



## MEMBERSHIP APPLICATION FORM

After completion; please return the form to:  
**Sports PE** c/o The Federation of Sports and Play  
 Associations, Federation House, First Floor,  
 Unit 64, Sixth Street, Stoneleigh Park,  
 Kenilworth, Warwickshire, CV8 2LG

Tel: +44 (0) 2476 414999  
 e-mail: [deborah@sportsandplay.com](mailto:deborah@sportsandplay.com)  
[www.sportspe.org.uk](http://www.sportspe.org.uk)

Company: .....

Address: .....

..... Post Code: .....

Tel: ..... Fax: .....

E-Mail: ..... Web Site: .....

Contact: ..... Managing Director: .....

Holding Company: ..... Directors: .....

Annual sports related turnover: ..... No. of staff: .....

(This information will remain confidential to The Federation – applicants are requested to submit a copy of their accounts for the last 12 month period)

Applicants are expected to have been in a sports related business for a minimum of 12 months. **Please enclose catalogue and other trade literature.**

UK manufactured Product Range: .....

Date manufacture commenced: .....

Overseas manufactured product range: .....

Country of origin: ..... Date distribution started:.....

Business Type:   Manufacture      Exporter      Importer      Retailer      Wholesaler   

                          Service          Agent       

Company name of two SPE member sponsors (whose agreement must be obtained in advance) from the Association from which membership is sought.

Name..... Name.....

Company: ..... Company: .....

We apply for membership of The Federation of Sports and Play Associations in the Association(s)/Group(s) stated. We have had sight of agree to abide by the Constitution of the Association for which membership is sought. We accept that The Federation may give no reason should our application be refused.

Signed: ..... Printed Name: .....

Position in Company: ..... Date: .....



## Membership Criteria

- Must be engaged in the manufacture and distribution of sports equipment primarily within the education and leisure industries.
- Must be registered in the UK.
- Must be VAT registered.
- Must normally be trading for at least one year.
- All members must adhere to a strict Code of Practice that ensures quality of products and reliability in service. A Mediation Panel exists under the Code of Practice to ensure that the expectations of the customers of the Sports & Fitness Equipment Association are met and to mediate between them.
- All applicants must be supported by two members of the SPE - Sports & Physical Education Association UK of at least 12 months standing.
- All Applicants to be approved by a "Majority Vote" (through Secretariat) by current SPE – Sports & Physical Education Association UK membership.
- All members must provide evidence of employers' liability and public liability insurance cover (minimum £2 million).



## **CONSTITUTION**

The SPE – Sports & Physical Education Association UK is a Group within The Federation of Sports and Play Associations Limited (by guarantee), and as such is bound by the Federation’s Memorandum and Articles of Association.

### **OFFICE**

The office of the SPE – Sports & Physical Education Association UK shall be that of The Federation of Sports and Play Associations Ltd.

### **PURPOSES**

- To afford manufacturers, wholesalers and distributors of sports equipment within the education and leisure industries an opportunity for the interchange of views on any matters generally affecting the industry.
- To represent manufacturers, wholesalers and distributors of sports equipment within the education and leisure industries whenever the occasion may arise.
- To promote, develop and protect the interests of the sports equipment trade within the education & leisure industries; to promote and originate improvements in the law in any way affecting the sports, equipment trade and to support or oppose alterations therein; to effect improvements in administration; and, for the purposes aforesaid, to support or oppose any proceedings in Parliament or elsewhere and to take such steps (if any) as may be deemed necessary or expedient.
- To take, defend, contribute to, or assist in any proceedings by or against any Members of the Association or the Association itself in which the general rights or interests of manufacturers, wholesalers and distributors of sports equipment within the education and leisure industries may be involved or affected.
- To co-operate with Local Authorities, kindred public bodies and institutions, trade associations, firms or persons for any of the purposes or objects aforesaid.
- To promote or support any paper, journal, magazine or other publication dealing with sports equipment within the education and leisure industries and to undertake by any means, as Member Companies may from time to time determine, measures to promote and develop the sports equipment trade within the education and leisure industries by means of exhibitions, fairs and other publicity methods.

## **1. ELIGIBILITY FOR MEMBERSHIP**

A requirement of membership is that the firm must be eligible for and enter into membership of The Federation of Sports and Play Associations Ltd. A single subscription covers membership of FSPA and of the SPE – Sports & Physical Education Association UK. In order to be eligible for membership of the Association, the applicant must be engaged in the sports equipment trade primarily within the education and leisure industries.

## **2. ADMISSION OF MEMBERS**

Application for membership of FSPA and the Association shall be submitted on a form as prescribed by FSPA and the Association. All applications will be considered by the Board of FSPA and the Association.

## **3. DURATION OF MEMBERSHIP**

Membership of FSPA and of the Association may be terminated by voluntary withdrawal or by a member no longer fulfilling conditions of membership. The member will, however, be liable for membership subscriptions and other dues for the year concerned.

## **4. SUBSCRIPTIONS**

The annual subscription for Member Companies shall be determined by FSPA. Member Companies may also be required to contribute to other costs incurred in the specific work of the Association.

## **5. VOTING**

Each Member Company shall appoint a representative who may act for the member in the affairs of the Association. Such person may vote on any questions that may come before a meeting. Whilst more than one Representative of a Member Company may attend a meeting, voting is restricted to one vote per Member Company. Nominations for office holders must be received in writing by the secretariat fourteen days before the AGM.

