



SECTION 4

Setting up a Phab Club

The Phab Idea

Society still makes distinctions, making 'special' provision in which non-disabled people are perceived as being the staff, helpers or escorts of their disabled friends, peers and colleagues. In Phab, provision is not 'for' but 'with' disabled people. Inclusive participation at all levels of planning is our goal.

Value of a Phab Club

Clubs are places for making new friends, learning about people and developing new interests - a place for shared activity and social life. But what's really so special about a Phab Club? Four main ingredients follow on from Phab's aim, namely:

- The programme is organised by and for the benefit of **all**, and is not organised by one group for another.
- **Everyone** takes an active role in planning and running activities.
- It is a **long-term** enterprise, not just a one-off experience.
- Clubs are **active** in their **local communities**, encouraging people to examine and be aware of their attitudes.

Maintaining Awareness

A belief in Phab's philosophy and aim is central to the running of a successful Phab Club. Phab therefore encourages any person or group considering setting up a Phab Club to look through and discuss the following list of statements:

- Disabled people are people first and foremost.
- It is important to value people for who they are and the skills that they have.

- People have a variety of impairments - physical, sensory, learning and hidden.
- There are dangers in 'stereotyping' and 'labelling'.
- What are my own starting point and attitudes?
- People's requirements and the extra support they may need can differ greatly.
- **Barriers** prevent access and lead to discrimination, e.g. Structural barriers, barriers of communication and barriers in attitude.
- 'Disability awareness' should be seen as one aspect of an equal opportunities policy rather than as a 'special provision'. This means that opportunities, facilities and resources at all levels, including managing and training, will need to be looked at.

The First Steps

You may be reading this pack because you have already identified a need in your area. If not, some time spent identifying a need is very important if you want to convince others of the value of a Phab club and gather support for the idea. Questions you will be asked will almost certainly include:

1. Who needs Phab in this area?
2. What age range should the club cater for?
3. Where can we meet?
4. Where will we get support for the idea?
5. Do we need to provide transport, and if so what will be our first steps in arranging it?
6. Are there any clubs locally fulfilling Phab's aim with whom we could link?

In order to handle all these difficult questions, you will need...

A Plan of Action

There will be a lot to do before you open the doors on your first club night. The following is a brief outline of the stages you can expect to go through, and a guide to some of the problems you may come up against.

Identifying Your Support

Don't try to set up a club on your own, seek assistance from other people with different skills and information to work with you. We hope that you will make early links with the Phab organisation to access a valuable source of contacts, support and ideas. Talk to other people in the area who may be interested in inclusive work with disabled and non-disabled people. You might do this through arranging individual visits or an open evening to discuss your ideas and present the Phab philosophy.

Phab England will be able to help you with planning an open evening and may be able to provide a speaker and/or video showing Phab in action.

Invite potential members, representatives of local community groups, representatives of disability groups, Social Services, Education and Youth Departments, Rotary, Round Table, Lions and so on. You are more likely to recruit people for the open meeting if you have already established personal contact with people in these agencies and organisations.

Getting Organised

From this meeting, try to appoint a diverse group, which can become a 'steering committee', to help get the club or group started. Fix the date for the first meeting whilst you are together. As a group you will have a lot of work to do amongst you, and you will need a range of different skills. Within your group you will need:

The ability to work informally with disabled and non-disabled people

Building relationships is at the core of Phab work, whether this be with club members or with people from other organisations with whom you work and from whom you will be seeking support. Phab clubs are informal places to meet and get involved in activities; the club will benefit if the people who work directly with club members and volunteers are able to do so in an informal way.

Planning Skills

There will be much to organise, both in setting up the club and in keeping it going. Fund-raising events and trips away - indeed, the whole programme - must be planned with care. During these initial stages, you will need to plan your campaign to get your club established and have a clear vision of what you wish to achieve.

Administrative and financial management skills

The club programme is how people perceive the work of a Phab club. However, it is only possible because of the background administrative work that goes on. For more information see section 5 **The Background Work**.

Fund-raising skills

Raising money is another essential background task that makes the club's activities possible. More information is included in Section 5 **The Background Work** & Section 12 **The Phab A-Z of Fundraising**.

The ability to support each other

It is very important that the members of the Steering Committee work together, keeping in touch with each other and encouraging one another if progress is slow. The Steering Committee may act as a model for the club itself - both the group and the club should be co-operative and participative groups.

Knowledge and information about Phab and other organisations who can provide support

Sometimes your group may feel isolated, as if you're the only ones interested in what you're doing. Although you may feel like this it need not be the case. Phab is only one of the organisations committed to creating inclusive opportunities, there are many others. To avoid, or help address, that sense of isolation it is helpful to keep in touch with as many organisations and networks as possible. Phab can help you with this. It is often useful to link up with your nearest Phab Club.

