



Collingham and Linton Sports Association
A COMMUNITY AMATEUR SPORTS CLUB - PROVIDING SPORTS SINCE 1888

A Strategy Paper

CALSA Membership Structure



A Strategy Paper – CALSA Membership Structure

Contents

Contents	2
1 Summary.....	3
2 Background	4
2.1 History	4
2.2 Expansion	4
2.3 The Licensing Requirements	4
2.4 The CASC Requirement	4
3 The Proposal	6
3.1 Formalise the Existing De-facto Situation.....	6
3.2 Junior Members.....	6
3.3 Senior Members	6
3.5 Parents of Juniors	6
4 The Implementation.....	7
4.1 Constitutional Changes	7
4.2 Financial Implications	7
4.3 Transitional Arrangements	8
4.4 Benefits	8
Appendix A – Timetable	10
Appendix B – Section Contributions	11
Appendix C – Membership Categories.....	12
Appendix D - HMRC – CASC Rules.....	13
D.1 The Community Amateur Sports Clubs Regulations 2015	13
D.2 Rules re participation	13
D.3 Subscription Levels.....	14
Appendix E – Club Premises Certificate	15

A Strategy Paper – CALSA Membership Structure

1 Summary

Collingham and Linton Sports Association (CALSA) formulated and accepted its first constitution in 1977. At that time it had only a cricket section and a football section.

CALSA is, in 2022, considering increasing from four to six sections. There are, now, in these sections, over 1,000 members; juniors and seniors, players, officials, parents and sponsors. The membership categories have expanded and vary from section to section.

The CALSA Clubhouse is not a public house. It is a private members club.

CALSA is a Community Amateur Sports Club – a CASC. This is a type of organisation defined by His Majesty's Revenue and Customs (HMRC). As such, it receives various financial benefits such as relief from a large percentage of its business rates, exemption from corporation tax on parts of its income, etc.

The intention of this proposal is not to change the status quo but to formalise it in a way that enables the association to more easily satisfy its licensing and CASC obligations.

The intention is to have a very simple structure with only four options:

- Junior participating
- Junior non-participating
- Senior participating
- Senior non-participating

All junior members of any of the sections of CALSA will be deemed to be a member of CALSA. Whether they are a 'participating member' will depend on how often they play; as the HMRC definition varies depending on the 'sport'.

The proposed junior member's subscription for 2022-2023 is £0.

The proposed senior member's subscription for 2022-2023 is £12.

All adult individuals wishing to use the facilities of CALSA will need to be a member of CALSA and to have paid their annual CALSA subscription. Senior playing members of the sporting sections fall into this category as do patrons, junior team managers, section committee members, etc.

Each parent of junior members of CALSA will be entitled to become members of CALSA themselves, and so entitled to use the CALSA facilities, if they pay their annual CALSA membership subscription. If they choose not to become CALSA members then they will not be able to utilise the CALSA facilities, nor to vote at CALSA general meetings.

A Strategy Paper – CALSA Membership Structure

2 Background

2.1 History

The cricket section of CALSA has been in existence since 1888.

Collingham and Linton Sports Association (CALSA) formulated and accepted its first constitution in 1977. At that time it had only a cricket section and a football section.

There have been nine revisions to the constitution since that first version.

The association is, in 2022, considering increasing from four to six sections. There are, now, in these sections, over 1,000 members; juniors and seniors, players, officials, parents and sponsors. The membership categories have expanded and vary from section to section.

CALSA also has 'social members' some of whom use the facilities regularly and help to add atmosphere to the club. The current membership structure precludes these individuals from involvement in determining the direction of the association as they are not voting members.

2.2 Expansion

The extension project in 2019 was a catalyst for growth. There are now two new 'sections' operating inside the clubhouse; the 'gym' and 'TLA'.

There are also more activities which could lead to further groups moving towards incorporation into CALSA; table tennis, etc.

To cope with the current expansion of CALSA and any future expansion; this is a proposal to establish a simple set of membership categories.

2.3 The Licensing Requirements

The CALSA Clubhouse is not a public house.

It is a private members club.

Whilst there are dispensations for visiting teams and for guests, the basic position is that CALSA should only serve alcohol to members.

See Appendix E for more details.

2.4 The CASC Requirement

CALSA is a Community Amateur Sports Club – a CASC. This is a type of organisation defined by His Majesty's Revenue and Customs (HMRC).

As such, it receives various financial benefits such as relief from a large percentage of its business rates, exemption from corporation tax on parts of its income, etc.

A Strategy Paper – CALSA Membership Structure

With these benefits come some rules and regulations that CALSA must follow. If these are not followed, then HMRC could withdraw the CASC designation – with significant financial implications.

