.

SUGGESTED AGENDA FOR MEETINGS: \_A meeting will take place \_in \_\_\_\_\_(room)\_\_\_\_\_ \_at \_\_\_\_\_(site)\_\_\_\_\_ \_on \_\_\_\_\_(date)\_\_\_\_\_ \_at \_\_\_\_\_(time)\_\_\_\_\_ \_AGENDA

1. Welcome and apologies (register of names )
  2. Minutes of the previous meeting (were they correct? If not insert corrections). Sign minutes when approved and keep as a 'master'
  3. Matters Arising (a), (b) (c) etc (This is the place for all items which have not been dealt with. Ongoing matters . Originally subjects are first raised under 'Any Other Business' (see end) and each subsequent meeting will continue under 'matters arising'. When finalised, they are struck off the agenda altogether.
  4. Treasurer's report (including an itemised statement showing what has come in, gone and remains)
  5. Secretary's report (general matters which have come to his/her notice)
- Correspondence can be taken in this section but if it needs action refer to 'Any Other Business' section.
6. Organiser's reports (a), (b), (c) etc (reports on how events are progressing, number of attendees, cancellations, arrangements in hand etc).
  7. Any Other Business (This is the place to raise new issues).
  8. Date of next meeting (it is a good idea to set aside dates for a number of meetings so that each member can note their diary. A regular day, time and place is best and a room should be booked in advance.

## MEMBERSHIP ~

Full members  
Family (husband, Wife or child up to age16)  
Associate (\*\*) see ['Associate rule'](#)

Annual fee £31.20 in monthly instalments  
Annual fee £31.20 \*  
Annual fee £31.20 in full year or half

\*As an alternative to a single payment, full members can take out an additional share for each family member. This too is paid monthly. A junior fee of £10 may be paid as a one-off payment. This is paid back as a rebate ~ see rebates. Juniors MUST enrol and provide their full details including date of birth.

Family and associates cannot take part in the management of the Area and do not have a vote at an AGM. They can participate fully at club level

Family members ~ Family members (husband, wife) may be admitted as 'Family' members. For each member there must be a subscription. A full member may elect to pay an additional full share via their salary for each additional member or, pay an annual fee equal to the full subscription fee. A junior may also be a 'family member'. For a junior under the age of 16, the Area requires a payment of £10 a year. Member's children over the age of 16 may either become an 'associate' member of their parent pay a extra share from their salary. A spouse or their offspring do 'not count' under the associate ratio ~ provided the secretary is aware of their connection with a full member (See 'criteria').

Honorary members for the duration of the stay are visiting teams, officials, supporters and emergency support (St John) etc. Also visiting CSSC members from other areas.

Retired Members ~ who continue to pay a subscription from their pension retain full rights to the Council and its activities. The subscription of a retired member is frozen and does not increase annually

## **NETBALL COMPETITION ~**

Details to be inserted when available

## **NORTH WEST CUP ~**

This a football competition for teams from the north West region. Teams must be registered with the Football Association (Lancs FA) and must make application to the CSSC each year with their current FA registration. (Renewal reminders are sent to the CSSC Area each year). \_The draw can send a team anywhere in the North West and costs of a continuing competition can be high. (The 'Departmental Allowance' helps). The squad is selected by a volunteer team manager and made up from CSSC members in the area. \_At the semi final and final stage consult the regional treasurer about any recoverable costs.

· See [Team Managers](#) · See [Lewis Cup](#)

## **PITCH HIRE ~**

- See '[Financial assistance](#)'

## **PLAY & PAY SCHEME ~**

Details to be inserted when available

## **QUALIFIERS ~**

- see '[Competitions](#)'

## **QUEENBOROUGH TROPHY ~**

This magnificent trophy is one of the most prestigious in the CSSC and is awarded to the Departmental Association which gains the most points in the whole series of competition. \_The competition is now handicapped to allow small DA's to compete against the larger ones.

## **REBATES ~**

- Area ~ A rebate based on the number of members being served by the Area will be paid by CSSC HQ annually, in two six monthly instalments. Rebates depend on the submission of end-of-year accounts following the Area AGM.

The Area rebate may be withheld if the Area has as financial assets approximately twice its annual expenses and there may need to be some sensible spending of members funds to reach a release of withheld funds.

- Clubs , see '[Financial Assistance](#)'.

## **REGIONAL STRUCTURE ~**

To await details from BDE

## **RETIRED MEMBERS ~**

- See '[Membership](#)'

## **RULES ~**

- See '[Criteria](#)'

## **STARTING A NEW CLUB ~**

The CSSC is the government's official body administering sports and social activities. Besides its role of encouraging staff members to take part in a variety of activities, it plays an important role in protecting government departments, club officials and the members. In order to do this several rules have been devised.

The CSSC has over 150,000 members nationwide and is split into geographical regions. \_North Fylde covers offices within a five-mile radius of DWP Norcross.

North Fylde is able to assist its affiliated clubs, which can be formed with any sport or pastime in mind, where enough members express an interest.

