

HUNTINGDONSHIRE ATHLETICS CLUB CONSTITUTION

TITLE

1. The name of the Club is Huntingdonshire Athletics Club (“the Club”).

HEADQUARTERS

2. The headquarters of the Club is at the athletics track at the One Leisure St Ives Outdoor, California Road, St Ives, Cambridgeshire.

AIMS AND OBJECTIVES

3. The aims and objective of the Club is the promotion of athletics. The Club will:

- Offer athletic coaching and competitive opportunities.
- Promote the Club within the local community.
- Adhere to the Equal Opportunities/Sports Equity Policy (see Section 4).

EQUAL OPPORTUNITIES/SPORTS EQUITY POLICY

4. The Club promotes an equal opportunities/sports equity policy and:

- Is committed to ensuring that equity is incorporated across all aspects of its development. In doing so, it acknowledges and adopts the following Sport England definition of sports equity:
 - Sports equity is about fairness in sport, equality of access, recognizing inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- Respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- Is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- Will make all Club members aware of their responsibility to oppose discriminatory or threatening behaviour and promote equality of opportunity.
- Will deal with any incidence of discriminatory or threatening behaviour seriously, according to Club disciplinary procedures.

COLOURS

5. The Club colours are an emerald green top with a single amber yellow band. These colours must be worn when representing the Club.

AFFILIATIONS

6. The Club operates under the auspices of UK Athletics and is may be affiliated to the following Associations:

- England Athletics
- South of England Athletics Association
- Cambridgeshire Athletics Association
- Men’s Southern League (Track & Field)
- Southern Women’s League (Track & Field)
- Eastern Athletics Association
- Eastern Young Athletes League
- East Anglian League
- Frostbite League
- Other associations or leagues as the Committee may decide from time to time, but limited to bodies operating under the auspices of UKA.

MEMBERSHIP

7. Membership of Huntingdonshire Athletics Club shall be open, and (in accordance with the Club's Equal Opportunities/ Sports Equity Statement) not unreasonably restricted on the grounds of sex, race or of political, religious or other opinions to any person in the area who is prepared to accept and support the objectives of Huntingdonshire Athletics Club.

All Club members should complete a Club membership form. Membership forms for athletes under the age of 16 years must be signed by a parent or guardian in addition to the athlete's own signature. Any person refused membership shall have the right of appeal.

8. All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept the regulations and codes of conduct that the Club has adopted. The Constitution should be posted on the Club website, Club notice boards and be made available prior to and at the Annual General Meeting (AGM).

9. Life membership may be awarded to any member upon completion of 20 years continuous membership or for outstanding service to the Club. An eligible candidate must be recommended by the Committee and be approved at the AGM by a majority vote.

10. Should any member's conduct render it necessary, he or she may be expelled from the Club by a vote of not less a three quarters majority at a committee meeting. The Club Secretary must officially notify all committee members in advance of any such intention (also see Section 50).

SUBSCRIPTION

11. The annual subscription will be recommended by the Committee to the AGM, approved by majority vote and will be payable on election and subsequently on 1st January each year.

12. Membership subscriptions: refer to Addendum 1

13. The Committee has the power to expel any member whose subscription is six months in arrears, provided a months' notice in writing has been sent to his/her last known address informing him/her of the proposed action.

14. No member whose subscription is in arrears is eligible to take part in any competition promoted by the Club.

TRAINING FEES

15. Membership allows an athlete to train at the One Leisure St Ives Outdoor track, during the Club training evenings (Tuesdays and Thursdays)–on receipt of a subsidised training fee to be fixed at the AGM (refer to Addendum 2). Non-members who use the One Leisure St Ives Outdoor track during Club training evenings must pay double the Club membership amount.

RESIGNATION

16. A member wishing to resign from the Club must give notice in writing to the Secretary. Membership will terminate on the date of that notice unless he/she is financially indebted to the Club, in which case the Committee may withhold acceptance of the resignation until he/she has discharged his/her liability. A member not having tendered his/her resignation prior to 31st December will be liable for the ensuing year's subscription.