One overriding requirement is:

- A club should only provide the ordinary benefits of an amateur sports club for members and their guests. To clarify; the sale or supply of food or drink must be a social benefit which arises incidentally from the sporting purposes of the club. (Clause 2.11 of the HMRC ‘guidance’)

The most critical requirements relate to participating members:

- Participating members must form more than 50% of the overall membership.
- Income from the participating members must be more than 50% of total income.
- Total income from non-participating members must be less than a specified amount; currently £50,000 p.a.

Our membership structure and record-keeping must ensure that we satisfy these requirements and can provide evidence to prove this.

See Appendix D for more details.

A Strategy Paper – CALSA Membership Structure

3 The Proposal

3.1 Formalise the Existing De-facto Situation

The intention of this proposal is not to change the status quo but to formalise it in a way that enables the association to more easily satisfy its licensing and CASC obligations.

The intention is to have a very simple structure:

Four options only:

- Junior participating
- Junior non-participating
- Senior participating
- Senior non-participating

See Appendix C.

3.2 Junior Members

All junior members of any of the sections of CALSA will be deemed to be a member of CALSA.

The proposed junior member's subscription for 2022-2023 is £0.

Whether they are a 'participating member' will depend on how often they play; as the HMRC definition varies depending on the 'sport'.

3.3 Senior Members

All adult individuals wishing to use the facilities of CALSA will need to be a member of CALSA and to have paid their annual CALSA subscription. Senior playing members of the sporting sections fall into this category as do patrons, junior team managers, section committee members, etc.

The proposed subscription for 2022-2023 is £12.

3.5 Parents of Juniors

Each parent of junior members of CALSA will be entitled to become members of CALSA themselves, and so entitled to use the CALSA facilities, if they pay their annual CALSA membership subscription.

If they choose not to become CALSA members then they will not be able to utilise the CALSA facilities, nor to vote at CALSA general meetings.

Each of the sporting sections can define, in its own constitution, the rights and voting status of the parents of its junior members.

A Strategy Paper – CALSA Membership Structure

4 The Implementation

4.1 Constitutional Changes

The constitution has been revised nine times since it was first adopted.

However, this would be the most fundamental change as it makes membership of CALSA the pre-requisite for membership of a constituent sporting section.

Whilst undertaking this major revision it also seems to be the appropriate time to review the rest of the document:

e.g.

- Despite its importance to CALSA there is no reference to the HMRC's definition of a CASC.
- The growth in numbers of sections and of numbers of members suggests that various historical numbers ought to be revised; such as the number of members of the management committee and the quorum for general meetings.
- The increase in turnover in the last few years has been significant. The financial restrictions in the constitution have not been updated for over 20 years and are now causing unnecessary delays to ongoing activities and should be adjusted upwards.

4.2 Financial Implications

This proposal is to mirror existing financial arrangements to avoid any short-term changes to the finances of either CALSA or its sections.

e.g. 1

Gym currently pays £27,000 in a combination of rent and management charge.

It has, say, 400 senior members.

$400 \times £12 = £4,800$

The 'rent' in addition to this would be set at £22,000

Net effect nil.

e.g. 2

Cricket currently pays no combination.

It has, say, 100 senior members.

$100 \times £12 = £1,200$

CALSA would, for an interim period, provide a £1,200 subsidy towards the costs of ground maintenance work undertaken.

Net effect nil.

A Strategy Paper – CALSA Membership Structure

In the longer term it ought to be possible to determine an equitable basis for each section to pay for the use of facilities. Due to the disparate nature of the sports played by the sections they each utilise CALSA facilities in different ways:

- The Squash and Racketball section play on the indoor courts using energy to both heat and light the courts. They also utilise the changing rooms with shower facilities.
- The Cricket section operates seasonally and uses the outdoor facilities which need to be maintained. They also use the changing rooms and shower facilities.
- The Hockey section uses the changing room facilities.
- The Football section uses the outdoor facilities.
- The Gym 'section' uses significant energy.
- The Dance 'section' uses the function room, with its associated running costs.

The proposal is that an exercise is undertaken to apportion significant overhead costs to each section. After this, an annual agreement can be reached between the CALSA management committee and each of the section committees to determine the contribution from each section; taking into account both the apportioned figure and the section's ability to pay.

4.3 Transitional Arrangements

Eventually, the situation will be easy to administer. Every CALSA senior member will be asked to pay the annual membership by direct debit on or before 1st September each year.

There are, however, many and varied anomalies which will mean that this scenario may take a while to implement.

e.g.

Members of multiple sections

Current 'life members' of a sporting section

Family or joint memberships

Current 'social' members

Current 'affiliated sections' and their members; bridge club, investment club, tennis club, etc.

The intention is to formulate a plan to address each of these with a target date of September 2023 to resolve them all.