It can assist by providing: \_~ Publicity - Posters and monthly magazine insertions  
\_~ Start-up grants - A lump sum to get you started. \_~ Annual rebates based on membership- at present £ X per member per year paid in arrears in a lump sum  
\_~ League and affiliation fees - 25% of the costs. \_~ Special purposes grants - for kit for instance  
\_~ Insurance - for bona fide activities and for members only.  
\_~ Guidance - from an established group of vastly experienced members. \_~ A place to meet - subject to other commitments and requests. \_~ The provision of pitches or pitch hire

**How to start a club** \_Once there has been an expression of interest, CSSC North Fylde will assist with publicity thereby bringing interested members together. Should enough members express an interest, they can be called to an inaugural meeting where plans and responsibilities can be discussed. On most occasions a CSSC official can attend and give advice, lead the discussion if required etc. On the other hand, if only a couple or so members express an interest the CSSC North Fylde will at least put them in touch with each other.

An inaugural meeting should elect 'caretaker' officers, identify where bank accounts should be created, pencil in the individual needs of the club in the constitution and identify what the club is planning to do.

**What clubs need?** \_Any club needs to follow the guidelines developed by the CSSC in liaison with the Department. In the DWP the guidelines are contained in the official 'Guidance to Staff Clubs Part II' and these are a good steer.

Basically they ask for : \_~ A chairperson, secretary, treasurer, deputy treasurer and club auditor. \_~ An official auditor (provided by the Dept or CSSC ) \_~ A recognised bank account with proper signatory controls \_~ A sponsor manager (the chairpersons' line manager at HEO level or above and who will be partly responsible for the proper administration of the club. \_~ A constitution (modelled on one provide by the CSSC )

Once established clubs will be able to benefit from CSSC funds. Financial assistance is based on need and calls for a Business Case from the club. Guidance will be given. Provided the club officers follow the rules they will be able to reap fully, the benefits of being a part of the organisation. \_The rules ask clubs (annually) to: \_~ Form a committee of officers as shown above. \_~ Present an annual set of audited accounts \_~ Present a set of AGM minutes showing that members have approved the accounts and elected the club officers \_~ Provide a list of members showing their membership status. \_~ Provide by 31 January each year, a report on the 'club's year' (regardless of when a club season starts and ends. \_~ Provide a declaration from the chairperson confirming that the 'Guidance to Staff Clubs was being adhered to. \_~ Satisfy the CSSC that no more than 30% of the club's membership are non civil servants (NB all club members must subscribe to the CSSC and non civil servants may become 'Associate' members).

Provided the rules are met each year, clubs may benefit from CSSC funds and services. The CSSC meets every two months and the Council is formed from officers, two representatives from departmental Associations (such as Hassra, INRA, MODRA etc) and one representative from member clubs. The meetings decide on policy, disbursement of funds and other issues.

One must realise that CSSC funds are not handed out on a plate. Great care is taken of member's funds and the Council have to balance funds between all interested parties. Simple 'Business Cases' should be presented when any funds are requested. Clubs are expected to be self sufficient, (through member's subscriptions and perhaps sponsorship) although they are helped with the annual rebate and league and affiliation fees.

Being a part of the CSSC is, as you will have noticed is quite involved. This has become necessary through experience and mainly at the behest of the departments. However, once established - and we will do whatever we can to help this happen -clubs do benefit from their association with the CSSC and the wealth of experience that the organisation has.

Should you require any further information, the Area Secretary will be very happy to discuss matters in even greater detail and will be able to start the ball rolling with that important first advert around the North Fylde offices.

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Attachments:(These will be added shortly) \_Guidance for Staff clubs, \_Copy of a model constitution, \_Business case template.

**SUBSISTENCE ~**

Where meals are not provided by the organisers of an event, subsistence may be paid as follows:

~ Over five hours at the event including necessary travel, \_\_~ Over ten hours at the event including necessary travel, \_\_~ Overnight subsistence to assist with the cost of necessary accommodation on production of a receipt.

## Team Managers ~

The Area depends heavily of volunteer team managers. A set of guidelines provides an insight into what their responsibilities are.

