

COLWYN BAY ATHLETICS CLUB

Constitution and Rules

1. The name of the club shall be "Colwyn Bay Athletics Club" hereafter referred to as the "club"

a) The club is declared as a "Not for Profit" sporting organisation.

b) The general vision is to promote the sport of athletics within the local community and provide opportunities for all members to experience athletics in a safe, friendly, happy and inclusive environment.

c) In order to achieve the general vision, the club will abide by its mission statement:

Colwyn Bay Athletic Club strives to promote and deliver sessions and events in a fun, fair and equitable manner. Our focus is an athlete centered approach which allows them to develop and succeed at their own pace, underpinned by appropriate club management and governance support alongside excellent coaching, officiating and volunteer development.

The club will pursue its objectives through its Values and Behaviours:

i) Respect

To lead by example

To act with integrity and honesty

To ensure all decision making is ethically driven.

ii) Transparency

To be accountable, via our policies and procedures, for all of our decisions.

To openly communicate with all of our members regarding our decisions.

To encourage and embrace feedback on our decisions.

iii) Education

To develop and encourage learning opportunities for our members within a supportive environment.

To create and develop future leaders who will inspire future generations.

iv) Excellence

To help our athletes, officials and volunteers be the best at what they do.

To strive to be a leading athletics club within Wales and the UK.

2) Membership shall consist of the following sections:

a) SENIOR ATHLETIC: all athletes aged 18 years and above, paying full subscription and having full voting rights.

b) STUDENT MEMBERSHIP: all athletes aged 17 years and above, who are in full or part time study, paying the subscription rate set at the AGM

c) JUNIOR ATHLETIC: all athletes up to and including the age of 16 years, bearing in mind the minimum age in rule 1a. Parents and / or Guardians will have voting rights on behalf of their junior members at the ratio of 1 parent / guardian per child.

d) FAMILY MEMBERSHIP: For families who would prefer to pay a "family Membership" paying the subscription rate set at the AGM. There will be no limit to the number of family members.

e) COACHING MEMBERSHIP: awarded annually by the management committee to any coach, who on submission of their Athletic CV and evidence of their current CRB status, have satisfied the committee that the correct criteria to coach actively within the club, has been met

f) SECOND CLAIM MEMBERSHIP: for any athlete wishing to compete for the club as a second claim member, having no voting rights, paying half the senior rate, with the WAA affiliation fee being waived.

g) LIFE MEMBERSHIP: awarded at the AGM to recognise services to the club. The subscription being waived.

Fees, for the above period must be paid by the 30th April. Any club member having not paid their fees for membership after 2 months and following a polite written reminder, shall be seen as no longer interested, wishing to compete, or wanting to join in with any club activities or events. (unless an understanding has been formally agreed by the full committee allowing the athlete to do so, for exceptional circumstances) Any athlete who has not paid their fees for membership will not be able to compete for the club at any League, Open, Regional or National Meetings.

Fees are defined as the applicable rate (as per section 2a, 2b, 2c, 2d, 2e & 2f) plus any costs due to the appropriate governing body. For all Coaches and Officials, they must ensure, if applicable, that any costs due to the appropriate governing body are paid in full. Only fully paid members shall be eligible to vote at general meetings of the club, and only fully paid-up members can compete for the club. All management committee members and all Coaches (subject to the correct criteria, as laid out in section 2d, having been met) have full voting rights. Subscription rates will be set at the Annual General Meeting.

3. Management of the club shall be vested in an elected committee that shall number eight (8), 4 (four) of which shall be elected officers. There will be one (1) representative of senior athletes (to include Track & Field and Cross-Country).

4. The officers of the Management Committee will be: Chairman, Secretary, Treasurer and Membership Secretary

5. Members of the Management Committee will be elected annually by the members present at the Annual General Meeting.

6. Two Officers and as many members of the management committee as to make not less than 50% of the total committee to constitute a quorum for any meeting of that committee which shall have been convened with knowledge of the Chairman.

7. The management committee, with advice and recommendations made by the coaching sub-committee, will have overall responsibility for all coaching matters, which will include Strategy, Development, Policy, Education and any disciplinary procedures, that take place within the club. The management committee will be responsible for the selection of all Team managers. All Coaches will adhere to the club "Coaches Code of Conduct" (see separate policy) and also the terms and conditions of their athletic coaching licence, as stipulated by UKA. All Coaches will provide evidence to the club Welfare Officer of their current "enhanced" level CRB status. It is agreed that all Members, including committee members, Coaches, Officials, Team Managers, Athletes and Parents of members will abide to the relevant UKA Codes of Conduct, as stated below, which the club will adopt as their Code of Conduct Policies. i) Code of Conduct for Athletics Clubs ii) Code of Conduct for Coaches iii) Code of Conduct for Team Managers iv) Code of Conduct for Technical Officials v) Code of Conduct for Athletes vi) Code of Conduct for parents/people with parental responsibility vii) Anti-Bullying Policy for Clubs viii) Safeguarding and Protecting children & vulnerable adults in athletics.

8. The members of the committee shall not be liable (otherwise than the members) for any loss suffered by the Club as a result of the discharge of their respective duties.