4.4 Benefits

The benefits of moving to the proposed membership structure are:

A Strategy Paper – CALSA Membership Structure

- Removal of the ambiguity as to who is entitled to vote at general meetings – senior members of CALSA.
- An authoritative list of the CALSA membership.
- A pathway for the growth of sections and of CALSA. Potential sections can see what is expected in terms of paying a CALSA subscription.
- This is a structure similar to other CASC sports associations.
- This enables simpler reporting to HMRC to demonstrate compliance with CASC rules.
- This provides obvious compliance with the Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005.

A Strategy Paper – CALSA Membership Structure

Appendix A – Timetable

Target Date	Action
September	CALSA Management Committee – approve strategy
September	CALSA Management Committee – approve constitution changes
November	Cricket Committee – approve constitution changes
November	Football Committee – approve constitution changes
November	Hockey Committee – approve constitution changes
November	Squash & Racketball Committee – approve constitution changes
March 2023	Extraordinary General Meeting – approve resolutions
March 2023	Implement constitutional changes
April 2023	Modify CALSA accounts to reflect this structure
April 2023	Develop CALSA membership database
May 2023	Resolve all historical anomalies
September 2023	Migrate all members to Direct Debit payments

A Strategy Paper – CALSA Membership Structure

Appendix B – Existing Section Contributions

Section	Contribution	Current Designation
Gym	£27,000	Rent and 'management charge'
Squash and Racketball	£27,000	100% of subscriptions transferred
Cricket	£360	£12 per adult player transferred
Football	£0	
Hockey	£360	£12 per adult player transferred
Dance	£4,500	Room hire

A Strategy Paper – CALSA Membership Structure

Appendix C – Membership Categories

Four options only:

- Junior participating
- Junior non-participating
- Senior participating
- Senior non-participating

Category	Definition	Comments
Junior	< 18 years old	Must be a member of a sporting section Can be a 'participating member' or a 'non-participating member' Cannot vote at CALSA general meetings
Senior	18+ years old Has paid CALSA membership subscription	Can be a 'participating member' or a 'non-participating member' Can vote at CALSA general meetings Can purchase alcohol at the club
Participating	HMRC define this for each sport based on frequency of activities	Must be, for at least one sporting section, a player, official or other function as defined by HMRC E.g. Junior team coaches, drivers, etc.
Non-participating	HMRC define this for each sport based on frequency of activities	e.g. Sponsors, patrons, parents of juniors, infrequent participants

A Strategy Paper – CALSA Membership Structure

Appendix D - HMRC – CASC Rules

D.1 The Community Amateur Sports Clubs Regulations 2015

<https://www.legislation.gov.uk/ukdsi/2015/9780111127483>

The Community Amateur Sports Club (CASC) rules are imposed by His Majesty's Revenue and Customs (HMRC).

The key benefits of being a CASC include:

- a mandatory 80% relief from business rates
- exemption from Corporation Tax on UK trading profits if the turnover from that trade is less than £50,000 per year
- the ability to generate income through the gift aid scheme
- other exemptions from corporation tax

D.2 Rules re participation

To meet the main purpose test a CASC must ensure that at least 50% of the members are “participating members”. To be a participating member they must participate in the sporting activities of the club on a number of occasions that is equal to or more than the club’s participation threshold. The participation threshold is based on the number of weeks in the club’s accounting period but there are reduced thresholds for members who join or leave a club at a time other than the start of an accounting period.

Examples include:

- participating in an eligible sport organised by the club
- being a match official for an eligible sport for the club
- coaching club members in an eligible sport
- providing first aid to people playing an eligible sport for the club
- being an accompanying individual for the club
- driving a club vehicle, or a vehicle hired by the club, to transport those persons listed above
- preparing or maintaining club sporting facilities or equipment for use in an eligible sport
- being an officer, or a committee member of the club
- undertaking a relevant training course

To be a participating member of CALSA a person must participate in the sporting activities of the club on at least 12 separate days a year - this is driven by the CALSA accounting period being 52 weeks/year.

A Strategy Paper – CALSA Membership Structure

CALSA will need to keep sufficient records to allow them to work out whether they have met the requirement to have 50% of their members participating in eligible sports.

D.3 Subscription Levels

CASCs can't charge more than £31 a week for membership, and clubs that charge more than £10 a week must provide help (eg a discount) for people who can't pay. Different fees can be charged or different types of members, such as juniors or students, as long as there is no discrimination against groups or individuals.

A Strategy Paper – CALSA Membership Structure

Appendix E – Club Premises Certificate

The licensing laws related to operating under a Club Premises Certificate as part of Section 60 (or Section 11 if Premises Licence) of the Licensing Act 2003.

To qualify for a certificate, the club must make sure that:

- it has premises that are occupied and used regularly for club purposes
- alcohol and entertainment is only provided to members and their guests
- only someone 18 or older who is nominated by the club can serve alcohol or buy it for the club
- there is no arrangement for anyone to benefit financially from buying or selling alcohol
- new members wait two days from their application before getting membership privileges
- it is established and conducted in good faith
- it has at least 25 members