



G C N
Gaming Club Network

Document Pack
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Written by Che Webster, design and layout by Karen Miksza. Original GCN Documents thanks to Sean Curtis, Geoff Gibbs, Mike Sharp and Laurie Stewart. Produced by Games Workshop UK on behalf of the Gaming Club Network.

The Gaming Club Network (GCN) would like to thank Games Workshop for all of their time and help in creating this guide, combining the GCN Documents with their technical expertise and creativity. Thanks go also to Games Workshop's UK Community Team for all of their efforts and teamwork alongside the members of the Gaming Club Network in furthering the hobby.

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Introduction

What is this all about?

This document contains the key pillars which go towards making up the Gaming Club Network (GCN) Standards. These standards are upheld by all registered Gaming Club Network Member Clubs and are presented as the ideal standard for any independent Gaming Club in the UK.

This document is reviewed annually and updated. All member clubs are invited to offer changes and improvements as a part of their support to the Network. The standards outlined here are:

- The GCN Constitution.
- The GCN Code of Practice.
- The GCN Child Protection Policy.
- The GCN Castalain Knight Guidance.
- The GCN Member Charter.

The standards also require:

- GCN Members to hold Public Liability Insurance.
- To support the GCN Council.
- To submit Club Officials for Disclosure.

Any enquiries regarding this document should be referred to the Castalain of the Watch in the first instance. Information regarding the GCN Council members can be found on the website: www.gcnm.org.uk.

Enjoy!



Gaming Club Network Constitution

The Gaming Club Network is an independent player's organisation aiming to support the continued development of Gaming Clubs in the UK.

1.0 Purpose

- 1.1 To provide the opportunity for members to participate in the hobby of collecting, painting and gaming with Games Workshop miniatures and game systems.
- 1.2 To meet the following six objectives:
 - 1.2.1 To assist in the running of local gaming events
 - 1.2.2 To support other clubs' activities
 - 1.2.3 To assist in the running of games at the national level
 - 1.2.4 To provide a forum for Gaming Clubs
 - 1.2.5 To facilitate club development and growth
 - 1.2.6 To promote good communications between Gaming Clubs and Games Workshop UK.

2.0 Membership

- 2.1 The Gaming Club Network membership is drawn from the clubs that have signed up to the Gaming Club Network Charter.
- 2.2 Member Clubs should conform to the Gaming Club Network Code of Practice.
- 2.3 Member Clubs should be open to new player members joining them at all times, subject to available space, insurance, health and safety, and other relevant factors.
- 2.4 Member Clubs should be registered with the Gaming Club Network database.
- 2.5 Clubs seeking membership should apply to the Gaming Club Network Council for approval.
- 2.6 Membership to the Gaming Club Network will be confirmed by a majority vote of the Gaming Club Network Council at a normal meeting.
- 2.7 Details of the membership of the Gaming Club Network will be held by both the Castlain of the Seal and the Games Workshop UK Community Team.

3.0 Assets

- 3.1 All assets of a member club are owned by that club.
- 3.2 Assets of the Gaming Club Network, excluding those assets used by the Gaming Club Network that are on long term loan from other organisations or individuals, are the property of the member clubs.
- 3.3 If the Gaming Club Network should ever fold the assets will be distributed to the current member clubs equally.

