

Squash Bucklers – Committee Handbook

1. Purpose of this Handbook

This Committee Handbook sets out the expectations, responsibilities, and standards of conduct for members of the Squash Bucklers committee.

It supports the Club's Constitution, Code of Conduct, and values, and is intended to provide clear, practical guidance to help the committee operate in a fair, transparent, and inclusive way.

This handbook does not override the Constitution but works alongside it.

2. Role of the Committee

The committee is responsible for the overall management and wellbeing of Squash Bucklers. This includes:

- upholding the Club's purpose, values, and inclusive, rainbowfriendly culture
- managing finances and administration responsibly
- organising club sessions, activities, and events
- adopting and enforcing Club policies
- acting in the best interests of the Club and its members

Committee members are expected to act in good faith, with care, honesty, and respect.

3. Committee Roles

The committee will normally include:

- Club Captain
- Vice Club Captain
- Secretary
- Treasurer

Roles may be combined where appropriate.

Each committee member is expected to understand and carry out the responsibilities of their role.

4. Committee Conduct and Behaviour

Committee members are expected to:

- model the behaviour outlined in the Club's Code of Conduct
- treat members, volunteers, and each other with respect
- support inclusion, diversity, and nondiscrimination
- handle disagreements constructively and professionally
- maintain appropriate confidentiality where required

Committee members must not use their position for personal advantage or to unfairly disadvantage others.

5. Attendance and Participation

Committee members are expected to:

- attend all committee meetings wherever reasonably possible
- arrive prepared and participate constructively in discussions
- communicate in advance if they are unable to attend a meeting

Missing **three (3) consecutive committee meetings without reasonable excuse** may result in removal from the committee.

Reasonable excuses may include illness, family or caregiving responsibilities, work commitments, or other significant personal circumstances.

Any decision to remove a committee member will be made fairly, in good faith, and recorded in the committee minutes.

6. Committee Benefits – Free Membership

Committee members receive **free club membership** for the duration of their term on the committee.

This is provided as a thank you for the time, effort, and responsibility involved in managing and supporting the Club.

Free membership applies only while actively serving on the committee and does not continue once a member steps down or is removed from the committee.

7. Decision Making

The committee will aim to make decisions by consensus where possible.

Where consensus cannot be reached, decisions may be made by majority agreement, in line with the Constitution.

Committee members should declare any conflicts of interest and remove themselves from decisionmaking where appropriate.

8. Transparency and Communication

Squash Bucklers is committed to openness and transparency.

- Committee meeting minutes will be shared with Club members
- Minutes may be redacted where they relate to confidential matters such as complaints, disciplinary issues, or personal information

Redactions will be limited to what is necessary to protect privacy and fairness.

8A. Use of Club Email Accounts

Each committee member holding an officer role will be provided with a club email address specific to their position (for example: clubcaptain.squashbucklers@gmail.com or treasurer.squashbucklers@gmail.com).

All club-related correspondence **must** be conducted using these official club email addresses.

The use of personal email accounts for club business is **strictly prohibited**. This includes, but is not limited to:

- communication with members
- handling complaints or disciplinary matters
- financial or administrative correspondence
- communication with external organisations on behalf of the Club

This requirement exists to ensure professionalism, continuity, transparency, and proper record-keeping. Failure to comply with this clause may be treated as a breach of committee responsibilities.

9. Founder – Advisory Role

The Club recognises the Founder's role as Founding Advisor, as set out in the Constitution.

- The Founding Advisor has no voting rights
- The committee must consider any advice or concerns raised by the Founding Advisor in good faith
- Responses to such concerns should be recorded in meeting minutes or written correspondence

10. Breaches of Committee Expectations

Where a committee member acts inconsistently with this handbook, the Code of Conduct, or the Club's values, the committee may:

- raise the issue informally
- issue a warning
- require corrective action
- remove the member from the committee

Any action taken must be fair, proportionate, and documented.

11. Review of this Handbook

This Committee Handbook may be reviewed and updated by the committee from time to time, provided it remains consistent with the Constitution.

Adopted by the Committee of Squash Bucklers

Date: 5/2/2026