...Plus:

The enthusiasm to want to learn more!

Anyone who has been involved with Phab for any length of time will tell you that it's the continuous learning that has kept them involved and the awareness that they'll never 'know it all' that keeps them going. You will be helping the members if you aim to maintain that open attitude.

No one person should be – or *can* be - seen as the source of all these skills and abilities; that is why we encourage you to be part of a group in setting up a Phab club.

Support from Phab

Various forms of support are available from Phab see Section 3 **Support for Phab Clubs**.

Your Initial Agenda

There are a number of major issues to be addressed in the early days of setting up a Phab group. Topics to be covered will include identifying a need, finding accessible premises, recruiting volunteers and members, financial matters, devising a suitable club programme, transport and leadership.

1. Identifying a need

You may already have evidence of the need for some inclusive provision - that evidence may well be the reason why you started to establish the club in the first place. In order to make your case to potential sponsors of your new

club you will need to be able to stake your claim clearly. The Phab philosophy and aim give a general case for Phab clubs; on top of that, you will need to make the case for action locally. You will certainly need to review what is already happening in your area, if you have not already done so.

2. Finding accessible premises

If you can make use of a building where there are other community activities on the same or even different nights, this may provide a good link with the community. Possible venues include the local church hall; village halls; rooms in pubs and hotels; schools; recreational premises or clubs of business organisations; youth centres, etc. You may consider that using 'specialist premises' such as a day centre or school for disabled children has its advantages - however, it may also label your group as 'disabled' and may make it difficult to create an inclusive social atmosphere.

You should, however, **always** ensure that the building has:

- Accessible toilets
- Level access throughout
- Doorways that are wide enough and at the right angle to ensure easy access for a person using a wheelchair
- Doors that are easy to open and not too heavy
- Rooms that are adequately sized for your proposed activities
- An area in which you can serve refreshments
- Good general facilities
- Adequate parking
- An atmosphere that is welcoming with the ability to provide a good social environment
- Appropriate fire equipment and smoke alarms

You may also find the **Access Audit Checklist** at the end of this section useful.

3. Naming Your Phab Club

You need to decide what you are going to call your Phab Club. Many clubs simply use the name of the area the club is held in – Anytown Phab Club. You may however, decide to call your club by a different name but it is helpful to use the name Phab in its title. If you do use the Phab name, you must affiliate to the organisation for the right to do so - see Section 9 **Affiliation Policy & Procedure and Insurance**.

4. Recruitment of Members

You will need an inclusive recruitment policy for the club. Publicity in the following places may be helpful: local press; TV and radio; libraries; shops (many supermarkets have community notice boards) and other public places; church groups; doctors' surgeries and health centres; schools and youth groups; local groups, including those that cater for disabled people.

Statutory services such as Social and Health Services cannot usually give out names and addresses of those who may be interested but may be willing to pass on information.

Keep publicity bright and to the point and give a contact name and telephone number. Phab can assist in the supply of posters and leaflets. If you choose to make your own posters, you need to remember to use clear, simple print & colours so that people with visual impairments can see them better.

Recruitment should be carried out on an inclusive basis, and the criteria of participation should be that members are able to contribute to the activities of the club and also gain benefit from the programme.

You will also need to think about the age range within which you want to work. Phab is a charity covering all age groups. It has been recognised that inclusiveness should be introduced at an early age, so you may consider setting up a junior club or even a playgroup. Whomever you choose to work with, the most important thing is that members should be in the same general age range - this makes shared interests more likely. It is a good idea to establish the age range as early as possible (you may choose to set up a club for the group for whom there is least provision and therefore most need) and then work within it.

5. Finance

There are three main areas for consideration in terms of finance - where to get sufficient funding to establish a club **and** maintain it; fund-raising through special events; and the keeping of accounts for all aspects of the club's work and administration.

To help you get the club under way, you will be entitled to a grant from Phab. It may also be possible for you to get a grant from your local Social Services and/or Youth Service. Your Local Lions, Rotary or Round Table may also give you financial support to help start a club, especially if one of them is involved in the steering group.

For the foreseeable future, fund-raising will be an essential activity for at least some members of every club committee. Some ideas and guidance on the keeping of financial records are included in Section 5 **Background Work** and some money-making ideas are in Section 12 **The Phab A-Z of Fund-raising**.

6. The Club Programme

It is never too early for a Steering Committee to begin collecting ideas about the nature of the club programme, from a range of sources including potential members.

It is essential to keep an open mind about the sort of things that could go on, rather than make assumptions about what is achievable. Activities may be

stimulating, innovative and challenging and should be open to participation by all project members. Sometimes people settle for the obvious simply because no one has put forward any alternatives - keep your minds open!