4.0 Officials

- 4.1 The Gaming Club Network recognises three levels of officials, each with clear roles and responsibilities. These are the Council, the Castalain Knights and the Representatives of the Member Club Committees.
- 4.2 The Gaming Club Network Council will consist of the following roles, each to be elected at the AGM:
 - 4.2.1 **High Castalain - Responsible for:**
 - 4.2.1.1 Encourage membership to the GCN for independent clubs.
 - 4.2.1.2 Encourage the volunteer effort of the GCN Member Clubs.
 - 4.2.1.3 Ensure that GCN is represented at all major UK Games Workshop Events.
 - 4.2.1.4 Organise and maintain the network of activists for the GCN.
 - 4.2.1.5 Act as a focal point for GW contact with the GCN Council.
 - 4.2.1.6 Chair the bi-monthly GCN Council meetings.
 - 4.2.1.7 Chair the GCN AGM and GCN bi-annual elections.
 - 4.2.1.8 Promote the hobby through Gaming Clubs.
 - 4.2.2 **Castalain of the Tower - Responsible for:**
 - 4.2.2.1 Manage the approval process for prospective Member Clubs.
 - 4.2.2.2 Manage the CRB Disclosure process for the GCN.
 - 4.2.2.3 Monitor the quality of clubs in relation to the GCN Charter.
 - 4.2.2.4 Lead the training and development of the Castalain Knights.
 - 4.2.3 **Castalain of the Seal- Responsible for:**
 - 4.2.3.1 Organise and minute the bi-monthly GCN Council meetings.
 - 4.2.3.2 Propose the agenda at all GCN Council meetings, to be ratified by the president.
 - 4.2.3.3 Organise and minute the GCN AGM.
 - 4.2.3.4 Support the Council with ad hoc administrative tasks as appropriate.
 - 4.2.4 **Castalain of the Sword - Responsible for:**
 - 4.2.4.1 Manage the details of GCN attendance at UK events.
 - 4.2.4.2 Manage the GCN League.
 - 4.2.4.3 Advise GW and the Council on matters relating to games play.
 - 4.2.5 **Castalain of the Watch - Responsible for:**
 - 4.2.5.1 Be the first contact point for clubs seeking GCN Membership.
 - 4.2.5.2 Answer queries relating to the GCN and membership.
 - 4.2.5.3 Manage the GCN internet presence.
 - 4.2.5.4 Manage GCN publicity tools and materials.
 - 4.2.5.5 Liaise with GW on issues regarding GCN and club promotion.

- 4.2.6 **Castalain of the Vaults:**
 - 4.2.6.1 Manage the GCN finances in accordance with the Constitution.
 - 4.2.6.2 Manage the day-to-day details of the GCN accounts.
 - 4.2.6.3 Maintain the GCN bank account.
 - 4.2.6.4 Report and advise on all issues of GCN finances.
- 4.3 Castalain Knights will be elected to work alongside Games Workshop to unify the Gaming Clubs on a local level. Their responsibilities will be as follows:
 - 4.3.1 Organise regular club cell meetings, including distributing minutes.
 - 4.3.2 Liaise with Games Workshop Community Hobby Managers and Member Clubs on a regular basis.
 - 4.3.3 Liaise with the Gaming Club Network Council, ensuring the individual areas have a defined line of communication.
 - 4.3.4 Ensure that elections of Castalain Knights and Council members are carried out bi-annually.
 - 4.3.5 Organise any events with the local Games Workshop Community Hobby Manager.
 - 4.3.6 Ensure all club data for the area is correct, topical and correctly circulated.
- 4.4 Member Club Representatives will act to liaise with the Castalain Knights on a regular basis. In regard to the Gaming Club Network their responsibilities are:
 - 4.4.1 Organise an internal Member Club vote to elect the Castalain Knight on a bi-annual basis.
 - 4.4.2 Meet with the Castalain Knight regularly.
- 4.5 Club Representatives will be elected under the Gaming Club Network Code of Practice Guidelines.

5.0 Funding

- 5.1 Network funds will be administered through a bank or building society account which is designed for this purpose at the point such funds are required.
- 5.2 There will be six signatories to the club bank account, one of whom will be the Network Treasurer. Any two of the signatories must sign Network cheques and make cash withdrawals.
- 5.3 The Treasurer will keep a record of transactions on Network funds showing all credits, debits and the current balance. The record will be available for inspection by any Network member.
- 5.4 A receipt will be obtained for all Network expenditure, checked by the Treasurer and retained for audit purposes. If the Treasurer commits expenditure then the receipt will be checked by a different signatory.
- 5.5 The Network year will run from June 1st to May 31st. At the end of the year a suitably qualified independent person will inspect the financial records.
- 5.6 Public liability insurance will be the highest priority purchase for the Network. Sufficient funds will be put aside for this annually.