MANAGEMENT

17. The Management of the Club is vested in a committee consisting of a Chair, Vice Chair, Club Secretary and Treasurer as officers and up to 11 committee members. All officers and members will be elected annually and will be eligible for re-appointment. Committee members who have not attended at least half of the committee meetings in the previous year will only be put forward for re-election at the Committee's discretion. The quorum required for business to be agreed at management committee meetings is five members, to include one officer. The Committee has the power to fill any vacancy which may arise.

FUNCTIONS OF THE COMMITTEE

18. The Committee:

- Is responsible for the viable operation of the Club and will provide oversight in the following areas: track and field, road and cross country, youth development, child protection, coaching (to include coaches' development), officials, maintaining Club facilities, maintaining accurate financial records, an awards program, maintaining accurate membership records in accordance with UK Athletics stipulations and the Privacy Act, marketing of the Club, a social programme, and a media programme to include press releases, a Club website, and a Club newsletter.
- Will have the power to appoint and delegate powers to sub-committees for any purpose considered desirable.
- As a body, will not be responsible for any personal financial commitment by any of its individual members.
- Is responsible for disciplinary hearings of members who infringe any rule within the Club constitution.
- Is empowered to make a decision on any matter not expressly provided for in these rules.

RECORDS

19. Club records will be maintained for all events and age groups.

20. For an individual's record to be accepted, the athlete must, on the day of competition, be either a paid up first claim member or a paid up second claim member who is competing for Huntingdonshire AC. For Club relay records, all the athletes must be paid up members and be competing for Huntingdonshire AC.

PROPERTY

21. The Club will not hold itself responsible for the loss of or damage to personal property.

22. No Club property may be taken without the prior permission of a committee member.

FINANCES

23. The Treasurer will receive and pay all amounts due on account of the Club. The Club's monies will be banked or invested as the Committee may from time to time decide. Cheques will be drawn on the signature of any two of the three persons authorised by the Committee, one of whom must be the Treasurer. The Treasurer will close out the financial year of the Club (effective 30th September), prepare the annual Statement of Accounts and Balance Sheet and submit to the AGM-appointed auditor.

ANNUAL GENERAL MEETING

24. An AGM, headed by the Chair, will be held annually in November in order to receive the Club Secretary's report and to approve the audited accounts, elect officers and committee members and to deal with any other matters specified on the agenda. If the Chair is unavailable, another delegated officer must chair the meeting.

25. The Club Secretary must give the Club membership at least three weeks notice of the AGM.

26. Club members should submit the following to the Club Secretary no later than two weeks prior to the AGM

- Nominations for officers (Chair, Vice Chair, Club Secretary, and Treasurer).
- Nominations for committee members (up to 11).
- Nominations for President and Vice President(s).
- Proposed amendments to the Constitution.
- Any motion deemed appropriate for discussion at an AGM.

Nominations should be proposed and seconded by two club members, not including the nominee.

27. The Club Secretary will make available to all Club members the Annual Statement of Accounts and Balance Sheet, certified by the auditor, and the agenda for the AGM at least seven days before the meeting.

28. Paid up first claim members are entitled to vote at an AGM. The quorum for AGMs will be 20 18 eligible (first claim) members, including 3 committee members (to include 1 officer).

29. An auditor for the ensuing year will be appointed at the AGM.

30. The office of President is to be held annually by a Club member who represents the highest ideals of the Club. The title of Vice President is bestowed annually upon those members whose contributions to the Club have been of the highest standard over the past year. While there can only be one President, there can be more than one Vice President.

SPECIAL GENERAL MEETING

31. A Special General Meeting must be called by the Club Secretary within 14 days of receipt of a requisition in writing signed by 10 eligible members, stating the business to be brought before such a meeting.

32. Quorum and voting requirements for a Special General Meeting are the same as for an AGM.

CODE OF CONDUCT FOR VOLUNTEERS, HELPERS AND COACHES

33. All personnel working with Club members must operate in accordance with the Club's Equal Opportunities/Sports Equity Policy (see Section 4).

34. All personnel working with Club members must ensure there is a balance between the development of performance and the social, emotional, intellectual and physical needs of the individual.

35. All personnel working with members must be responsible for the setting of boundaries between working relationship and friendship with their athletes. This is particularly important when working with young (age 16 or less) athletes.

36. All coaches must have a current licence or be working toward a recognised UKA Coaching qualification.

37. All coaches should encourage a spirit of fair play and good sportsmanship; preparation of athletes for success and failure is vital.

