

LUTON TOWN FOOTBALL CLUB **DISABLED SUPPORTERS ASSOCIATION**

CONSTITUTION & TERMS OF REFERENCE

1. NAME

- 1.1 The name of the Association is the 'Luton Town Football Club Disabled Supporters Association' (LTDSA).

2. OBJECTIVES

- 2.1 To enhance the Matchday experience for all supporters with a disability.
- 2.2 All those associated with and working for Luton Town Football Club and the LTDSA to embrace the social model of disability, which explains that it is social and physical 'barriers' that cause 'disability' not impairments. These barriers may be attitudinal, intellectual, sensory or physical. We all affirm that it is important to see the person and not the 'disability' and to remove stereotypes and stigmas.
- 2.3 To represent disabled supporters of LTFC in their dealings with the club.
- 2.4 To recommend measures to improve the matchday experience for disabled people at the Kenilworth Road stadium.
- 2.5 To encourage travel to away matches by members, providing information and support where available to enable participation.
- 2.6 The LTDSA will encourage and champion participation in Disability Football, that is associated with and/or affiliated to LTFC.

3. MINIMUM STANDARDS

- 3.1 All disabled supporters to be treated with respect by all members of the club staff and matchday stewards.
- 3.2 The club to meet the 'Green Guide' recommendations for numbers of disabled people in every category.
- 3.3 'Wheelchair user' supporters to have an unobstructed view of the pitch at all times, to have shelter from the weather and all seating areas to be positioned in safe areas.
- 3.4 'Visually impaired' supporters to have the choice to sit anywhere in the ground. LTFC to ensure the provision of a dedicated audio descriptive commentary with suitable equipment, should there not be adequate local radio commentary. LTFC to make provisions for Guide Dogs. Information to be made available in alternative formats upon request.

- 3.5 Hearing Impaired fans to have the choice to sit anywhere in the ground. LTFC to ensure there is a text facility in the ticket office.
- 3.6 Ambulant disabled fans to have a recognised definition of what constitutes an ambulant disability. LTFC to provide accessible seating, with good sightlines.
- 3.7 LTFC staff and officials to receive and maintain disability equality training.
- 3.8 LTFC to have a disability policy that details the clubs' policies, practices and procedures for all aspects of the club's operations.
- 3.9 Away travel: The LTDSA will encourage away travel through supporting members to find accessible options and solutions where practicably and financially possible.

4. MEMBERSHIP

- 4.1 A Free membership scheme will commence from the beginning of the 2015/16 season and is open to any disabled person or any other individual who feels that they may be able to contribute to the objectives of the LTDSA and support disabled people.
- 4.2 Membership will entitle Disabled LTFC supporters to concessionary ticket prices at LTFC home matches.
- 4.3 Membership will also include additional benefits for Disabled and non disabled LTFC supporters, as described within the LTDSA member benefits section.
- 4.4 Applications for membership will be considered through the LTFC Ticket office. Where an application has been disputed or rejected, an appeal can be lodged with the LTDSA Committee. Appeals will be actioned at the earliest possible Committee meeting (or appropriate Sub-Committee meeting).
- 4.5 The LTDSA Committee has the right to refuse applications if the applicant does not agree to abide by the principles and rules of the LTDSA or is deemed not to be suitable as far as the interests of the LTDSA are concerned.
- 4.6 Members may be subject to disciplinary action or have their membership terminated if it is deemed that he or she has brought the LTDSA into disrepute or that their continued membership is not in the interests of the LTDSA. Disciplinary action and any termination of membership will be dealt with by Committee.
- 4.7 The accepted definition of a Disabled Supporter of LTFC is defined within the LTDSA Eligibility Criteria and the Equalities Act 2010.

5. COMMITTEE

- 5.1 The LTDSA Committee shall comprise of a Chairperson, Secretary and up to five members, to be elected by members of the LTDSA at the AGM. They will represent the LTDSA in all matters and make decisions on its behalf, including the appointment of sub-committees.
- 5.2 The LTDSA Committee will have a minimum of one permanent senior member of staff from Luton Town Football Club to represent the views of LTFC.

- 5.3 There should be at least two elected members to every one club official present at meetings for the purpose of decisions requiring a vote.
- 5.4 Once the LTDSA is established after a period of two years (after August 2016), the term of office shall last until the next AGM, when one third of the members of the Committee, to be decided by ballot if necessary, shall stand down. These Committee members may stand for re-election, together with any other candidates for the vacant positions.
- 5.5 In the event of any Committee member leaving their elected position prior to an AGM, the Committee shall appoint, through a committee ballot requiring a 2/3 majority, a temporary successor who will act until the next AGM, when that position will be the subject of a proper election by the members of the LTDSA.
- 5.6 Minutes of Committee meetings will be available to any member who requests a copy and published on the LTDSA Webpage, allowing for issues of confidentiality and the requirement of the Data Protection Act.

6. MEETINGS

- 6.1 The AGM will be held annually at an agreed date every May. All LTDSA members will be invited to attend.
- 6.2 The Secretary will be responsible for despatching the Calling Notice for the AGM at least 21 days prior to the meeting. A copy of the proposed Agenda is to accompany the Calling Notice.
- 6.3 Minutes of the AGM will be available to any member who requests a copy and will be placed on the LTDSA section of the LTFC website.
- 6.4 The Committee can call an Extraordinary General Meeting (EGM), as can any member, providing he/she has the written support of at least 5% of the other members, or a minimum of 3 members whichever is the greater – the written requests by all parties are to be sent to the Secretary who will convene an EGM at the earliest possible opportunity.
- 6.5 Committee meetings are to be held at least once every second month or sooner, at the discretion of the officers. Sub-Committee meetings (where appropriate) are to be held at the discretion of the members.

7. RECORD KEEPING

- 7.1 The Secretary will retain all correspondence and in the case of non-financial, those records will be kept for a minimum of 3 years with financial documents kept for a minimum of 5 years.

8. MISCELLANEOUS

- 8.1 Luton Town Football Club will nominate a Senior Club Official to have responsibility for Disability policy and issues, who will act as a direct link between the football club and the LTDSA and will be a permanent member of the LTDSA committee. All

communications between the LTDSA and the club should, in the first instance, be through the club's nominated Disability Officer in order to comply with the club's Customer Charter and Disability Policy relating to the Equalities Act 2010.

8.2 Amendments or alterations to the Constitution may only be made at an AGM or EGM called for the purpose. Alterations can only be passed on a majority vote of members, present at the meeting.

9. FUTURE AMBITIONS

9.1 Every disabled supporter to have the opportunity to sit with/alongside their own supporters.

9.2 The club to meet every aspect of Accessible Stadia.

9.3 LTDSA will seek to have a co-opted committee representative from the Official Away Supporters Travel Club.

9.4 The club will seek a permanent Player Representative from the first team to further champion LTDSA and potentially act as an Honorary Patron.