6.0 Voting and decisions

- 6.1 All major decisions will be made by a majority vote of the Gaming Club Network Council at regular meetings. In a voted tie, the High Castalain will hold the casting vote.
- 6.2 Council meetings will take place six times a year. All Castalain Knights will be welcome in a non-voting capacity at any of these meetings.
- 6.3 An Annual General Meeting will be held once a year in May. Every second year (starting from May 2004) this meeting will elect the GCN Council and ratify the elections of the Castalain Knights for the following two years.
- 6.4 The Council elections will be open to the Castalain Knights, allowing any Castalain Knights or current Council member to stand.
- 6.5 Castalain Knights will be elected bi-annually at a local meeting every second year (starting from May 2004). Any member of a Member Club may stand for the post.
- 6.6 The voting will be made by the Member Club Secretaries on behalf of their club. It is expected that the Club Secretaries will reflect the wishes of their own club membership.
- 6.7 All nominations for elections must be posted at least 14 days prior to the vote being held.

7.0 Annual General Meeting

- 7.1 The AGM will take place each year in May.
- 7.2 The primary purpose of the AGM is to review the performance of the Gaming Club Network Council for the previous year and present the plan for the coming year.
- 7.3 The AGM will, bi-annually (beginning in May 2004), elect Council members who will serve for two years. It will also ratify and announce the newly elected Castalain Knights.
- 7.4 The AGM will include an open forum for any member of a Member Club to voice their views, raise issues or ask questions.

8.0 Collaboration with Games Workshop UK

- 8.1 The Gaming Club Network is committed to maintaining a hobby support arrangement with Games Workshop UK.
- 8.2 Each Council meeting will invite a representative of the GWUK Community team in a non-voting capacity. The aim is to involve Games Workshop in the decision-making process.
- 8.3 Castalain Knights are required to liaise with the Community Hobby Managers in their area. The aim is to maintain a local dialogue between Games Workshop and the Member Gaming Clubs.
- 8.4 The Gaming Club Network is committed to supporting the Games Workshop UK Events plans. The Network aims to provide gaming support at national and local events.
- 8.5 For the avoidance of doubt and notwithstanding the remainder of this document, nothing contained herein, and no action taken by the parties pursuant to this document, shall constitute or shall be construed so as to

constitute, any legal relationship between the parties of partnership or of principal/agent or of employer/employee, nor are the parties hereby engaging in a joint venture, association or other co-operative venture, and accordingly neither of the parties shall have any right or authority to act on behalf of the other nor to bind the other by contract or otherwise.

9.0 Standards

- 9.1 All elected officials will display standards of behaviour consistent with the Gaming Club Network Castalain Knight Guidance.
- 9.2 All Member Clubs will adhere to the Code of Practice.
- 9.3 All voting and decision-making will be administered in a fair, open and accurate manner.
- 9.4 All issues of concern will be voiced to the Castalain Council. The Council will retain the right to remove any official with a majority vote.

10.0 Suspension of GCN Membership

- 10.1 Any club deemed to have failed to meet the standards of the Code of Practice, Child Protection Policy or Constitution will be suspended from GCN Membership.
- 10.2 Castalain Knights will refer matters that do not meet the standards of the GCN to the GCN Council.
- 10.3 The GCN Council will refer all matters of criminal offences by the club to the police authorities.
- 10.4 A majority vote of the GCN Council will suspend membership of a Gaming Club from the Network.
- 10.5 The suspended member Gaming Club must not participate in any activity connected with the Gaming Club Network and must not wear uniform or badges.
- 10.6 Suspension in the case of disagreement must be followed as soon as possible by conciliation and such further steps as are necessary.
- 10.7 Any Gaming Club Network member Gaming Club that is dismissed has the right of appeal to the GCN Council.
- 10.8 If so requested by the Gaming Club suspended, the GCN Council will convene a meeting to hear the appeal.
- 10.9 Reasonable opportunity must be given for the dismissed Gaming Club officials to attend the meeting of such an appeal to state a case against suspension.
- 10.10 Following any incident of a suspension of membership to a Gaming Club censure will not be lifted without the majority vote of the GCN Council.
- 10.11 Records of all suspension and disciplinary actions must be maintained by the GCN Council.

Gaming Club Network Code of Practice

The code of practice specifies what is expected from a club that is a member of the GCN.