The members of the management committee shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

9. The Annual General Meeting shall be held by the end of April each year, for consideration of the rules of the club, Statement of Accounts, election of officers and any other business that the management committee considers relevant. Notification of the AGM will be posted on the club website and notice board four weeks prior to the meeting i.e. end of March. Any items to be included in the agenda should then be forwarded to the Secretary 14 days before the meeting.

- 10.** The management committee will be supported by the following Sub-Committees for which management duties can be delegated too – Finance, Governance, Coaching and Marketing & Communications The management committee shall have the power to co-opt additional members to any of the sub-committees and to prescribe the functions of that sub-committee.
- 11.** The management committee, following consultation with club members, will have the authority, following the unanimous approval of all committee members, to make amendments to the constitution which in their opinion, the amendments, with immediate effect, will benefit both the club and its members. All other alterations of the constitution of the club may be made at the Annual General Meeting or by a Special General Meeting of members convened by the management committee or on demand of at least 25 members. A notice of meeting and agenda submitted is to be circulated to all members at least 14 days before the meeting. Any proposed change of rules shall be effective if supported by at least two-thirds of the members present and eligible to vote.
- 12.** A written letter submitted to the club secretary shall be deemed as the correct means of communication for a notice of a Special General Meeting, called under article 11, or for any other purpose.
- 13.** In the event of adequate resources being available, monies may be voted by the Management Committee for specific purposes.
- 14.** The club may be wound up by a Special General Meeting of members, provided that at least 14 days' notice of the meeting shall be given.
- 15.** The funds of the club shall be applied solely for the development of its stated objectives. In the event of a winding up of the club, the Management Committee, after satisfying outstanding debts and liabilities, shall be empowered to transfer any assets to another "Not for Profit" sporting club or organisation.
- 16.** The Treasurer shall keep an account of all income and expenditure and submit a report of this account together with a balance sheet to the Annual General Meeting. These accounts will need to be independently verified, approved by the Management Committee and appointed annually. The Treasurer shall produce a Statement of Accounts for the examination of the officers at every monthly Management Committee Meeting.
- 17.** The club shall operate its own bank account and withdrawals shall be made on the signature of two elected officers.
- 18.** The financial year shall end on the last day of March.
- 19.** The club shall take out Public Liability Insurance to cover all its meetings and activities.
- 20.** The club secretary shall keep an account of monthly meetings and there shall be kept a minute book giving a true record of all resolutions adopted. Minutes of club meetings can be seen by club members, on request to the club secretary.
- 21.** The committee meetings will be convened by the secretary of the club and be held monthly.
- 22.** Any Management Committee member, absent from three consecutive meetings, without a reasonable explanation, will automatically cease to be a member of that committee, for the remainder of the year.
- 23.** The Management Committee shall have the powers to deal with any matter not provided for in these rules. The Management Committee may appoint any sub-committee they consider necessary and delegate powers to the sub-committee as they see fit. All decisions of a sub-committee are subject to ratification by the Management Committee, whose decision shall be final.
- 24.** Disciplinary Procedures Any member, including management committee members, coaches and officials, who if it shall appear to the management committee that any irregularity or breach of its constitution, codes of conduct or any other matter of concern to it, may have occurred, shall be subject to the procedures as stated in the clubs General Complaints Procedures & Disciplinary Policy (See separate policy).

25. All members, coaches, officials and volunteers will abide by the rules, as laid out in the current UKA Rulebook. All members, coaches, officials and volunteers should note that these rules are subject to change by UKA, and not the club. Any queries in relation to these rules shall be addressed to UKA at all times.

25. Volunteer Rewards To ensure clarity and to attract volunteers into certain roles (see defined list in point 25) within the athletics club, rewards are available for specific roles. The management committee will have the authority, following the unanimous approval of all committee members, to make amendments to the rewards which in their opinion, the amendments, with immediate effect, will benefit both the club and its members. The rewards are as follows:

a) Coaches

- All UKA accredited Coaching Courses to be paid in full in return for a minimum commitment of 12 months coaching within the club.
- All relevant Welsh Athletic / Sport Conwy courses to be paid in full.
- All Coaches who hold a UKA accredited Coaching qualification, and who have a child or children as a member of the club, will not have to pay the coaching session fee.
- Coaching attire to be provided free of charge.
- Petrol expenses available upon request and by agreement of the management committee for those coaches who do not have a child or children as a member of the club.

b) Officials

- All UKA accredited Official Courses to be paid in full in return for a minimum commitment of officiating at club fixtures.
- Officials attire to be provided free of charge.

c) Committee Members

- For those members of the committee who are not coaches, but have a child or children as a member of the club, will pay a subsidised coaching session fee. The set amount will be determined, following unanimous approval, by the management committee.

26. Volunteer Roles are defined as follows:

Coach

Official

Team Manager

Committee Member (with roles consisting of:)

Chairman

Secretary

Treasurer

Membership Secretary

Officials Secretary

Volunteer Coordinator

Grants / Sponsorship Coordinator

Athlete Representative

Adult Development Officer

Club Kit Officer

Welfare Officer

Website Officer

Session Fee Officer

Equipment Officer