The details of the activities will depend on many factors, such as the nature of the premises, the funds available and the age range of your members.

Whatever the specifics, try to encourage a balanced range of activities. The programme is covered in more detail in Section 6 **Building a Programme**.

7. Transport

This can be a major problem for Phab clubs, especially those in rural areas and when clubs are first starting up. Possible solutions may include:

- Encouraging members to make their own way.
- Making use of public transport.
- Linking up individuals to travel together, either by public or private transport.
- Using local resources, such as Social Services and groups including disabled people who may be able to provide adapted vehicles with or without drivers.
- Developing your own pool of voluntary drivers, either using their own cars or driving borrowed vehicles.
- Your local Lions or Rotary Club may be able to assist you with transport.
- Getting a club vehicle - but this needs careful consideration. The costs of running the vehicle are often more of a problem than raising the money to buy it in the first place. (Advice on this should be sought from Phab and other local groups with transport of their own).

Phab England is aware of both the vital nature and cost of transport and is keen to assist financially wherever possible. Travel expenses to and from regional meetings are paid for by Phab England.

8. Leadership

Whilst most of the work of the Committee will be background work, some people will be needed to staff the club sessions. These people should not have too many other responsibilities for the Committee's work once the club is established. The people in leadership roles will be crucial to the success of the club.

In looking at the skills and qualities of a worker or leader, possibly the most important requirements are:

- An approach to working with people that is participative - that is listening to others' ideas and encouraging people to take responsibility for themselves.
- An ability to look for and find ways of turning an activity into an opportunity for learning.
- Age-appropriate skills or interests.
- An acceptance and understanding of the Social Model of Disability - see Section 2 **Phab's Philosophy & Aim** for more information.

The other essential requirement for anyone working with a Phab Group is a **sense of fun!** The whole enterprise will be sunk without it!

Alongside these key attitudes, practical skills and knowledge are also needed - especially with regard to planning and organising a programme or session.

Club leaders will need the support of the rest of the committee - and the involvement of the membership. The list of skills and abilities may seem daunting and so naturally leaders may also want or need to get involved in some training. Please contact Phab for information on the availability of training opportunities.

9. Charity registration

In England and Wales, registration as a charity is carried out through the Charity Commissioners. Registration must be applied for as soon as the club is running satisfactorily and the financial turnover exceeds £10,000 per annum.

To register you must contact The Charity Commission. They can advise you on all aspects of becoming a registered charity and all your legal requirements once you have registered.

Contact **The Charity Commission, Woodfield House, Tangier, Taunton, Somerset, TA1 4BL.**

Tel: 0845 300 0218. Fax: 01823 345 003. Open from 0930-1600.

Alternatively visit their website **www.charity-commission.gov.uk**. You can download a registration pack from:

<http://www.charity-commission.gov.uk/registration/regpack.asp>

Please be aware that once your Phab Club has registered as a charity in its own right, your committee members will become Trustees and they have certain legal obligations that they should all be aware of. There are also various rules and regulations that must be adhered to. All this information is available in various formats from The Charity Commission.

10. Constitution

To register with the Charity Commission, you will need to have an agreed constitution. A **sample model constitution** for your use is included at the end of this section.

11. Affiliation to Phab!

Just in case you haven't done this already! We hope that you will see Phab as a valuable source of support and encouragement for your work and a link with other people who have similar interests. To find out about affiliating to Phab, telephone the Phab office on 020 8667 9443 or see Section 3 **Support for Phab Clubs**.

12. Open a Bank Account and set your year-end date

31st March is strongly recommended as your year-end date. It is also strongly recommended that you purchase ledgers (one for **Money In** and one for **Money Out**) in which you can keep a record of any financial movements in the club accounts. If transactions are recorded on a regular basis from day one the workload of the Treasurer should be substantially reduced. Properly recorded accounts are easier to check and will reduce the cost of your annual independent examination/audit.

Open a suitable Bank/Building Society Account in the name of your club, e.g. Anytown Phab Club. The account details should also include the name and address of your Treasurer. You must not simply call your account Phab Club. Decide who will be the **3 signatories** for the account. Phab England will assist with the opening deposit.

Always issue receipts for money received or retain proof of monies in, e.g. a register which shows how much money comes in from the membership on a club night, ledgers which detail all financial transactions, cheque stubs etc. Wherever possible, issue outgoings by cheque.

There is a list of recommended **Financial Rules and Procedures** in Section **5 The Background Work**.

What's Next?

The following sections take you through the various stages of setting up and running a Phab Club.

Access Audit Checklist

When looking at premises or venues for Phab activities you will need to consider the following:

Parking:

- Is there adequate parking?
- Are there any spaces marked out for the use of Blue Badge holders?
- Is the parking near to the premises?
- Are there any steps leading to and from the car park?
- Is the area well lit?