1. Minimal Requirements for Member Club Rules

A Member Club's rules will:

- Define the requirements of club membership.
- State the requirements for non-member access.
- Define age limits for both members and guests.
- State ownership of club assets and how these assets are distributed upon closure of the club.
- State those responsible for making financial decisions.
- Define at least three official positions and the requirements to hold these positions.
- State how club funds are to be administered.
- If a bank or building society account is used to administer funds:
 - A minimum of three signatories must be stated.
 - A minimum of two signatories capable of signing club cheques and making cash withdrawals must be stated.
- State who is responsible for keeping a record of transactions
- State the club year.
- State any repeat purchases that are exempt from the normal financial decision-making process.
- Define the process for making decisions affecting the club.
- State the actions that will be taken when the standards of conduct are breached.
- Contain the following required rules:
 - A record of attendance will be kept in a register book or database.
 - Club officials and signatories must be 18 years or older.
 - A minimum of one official will be present at each club meeting.
 - A record of transactions on club funds will be kept, showing all credits, debits and the current balance. The record will be available for inspection by any club member.
 - A receipt will be obtained for all club expenditure and retained for review purposes.
 - At the end of the club year a suitably qualified independent person will inspect the financial records.
 - No member under the age of 16 years will be left unattended by less than two adults over the age of 18 years at any time.
- Include the Standards of Conduct, shown opposite, in full (though they may be expanded and/or reformatted):

2. Standards of conduct

Club members and visiting non-members will at all times adhere to the following standards of behaviour.

- There will be no verbal or physical abuse of any other member or visiting non-member.
- There will be no discrimination of any kind by any member or visiting non-member towards any other person at the club meetings. This includes but is not limited to discrimination on grounds of:
 - Class
 - Ethnic origin, nationality (or statelessness), or race
 - Gender
 - Age
 - Marital or sexual status
 - Mental or physical ability
 - Political or religious belief.
- It is the responsibility of all persons to ensure that:
 - They do not endanger the health and safety of themselves or others.
 - They observe the rules established for the safety of those involved in club activities. These are defined as required by the Club Committee.

3. Disagreements between club members

Any disagreements between members in a Gaming Club must be referred to the Club Leader.

If the Club Leader is unable to resolve the disagreement, or if personally involved in it, the matter must be referred to the GCN Castalain Knight.

The following procedures are to be used only if informal efforts to resolve disagreements have been made and failed.

Disagreements between any of the following must be referred to the Gaming Club Network Council:

- Two or more clubs from different Areas.
- Clubs and the GCN Council.

All the parties to the disagreement must be given reasonable opportunity to state their case.

Suspension of members

Suspension of membership ensures that no situation in the Gaming Club arises which could cause further concern and that no member is placed in a position which could cause further compromise. Such action may be necessary in the following cases:

- When an allegation is made that a Member has committed a serious criminal offence. In this case the Member must be suspended until police inquiries and any legal proceedings have been concluded.
- When the action of an individual could seriously harm the reputation of the Gaming Club Network.

Continued overleaf...

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The suspended member must not participate in any activity connected with the Gaming Club Network and must not wear uniform or badges.

Any appointment held will be regarded as vacant.

Suspension in the case of disagreement must be followed as soon as possible by conciliation and such further steps as are necessary.

When a person's membership is suspended or the nature of the suspension changes, the appropriate official must inform the GCN Council.

Any Gaming Club Network member who is dismissed has the right of appeal (with the aid of a 'friend' if so desired). If so requested by the person dismissed, the official asked for appeal may appoint a committee to hear the appeal.

4. Recommendations

It is recommended that:

- At least one First Aider will be present at all club meetings. This may be a required bylaw in your local area and should be checked.
- Multiple statements can be requested for any bank or building society account. One to be sent to the treasurer and others to be sent to other officials.

5. Suspension of member clubs

The GCN Council reserves the right to suspend a member club from the GCN if a situation arises within that club that does not comply with the GCN member charter.

The club may reapply for membership to the GCN once the situation has been resolved.