38. All personnel working with members must recognise that they may have access to confidential information about their athletes and members. Confidentiality must be maintained at all times.

39. Coaches must not exert undue influence over their athletes in order to gain personal benefit or reward. Coaches should not solicit, either overtly or covertly, athletes who are already receiving coaching to join their squad. If approached by an athlete already receiving coaching, coaches should refer to the coach currently providing the coaching before agreeing to give any coaching support.

40. The coach is responsible for the safety of all the athletes in their care. Equipment and facility conditions should be checked in accordance with UKA risk assessment guidelines.

41. Personnel working with members must not leave themselves open to question especially when working with younger (athletes aged 16 years or less) athletes by:

Staying alone in a room with an athlete.

Excessive handling or touching beyond the needs of good coaching of athletes within their care.

Regularly transporting athletes on his/her own.

42. The Club will nominate at least one Child Welfare Officer (but ideally two [one male, one female]), whose names will be displayed prominently on the Club notice board, together with this Policy for reference by Club members and their parents/guardians. The Club will ensure that these Officers have access to any required training programmes.

43. All coaches and administrators must hold membership of the Club and provide signed written acknowledgement of their acceptance of the contents of this Constitution

44. All coaches and administrators who work regularly with young athletes must submit their names for a police check, which should be handed in confidence to the Child Welfare Officer(s) for their reference only.

45. All coaches and administrators working regularly with young athletes must attend a recognised Child Protection & Welfare course.

46. New coaches, following application to the Committee, must undergo a 4-week probationary period under direct supervision of a recognised Club Coach.

47. Visiting/guest coaches must apply to the Committee for permission to coach Club members on Club training nights.

48. All allegations concerning misconduct by a member must be reported to one of the Child Welfare Officers who will recommend to the Committee what action may be required; the member will be immediately suspended from all Club activities without prejudice. The Child Protection Officers will notify UK Athletics immediately for its action.

DISCIPLINE AND APPEALS

49. Hunts AC subscribes unreservedly to the Codes of Practice and procedures of Athletics Welfare as set out in documents published by UK Athletics a copy of which is held by the Club Secretary. All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary. The Committee will meet to hear complaints within 14 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing. There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

DISSOLUTION

50. A resolution to dissolve the Club can only be passed at an AGM or at a Special General Meeting. The resolution can only be passed if accepted by three quarters of the quorum. In the event of dissolution, after payment of all its debts and liabilities, a Special General Meeting will be held to deal with any outstanding matters and to determine the disposition of any remaining assets of the Club. These assets will be transferred to a charitable or voluntary body with similar objectives as those of the Club and which prohibits the distribution of its income and property among **its** members except for reasonable and proper remuneration.

AMENDMENTS TO THE CONSTITUTION

51. Amendments to this Constitution can only be made by majority vote at an AGM or at a Special General Meeting (see Sections 26 and 32).

DECLARATION

Huntingdonshire Athletics Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:
Name: Keith Flint
Position: Club President

Date: November 9th, 2009.

Signed:
Name: Andy Richardson
Position: Club Chair

Date: November 9th, 2009.

Signed:
Name: Penny Butcher
Position: Club Secretary

Date: November 9th, 2009.

ADDENDUM 1

CLUB MEMBERSHIP FEES

Membership† falls into the following categories:

- Family*: New membership £78**; renewal £50
- Senior : New membership £44**; renewal £30
- Junior (8 years to U20): New membership £39**; renewal £25
- Official/Coach‡ £0
- Life Member £0

*Family membership includes one Club member, a spouse/partner and their children who are aged under 20. Individual membership forms must be completed for all family members who wish to become members.

**New membership includes a club vest (two club vests for a new family membership).

†New members will pay 60% of the renewal subscription if joining from 1 July and 40% if joining from 1 October plus an additional £14.00 charge for a Club vest.

‡Any qualified coach or graded official deemed by the Committee to have contributed sufficiently to the Club over the past year will be offered exemption from subscriptions for the following year.

ADDENDUM 2

CLUB TRACK FEES

Currently set at £1.00/training session. Alternatively a 12-session track pass may be purchased at a cost of £10.00.