Outside the Premises:

- Are there steps, leading up or down to the entrance(s)? Include doorsteps!
- Are any slopes of a suitable gradient? Do they have handrails?
- Are the doors or entrances wide enough for wheelchair users to go through?
- Are there single or double doors – single doors, unless they are very heavy, are easier to use. Are the doors automatic?
- Are all entrances, inside and out, well lit?
- Are all entrances easy to find? Are they obvious?
- Is any intercom system at a suitable height, easy to use and clear to listen to?

Inside the Premises:

- Are any alarm or security systems easy to use and reach?
- Is the interior all on one level? If not, are there suitable lifts or ramps in place? Do any steps have warning/hazard strips on?
- Is the lighting adequate?
- Can the furniture be moved? You may need to move it to allow space for wheelchair users or people who use walking sticks. Furniture may need to stay in the same place for people who have visual impairments.
- Are tables at a suitable height? Do they have enough space underneath for wheelchair or stick users?
- Is there a hearing loop? Does it work?
- Are there accessible toilets? Can they be easily reached from the part of the building you plan to use?
- What provisions are there for refreshments? Can you provide your own or are there vending machines? Can the facilities be reached easily and safely?

- Can any windows be opened and closed easily? (This may be a Health & Safety issue in a Junior or Youth Group!)
- Can any lights switches be reached easily?
- Are any signs or notices easy to see and understand?

This list is not exhaustive! It is designed to give a general idea of the things you may need to consider.

Model Club Constitution - SAMPLE FORM

This model Constitution has been agreed by the Charity Commission - reference 25/4/1 01.

GOVERNING INSTRUMENT OFPHAB CLUB

1. NAME

The Club shall be called.....and be non-sectarian, non-denominational and non-party political.

2. OBJECT

The object of the club shall be the provision or assistance in the provision - in the interests of social welfare - of facilities for recreation or other leisure time occupation for people with and without physical disabilities resident in the area of

.....
In furtherance of the above object, but not further or otherwise, the club shall have the power to raise funds to support the objects of the club and to do any lawful things that may be conducive to the attainment of the foregoing object.

3. MEMBERSHIP

The club shall be open to people with and without physical disabilities between the ages of and It shall lie in the discretion of the committee to include people outside this age range and an approximate balance shall be kept between the number of disabled and non-disabled people within the club.

4. OFFICERS & COMMITTEE

- The Chairman/Chairwoman, Secretary and Treasurer shall be elected annually at the Annual General Meeting. All Officers shall be *ex officio* members of the Committee during their term of office.
- The Committee will consist of the Officers, who can either be club members or other interested individuals and others, who shall be elected at the Annual General Meeting.
- Committee members will be elected for two years. Half the Committee will retire annually and be available for re-election if they wish.
- The Committee shall have the powers to co-opt up to three additional members. Co-opted members should include someone with financial experience, representatives from the local Social Services Department and youth and community service, if these areas are not covered by the composition of the elected committee.
- A quorum of any meeting shall consist of one third of the numbers of the Committee, including at least two officers.

5. FINANCE

- The Treasurer shall keep records of all financial transactions and present a report to each Committee meeting.
- The accounts shall be independently examined or audited annually in accordance with the legislation operating at the time (Charities Act 1993) and be presented to the Annual General Meeting.
- The Independent Examiners or Auditors shall be appointed at the Annual General Meeting.
- Members shall pay subscriptions and other charges as agreed by the Committee or by other agreed procedure.

6. AFFILIATION

As an independent body, the club shall seek and preserve affiliation to Phab England and to other voluntary bodies sharing the same object.

7. ANNUAL GENERAL MEETING

An Annual General Meeting shall be held to elect the Officers and Committee and to adopt the annual accounts.

NOTE: If the club is registered as a charity with the Charity Commission, it is a statutory obligation for the club to send a copy of their annual accounts to the Charity Commission along with any Annual Report.

8. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting may be convened at any time by one third of the members or by the officers.

9. DISSOLUTION

If two thirds of the club members present and voting at an Extraordinary General Meeting called for that purpose decided that the club's work could no longer be effectively carried on and it had to be wound up, then any surplus funds and equipment will be allocated to Phab England to, as far as possible, continue with the work of Phab in the area.

10. ALTERATIONS TO THE CONSTITUTION

The constitution shall only be altered at the Annual General Meeting or an Extraordinary General Meeting. All members shall be given a copy of the proposed alterations in writing at least twenty-one days before the date of the meeting and at least two thirds of those voting must approve the alterations. No amendment shall be made which will cause the club to cease to be a charity in law. **No amendment shall be made to the object (2), dissolution (9) or to this clause without the Charity Commissioners' prior consent in writing.**

SIGNED.....(Chairperson) **Date**.....