Example Club Rules

Below is presented an example set of club rules that you can use to base your club's rules upon if you wish. Fill in the relevant details below, photocopy a set (pages 11-14) and send back to us with your other documents. (See page 22 of the How to Join booklet for details)

1.0 Identity

1.1 The club will be called

.....

Insert club name in the space provided.

1.2 The club will be based at

.....

Insert club venue address in the space provided.

2.0 Purpose

2.1 To provide the opportunity for members to participate in the hobby of collecting, painting and gaming with Games Workshop miniatures and game systems.

3.0 Membership

- 3.1 Membership of the club is gained by attending more than one quarter of the meetings in a running year. There will be a 3-month probationary period before membership takes effect.
- 3.2 Club meetings are open to non-members who can make use of the club facilities upon payment of the standard meeting ticket price.
- 3.3 A record of attendance will be kept in a register book or database.
- 3.4 Members must be 12 years old or more to attend the club or become a member. Club officials and signatories must be 18 years or older.

4.0 Club Assets

- 4.1 The assets of the club (gaming equipment, cash in hand and cash at the bank) belong to the members.
- 4.2 If the club ever closes the assets will be distributed to the current members as evenly as possible. Current members at any time will be those who have attended more than half the meetings in the previous six months.

5.0 Club Officials

- 5.1 Decisions involving expenditure in excess of £50 or which involve a change to the Club Rules will be made by majority vote of club members at a normal meeting. Club officials may make decisions on day to day running and expenditure of up to £50.
- 5.2 At the AGM the members will appoint a Club Leader, Treasurer, Caretaker and Membership Secretary. Nominations must be posted 28 days before the AGM.
- 5.3 Officials must have attended at least three quarters of the meetings held during the past 12 months to be eligible for election or re-election.
- 5.4 A minimum of two officials will be present at each club meeting.
- 5.5 At least one official will be trained as a First Aider. At least one First Aider will be present at all club meetings.

Insert the dates of your club year in the space provided.

6.0 Club Funds

- 6.1 Club funds will be administered through a bank or building society account which is designed for this purpose.
- 6.2 There will be four signatories to the club bank account, one of whom will be the club Treasurer. Any two of the signatories must sign club cheques and make cash withdrawals.
- 6.3 The Treasurer will keep a record of transactions on club funds showing all credits, debits and the current balance. The record will be available for inspection by any club member.
- 6.4 A receipt will be obtained for all club expenditure, checked by the Treasurer and retained for audit purposes. If the Treasurer commits expenditure then the receipt will be checked a different signatory .
- 6.5 The club year will run from
to
At the end of the year a suitably qualified independent person will inspect the financial records.
- 6.6 Public liability insurance and rent will be the highest priority purchases for the club. Sufficient funds will be put aside for these as required.

7.0 Voting and club decisions

- 7.1 Decisions regarding the club, including amendment of club rules, will be made by majority vote at normal club meetings.
- 7.2 The Club Leader will keep a record of decisions taken at club meetings. The record will be available for inspection by any club member.
- 7.3 Only current members (not visitors) may vote.
- 7.4 There will be an Annual General Meeting to discuss the general direction of the club and forthcoming events.

8.0 Standards of conduct

- 8.1 Club members and visiting non-members will at all times adhere to the following standards of behaviour.
- 8.2 There will be no verbal or physical abuse of any other member or visiting non-member.
- 8.3 There will be no discrimination of any kind by any member or visiting non-member towards any other person at the club meetings. This includes but is not limited to discrimination on grounds of:
 - 8.3.1 Class;
 - 8.3.2 Ethnic origin, nationality (or statelessness), or race;
 - 8.3.3 Gender;
 - 8.3.4 Age;
 - 8.3.5 Marital or sexual status;
 - 8.3.6 Mental or physical ability;
 - 8.3.7 Political or religious belief.
- 8.4 No member under the age of 16 years will be left unattended by less than two adults over the age of 18 years at any time.