## **6. GENERAL MEETINGS**

The Association shall hold an Annual General Meeting at which the Chairman and Vice Chairman shall be elected. Other general meetings, to which all Member Companies shall be invited, shall be convened as thought necessary by the Chairman. The Chairman shall convene a General Meeting on the request of FIVE or more Member Companies. Twenty-one days' notice shall be given of a General Meeting. All items discussed and the Minutes and other papers circulated in connection with Meetings are private and confidential and a condition of membership is that they shall not be divulged to any non-member.

A representative from each SPE Member Company must attend at least 1 meeting per year otherwise the company's membership will be subject to review by the Association.

## **7. QUORUM**

A quorum at a general meeting shall consist of representatives from FIVE member companies. If at any meeting, a quorum is not present, the meeting may be dissolved by those present.

## **8. PROXY VOTING**

At any general meeting a Member Company may appoint a proxy to attend and vote on its behalf. Proxy nominations must be received in writing by the Secretariat seven days before the AGM.

## **9. COMMITTEES**

The Association in general meeting shall have the power to appoint committees charged with such duties as the Association may decide.

## **10. CHAIRMAN AND VICE CHAIRMAN**

The members of the Association shall at the AGM nominate and elect a Chairman and Vice Chairman, who shall carry out the duties prescribed. Their terms of office shall be two years. At the end of the two year period of office they may be re-elected for a further two years of office.

## **11. DUTIES OF CHAIRMAN**

The Chairman shall preside at meetings of the Association and shall have a vote. He should do all in his power to promote the well-being of the Association and shall perform such duties in his capacity as Chairman as directed by General or Executive Committee Meetings.

The Chairman of the Association shall act as the Association's representative whenever the occasion necessitates and, when representing its opinion on any subject, it shall be his duty to do so in a fair and balanced manner.

During the Chairman's term of office, he is a Member of the FSPA Board and shall represent the views and interests of the Association on that body.

## **12. DUTIES OF VICE CHAIRMAN**

In the absence of the Chairman, the Vice Chairman shall act as Chairman. In the absence of both Chairman and Vice Chairman, the Members present at a meeting shall have the power to elect a temporary Chairman to conduct its business.

## **13. CHAIRMAN AND VICE CHAIRMAN: REMOVAL FROM OFFICE**

The Chairman or the Vice Chairman may be removed from office by resolution of any general meeting of the Association.

## **14. OFFICE HOLDERS – TEMPORARY APPOINTMENT**

Any person may, by a show of hands, be elected without notice to occupy the office of Chairman or Vice Chairman temporarily pending the election of a permanent office holder.

## **15. SECRETARIAT**

The Secretariat shall be a member of staff of The Federation of Sports and Play Associations Ltd. His or her duties shall be as directed by the Federation and he or she shall be responsible to the Association through that organisation.

## **16. CODE OF PRACTICE**

A condition of membership is that Member Companies must abide by the Sports & Physical Education Association UK (SPE) Code of Practice.

## **17. ALTERATION OF CONSTITUTION**

The Association may, by giving written notice to every Member Company fourteen days in advance of a meeting, may revoke, alter or add to any part of this Constitution by resolution.



## Code of Practice & Mediation Service

Member companies of the SPE commit themselves to maintain a high standard of quality and service to purchasers of sports and fitness equipment and services.

In achieving membership of SPE, companies have to meet the required standards of experience, proficiency and commercial experience. In addition, Member Companies are required to act in a professional manner and show a high level of operational competence. Thereafter, as members they are bound by the FSPA Regulations and this Mediation Service, all intended to maintain a high and improving standard of performance by its members.

Purchasers of goods and services from Member Companies, who feel that the Member Company in question has fallen below the standard, are invited to submit details to the Chairman of the Association. Member Companies who are shown to persist in practices which the SPE find unacceptable or fail to maintain proper standards of quality and performance will be liable to expulsion.

SPE maintains a Mediation Panel to assist in the settlement of disputes between its Member Companies and their clients. Member Companies may elect to submit details of disputes in which they are involved to the Mediation Panel and by so doing commit themselves to being bound by the findings of the Panel.

The Mediation service is normally restricted to the technical rather than contractual aspects of the dispute.

A dissatisfied purchaser who cannot resolve a dispute with a member may submit details to the Panel which will have the power to invite the Member Company also to submit details and to consider all circumstances and make an appropriate ruling.

Enquiries and submissions should be directed in the first instance to the Secretary of the Mediation Panel, SPE, Rural Innovation Centre, Stoneleigh Park, Warwickshire CV8 2LG.

To qualify for membership of SPE, companies are required to furnish evidence at the time they apply to join the SPE that they have appropriate insurance cover (being minimum £2 million on any one claim, Product and Public Liability), are registered for VAT and can provide tax exemption certificates where appropriate.

Member Companies readily endorse and affirm their responsibility to their clients under current legislation.

Member Companies who breach aspects of the Mediation Service will be referred to the Association. Breaches of the Mediation Service will result in disciplinary action being taken. A Member Company committing a serious breach will be liable to expulsion from The Association.

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We hereby confirm that we have read & understood the above Mediation Service and agree to abide by it.

**Printed Name** ..... **Company** .....

**Signature** ..... **Director / Proprietor** **Date** .....