### TEAM MANAGERS - TERMS OF REFERENCE

1. Arrange matches with the least disruption to Departmental business.
2. Arrange a team (of members) by open publicity.
3. Act as the representative during the arrangements with national and regional organisers, with opposing teams, and at matches.
4. Act as the disciplinarian at all times including at matches and travelling to and from matches. Accept the responsibility as disciplinarian with overriding powers over other members of the party both on and off the pitch.
5. Arrange for the provision of a short match report within three working days - if possible.
6. Consult the OFFICE about: \_\_~ Travel - arrange or seek assistance in arranging coach or more competitively priced travel. Have regard to the costs of the competition by avoiding, where possible, expensive and unnecessary high standards of travel. \_\_~ Accommodation - arrange or seek assistance in arranging competitively priced accommodation. Have regard to the costs of the competition by avoiding, where possible, unnecessarily high standards of accommodation. \_\_~ Subsistence- Have regard to the costs of the competition by avoiding, where possible, periods which incurs subsistence. \_\_~ Time off - Have regard for the amount of time required by a squad of players. \_\_~ Hospitality - Seek clarification about the circumstances attracting hospitality \_\_~ Venue - Liase with the grounds staff and committee (secretary) for home matches and the opponents regarding choice of away match venues. \_\_~ Kit - Liase with the OFFICE and the affiliated clubs about the choice and availability of kit and equipment \_\_~ Officials ~ organise the necessary officials for home matches. Obtain funds and obtain receipts to and from recipients. \_\_~ Match refreshments /. Arrange as necessary \_\_~ Match refreshments ~ Liase with secretary about the availability of and costs of refreshments and winner's celebration for the two teams and officials \_\_~ Laundry - Arrange for the laundering of all kit within the time dictated by further demand on the said kit \_\_~ First Aid ~ responsible for the state and supply of the first aid kit.

## 2004 team managers

David Taylor	~ Football Lewis Cup and North West Trophy.
Michelle Wilcock and Diane Seville	~ Netball
Frank Lloyd	~ Flat Green Bowls
Ian Davies	~ Cricket
Frank Lloyd and Steve Wragg	~ Crown Green Bowls
Peter Mennell and Steve Wragg	~ Indoor Flat green bowls
Andy Jones	~ Rugby

## **TIME OFF ~**

Members administering the CSSC or playing in competitions may be allowed time off . This is solely at the discretion of line managers but the Area can assist by providing a letter (electronically or otherwise) which may help.

Basically the letter advises members that traditionally time off has been allowed for competitions funded by the CSSC and that line managers are empowered to allow time off to staff as and when they wish. The letter, addressed to members not managers, invites the member to discuss the matter with his/her manager and put their case for adequate time to compete or organise/attend as an official etc. The letter is not a demand for time off. The relationship between a manager, his/her staff and their general demeanour at work can be important.

It is hoped that time off will be allowed for: \_ . Attendance at Council meetings and training events. \_ . Officiating at CSSC events. \_ . Attendance in National competition and finals. \_ . Competing at regional level.

Sir Andrew Turnbull, the head of the Civil Service and Chairman of CSSC states that "this organisation embodies many of the values that I consider essential for a modern business".

## **TRAVEL EXPENSES (private vehicles)**

These notes relates to The North Fylde Area policy on travel expenses includes the following points:

\* The rate is 23p a mile.

\* The maximum rate allowed for travel is equal to the cost of standard 'saver' rate rail fare. Exceptions to this are the sports of golf, angling, ten pin bowling and flat green bowls.

\* The passenger rate is an additional 2p for the first passenger and 1p each for each additional passenger. Passenger rates will only be paid for the distance that they are actually carried.

\* Members are expected to share vehicles. Where members do not share, the basic cost will be apportioned. The member taking any additional passengers will be paid for these.

\* The distance travelled will be calculated on Microsoft Autoroute and the shortest distance accepted. The decision to travel by any other route will not be covered. Similarly, it is the member's responsibility not to 'get lost' Sadly, mileage to the same venue from close starting- off points varies dramatically! Serious mis-calculations may be considered as fraud and appropriate action taken.

\* Expenses will not be paid without some proof of participation. A 'time off' letter is not proof that a member actually attended.

\* Expenses will not be paid unless we have full details of the journey i.e. information about where the journey started , deviations for passengers and where the journey ultimately finished.

\* Any matters of dispute or regarding an inability to share may be directed to the CSSC North Fylde chairperson via the Area Secretary or Treasurer.

The time off letter sent to those who have requested them indicates that travel expenses will be apportioned if members do not share vehicles .

## **PLEASE USE THE APPROPRIATE FORM TO CLAIM**

### **VARSA ~**

Veterans Agency Recreational and Sports Association based at Norcross and serving Ministry of Defence staff ~ formerly the War Pensions Agency which was within the DHSS/DWP.

### **WEB PAGE ~**

· see ['Internet'](#)

### **History of the CSSC Area**

The Council register on 8 December 1980 shows the following members in situ:

Chairman ~ Mike Caddick,  
Vice Chairman ~ Peter Law  
Secretary ~ Walter Beardsworth.  
Treasurer ~ Geoff Deveney  
Angling rep ~ Bill Nicholson,  
Bowling (NX) rep ~ Viviane Gillespie,  
Bowls (Hesketh) rep ~ Martin McVeigh,  
Cricket rep ~ Keith Bury \_Football rep ~ Ron Doyle  
Netball rep ~ vacant \_Tennis rep ~ Bob Welsh  
Elected members ~ Paul Whiteley, Mike Japp and Martin Gale.  
Grounds Committee rep ~ Charlie Shawcross

On 12 November 1984 the following members attended:

Caddick, Law, Beardsworth, Deveney, Gillespie, Doyle, Welsh. Whiteley, Dick  
Barlow and Alan Clarkin (CSSC North West Regional Liaison Officer)