- 8.5 It is the responsibility of all persons to ensure that:
- 8.5.1 they do not endanger the health and safety of themselves or others;
 - 8.5.2 they observe the rules established for the safety of those involved in club activities. These are defined as required by the Club Committee.
- 8.6 Disagreements between club members
- 8.6.1 Any disagreements between members in a Gaming Club must be referred to the Club Leader.
 - 8.6.2 If the Club Leader is unable to resolve the disagreement, or if personally involved in it, the matter must be referred to the GCN Castalain Knight.
 - 8.6.3 The following procedures are to be used only if informal efforts to resolve disagreements have been made and failed.
 - 8.6.4 Disagreements between any of the following must be referred to the GCN Council:
 - 8.6.4.1 Two or more clubs from different Areas.
 - 8.6.4.2 Clubs and the GCN Council.
 - 8.6.5 All the parties to the disagreement must be given reasonable opportunity to state their case.

9.0 Suspension of members

- 9.1 Suspension of membership ensures that no situation in the Gaming Club arises which could cause further concern and that no member is placed in a position which could cause further compromise. Such action may be necessary in the following cases:
- 9.1.1 When an allegation is made that a Member has committed a serious criminal offence. In this case the Member must be suspended until police inquiries and any legal proceedings have been concluded.
 - 9.1.2 When a disagreement between adults cannot be resolved quickly. In this case the suspension is to be for a period of not more than 90 days in the first instance. Suspension for further periods of not more than 90 days may follow.
 - 9.1.3 When the action of an individual could seriously harm the reputation of the Gaming Club Network.
- 9.2 In every case membership may be suspended only by the appropriate authority with approval from the other appropriate authority as defined in the following table:

Person to be suspended	Authority to suspend	Authority to approve suspension
Member of Club	Club Official	Club Leader
Club Official	Club Leader	Castalain Knight
Club Leader	Castalain Knight	GCN Council Member
Castalain Knight	GCN Council Member	High Castalain
GCN Council Member	High Castalain	Majority vote of GCN Council

- 9.3 The suspended member must not participate in any activity connected with the Gaming Club Network and must not wear uniform or badges.
- 9.4 Any appointment held will be regarded as vacant.
- 9.5 Suspension in the case of disagreement must be followed as soon as possible by conciliation and such further steps as are necessary.
- 9.6 When a person's membership is suspended or the nature of the suspension changes, the appropriate official must inform the GCN Council.
- 9.7 Any Gaming Club Network member who is dismissed has the right of appeal (with the aid of a 'friend' if so desired) to the next highest tier of authority.
- 9.8 If so requested by the person dismissed, the official asked for appeal may appoint a committee to hear the appeal.
- 9.9 Reasonable opportunity must be given for the dismissed person to attend the meeting of such a committee to state a case against dismissal.
- 9.10 Following any incident of a suspension of membership to an individual censure will not be lifted without the agreement of both the officials who agreed upon the censure, as outlined in 9.2.
- 9.11 Records of all suspension and disciplinary actions must be maintained by all officials involved and be available for examination by the police authorities should they be required.

Gaming Club Network Child Protection Policy

The Gaming Club Network aims to provide as safe an environment possible for all gamers, to this end we have produced the following child protection policy that all member clubs must agree to conform to.

1.0 Children

- 1.1 The Gaming Clubs that the GCN represents all welcome children to take part in the Hobby.
- 1.2 The Gaming Club Network recommends that children be 12 years of age or older in order to benefit fully from the opportunities the Hobby offers. However, we also recognise that younger children may get involved.
- 1.3 Children are a part of our community and need to receive special support and protection.
- 1.4 The Gaming Club Network and all member clubs accept their responsibility towards children in general, and particularly those with whom we come into direct contact.
- 1.5 All children should be offered equal opportunity to take part in the hobby, except on grounds of health and safety. No discrimination is tolerated on any grounds.

2.0 Child Abuse

- 2.1 Abuse towards children, either physical or psychological is totally unacceptable to the membership of the Gaming Club Network. It will not be tolerated or condoned.
- 2.2 Complaints from or regarding the treatment of children will be treated seriously and given fair investigation by the leaders of clubs and the Gaming Club Network.
- 2.3 Clubs failing to stop or protect against child abuse will not remain a part of the Gaming Club Network. See section 10 of the Constitution.

3.0 Child Protection

- 3.1 The Gaming Club Network is fully committed to the protection of children from all forms of child abuse.
- 3.2 This Child Protection Policy forms the basis for the protection of children, which is the full responsibility of all club members in every Gaming Club.
- 3.3 The Gaming Club Network is committed to encouraging a protective culture within the hobby to protect children.

4.0 Grievances

- 4.1 The Gaming Club Network provides a Code of Practice for all Gaming Clubs that indicates the proper procedures for the good running of a hobby group.

4.2 As part of the Code of Practice, the Gaming Club Network operates a disagreement procedure. This is detailed in the Code of Practice, section 3.

4.3 In addition, the Gaming Clubs are required to uphold the following Grievance Procedure for issues arising from mental or physical abuse, most notably of children:

4.3.1 Abuse Grievance Procedure

4.3.1.1 Any accusation of abuse between members in a Gaming Club must be referred to the Club Leader.

4.3.1.2 If the Club Leader is unable to investigate the grievance, or if personally involved in it, the matter must be referred to the GCN Castalain Knight.

4.3.1.3 If the grievance is deemed to be real, the matter must be immediately referred to the police authorities for investigation.

4.3.1.4 Members of the Gaming Club will cooperate with the police investigation in any way that is reasonable.

4.3.1.5 Both the accused and the accuser will have their membership suspended until the police investigation and any court proceedings are complete. Refer to the Code of Practice section 3.

5.0 Club Officials Disclosure Checks

5.1 All Club Officials, Castalain Knights and GCN Council Members must submit themselves for Criminal Records Bureau (CRB) Disclosure checks.

5.2 People unwilling to undergo these checks will not be permitted to act as a GCN Official and must not put themselves forward for election or appointment to any official position.

5.3 The full procedures of the CRB Disclosure checks will be held by the GCN High Castalain and Castalain Knights for general information. They are also available from www.crb.org.uk

5.4 If an official is deemed a threat to children through the Disclosure check they must immediately be suspended under the Code of Practice section 3.

5.5 Officials are allowed to continue their duties during the period during which a Disclosure check is ongoing. They are to be considered in a probationary period.

5.6 Probationary officials must always be accompanied by non-probationary officials at club meetings until the Disclosure check is complete.

5.7 Once the Disclosure check clears an official they become a non-probationary official.

Castalain Knight Guidelines

The GCN has recruited Castalain Knights for various areas of the country. Here are some Guidelines for them to read and uphold. These define the basic standards of behaviour the GCN Council will expect from all GCN Officials.

Do's and Don'ts For Castalain Knights

Do	Don't
<ul style="list-style-type: none"> Understand the aims and objectives of the GCN and the duties a Knight is expected to cover. 	<ul style="list-style-type: none"> Step outside of the aims and objectives of the GCN or the duties of a Castalain Knight.
<ul style="list-style-type: none"> Represent. 	<ul style="list-style-type: none"> Control.
<ul style="list-style-type: none"> Be honest, open and clear at all times. 	<ul style="list-style-type: none"> Be negative, cynical, or devious.
<ul style="list-style-type: none"> Volunteer when you can. 	<ul style="list-style-type: none"> Volunteer when you can't.
<ul style="list-style-type: none"> Talk regularly to the GCN Council members and the GW Community Team. 	<ul style="list-style-type: none"> Sit out there alone and not talk to anybody, and therefore miss out on all the support others can offer.
<ul style="list-style-type: none"> Attend at least two GCN Council meetings in the year. 	<ul style="list-style-type: none"> Forget that you can feed into the national forum through the GCN Council meetings.
<ul style="list-style-type: none"> Raise issues on behalf of the clubs and their members in your area. 	<ul style="list-style-type: none"> Allow yourself to only grind the axes that matter to you personally.
<ul style="list-style-type: none"> Encourage clubs and members to build relationships with other clubs, GW Hobby Centres and other people on a person-to-person basis. 	<ul style="list-style-type: none"> Forget to raise an issue just because you don't agree with it.
<ul style="list-style-type: none"> Write down anything that is agreed with another party so that everyone knows what to expect. Remember to send the notes to everyone involved. 	<ul style="list-style-type: none"> Expect anything that hasn't been agreed and written down to happen.
<ul style="list-style-type: none"> Build a personal and professional relationship with the GW Community Hobby Manager for your area before you visit either a Games Workshop Hobby Centre or an Independent Stockist. 	<ul style="list-style-type: none"> Allow your relationships with the GW Community Hobby Manager to become anything less than amiable and positive. If in doubt, just ask.
<ul style="list-style-type: none"> Try to remember and understand that GW Hobby Centres and Independent Stockists are businesses as well as hobby centres. Their needs will not always be the same as yours. 	<ul style="list-style-type: none"> Get territorial; remember instead that we are all part of a team that is working to Build The Hobby.
<ul style="list-style-type: none"> Encourage clubs to develop good relations with the Managers of GW Hobby Centres and Independent Stockists. 	<ul style="list-style-type: none"> Visit a GW Independent Stockist in any official capacity without the support and agreement of the GW Community Hobby Manager..
<ul style="list-style-type: none"> Raise negative feedback to the GCN Council and/or the GW UK Community Team in the first instance. 	<ul style="list-style-type: none"> Raise negative feedback on any public forum. Speak to the GCN Council and/or the GWUK Community Team instead.
<ul style="list-style-type: none"> Remember that it is your hobby, so you should have some fun and play some games. 	<ul style="list-style-type: none"> Stop playing games!

Things to remember:

- You are representing the Gaming Club Network, local Gaming Clubs, and their memberships in regards to the Hobby. Nothing more, nothing less.*
- You will be expected, by the GCN and by those you interact with, to display a professional, positive and proactive attitude towards anyone you deal with.*
- You don't work for Games Workshop. You are a volunteer.*

Gaming Club Network Member Charter

Each Gaming Club that joins the Gaming Club Network must sign up to this Charter. The Charter will be ratified by the majority vote of the GCN Council upon receipt of the signed Charter and a copy of the club rules.

Please fill out the following details, keep a copy for your records, and send us a photocopied version, along with your other documents. (See page 22 of the How to Join booklet for details)

Club Details (all fields marked with * MUST be completed.)

Club Name: *

Meeting Address: *

Phone Contact: * **Leader** **Contact A** **Contact B**

E-mail Contact: **Leader** **Contact A** **Contact B**

Website :

Average Attendance :

Open to new members?: **Yes** **No**

Open to ages: **13-18** **19-24** **25-30** **31+**

Number of Members:

Venue Type:

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Home | <input type="checkbox"/> School | <input type="checkbox"/> University |
| <input type="checkbox"/> College | <input type="checkbox"/> Community Centre | <input type="checkbox"/> Church Hall |
| <input type="checkbox"/> Sports Centre | <input type="checkbox"/> Scout Hall | <input type="checkbox"/> Social Club |

Other (Please specify)

Non-disclosure of Club Information

Please tick this box if you DO NOT wish these details to be made public through our website or future publications.

You will need to provide contact details for the person(s) specified here on the next page. This information will be made public unless you tick the Non-disclosure box.

Club Leader Details

Name:
Phone Number:
Mobile Number:
E-mail Address:
Address:
.....

Please note:
Address information will not be made public, but is required for sending CRB application forms.

Contact A Details (Required if ticked in phone/e-mail details opposite)

Name:
Phone Number:
Mobile Number:
E-mail Address:
Address:
.....

Contact B Details (Required if ticked in phone/e-mail details opposite)

Name:
Phone Number:
Mobile Number:
E-mail Address:
Address:
.....

Declarations

- 1.0 The Gaming Club agrees to conform to the GCN Constitution.**
- 2.0 The Gaming Club agrees to conform to the GCN Code of Practice.**
- 3.0 The Gaming Club agrees to conform to the GCN Child Protection Policy.**
- 4.0 The Gaming Club officials agree to apply for CRB Disclosure checks.**
- 5.0 The Gaming Club has adequate Public Liability Insurance.**
- 6.0 The Gaming Club agrees to be registered on the Gaming Club Network database.**

Signed on behalf of the Gaming Club:

Club Leader

Club Councillor

Witness

Witness Name

Date

Please return your completed Charter to:

Gaming Club Network,
PO Box 8019
Reading
RG30 3WZ



G C N

Gaming™
Club
Network