

Netley Abbey Runners

1. Name

The club will be called *Netley Abbey Runners* and will be affiliated to *England Athletics*.

2. Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in *Athletics*
- To promote the club within, but not limited to, the local community of Netley, Hamble and Butlocks Heath.
- To promote *Athletics*.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.
- To encourage families to exercise in a structured environment
- To recognise that the all abilities matter, regardless of the size of the club.

3. Club Equity Statement

This club 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, recognising 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.

- The club 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.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

4. Membership

The aim of joining the club is to ensure all present and future members receive fair and equal treatment. Membership should consist of officers and members of the club. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of Practice that the club has adopted. Members may be enrolled as per section 4.1

In order to facilitate family participation, the committee has decided not to charge a club fee for under 18 year olds for memberships at this stage. The club membership categories will be kept under review and will reflect the needs of the club as it develops. Club Family Sessions are open to all children aged 4 and above. There must be a minimum ratio of 1 parent/guardian per 2 children (aged 4-11) with a waiver form submitted. The parent/guardian does not have to be a member of the club, but the children must be registered with the club, via the membership secretary.

The club has a duty of care to ensure that all members and potential members run in a safe environment. Therefore all formal club sessions will include at least one certified Leadership in Running Fitness (LiRF) qualified runner.

All members and potential members that attend club sessions have a duty of care to the club and other participants to declare to disclose run leader any conditions that may affect them or the rest of the club runners. This declaration may take any form that the individual is comfortable with. The club will maintain and make available to all Run leaders an emergency contact list.

It is the responsibility of the Membership secretary to review and accept applicants. In the event of a member or potential member declaring a medical condition, the Membership secretary has the right to ask for a doctor's certificate, stating that the individual is fit to run.

The club reserves the right to decline membership to individuals if they do not adhere to the aims of the club as outlined in section 2, or the club equity statement as outlined in section 3. The club reserves the right to cancel membership of existing members if they break the club code of conduct or behave in a fashion that does not uphold the aims of the club.

4.1 Membership categories

- 4.1.1 Full member (aged 18+ and affiliated to England Athletics).
- 4.1.2 Associate member (aged 18+ and not affiliated to England Athletics)
- 4.1.3 Second claim member (aged 18+ and affiliated to England Athletics via another Running club)
- 4.1.4 Junior member (aged over 15 and competitive – affiliated to England Athletics)*
- 4.1.5 Junior member (aged 4 – 17 and non-competitive)

* England athletics rule

5. Membership fees

Membership fees will be set annually and agreed by the Executive/Management Committee or determined at the Annual General Meeting. Fees will be publicised on the Netley Abbey Runners website and will be paid annually. The club membership year will run from April to March each year.

Table 1 – membership categories

Membership category	Fee type
Full member (aged 18+)	Club fee and England Athletics affiliation fee
Associate member (aged 18+)	Club fee
Second claim member (aged 18+)	Club fee
Junior member (aged 15-17 and competitive)	England Athletics affiliation fee
Junior member (aged 4 – 18 and non-competitive)	No fee

6. Officers of the club

The officers of the club will be:

- Chair.
- Vice Chair.
- Secretary.
- Treasurer.
- Membership Secretary
- Fixtures Secretary.
- Club Kit Manager
- Volunteer Coordinator.
- Welfare officer
- Community officer & Fundraising
- Any other relevant position.

Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment. If an officer of the club wishes to stand for re-election and is unopposed, they will be automatically re-appointed for a further 12 month period.

7. Committee

7.1 Management committee

The club will be managed through the Management Committee consisting of:

- *Chair*
- *Vice Chair*
- *Secretary*
- *Treasurer*
- *Fixtures Secretary*

Only these posts will have the right to vote at meetings of the Management Committee. If required, any member of the Management Committee may delegate authority to attend meetings to any other Committee member by prior written notification to the Secretary.

The Management Committee meetings will be convened by the Secretary of the club and held as required. The quorum required for business to be agreed at Management Committee meetings will be three.

The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club. The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business. The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

7.2 Full Committee

The full Committee meetings will be convened by the Secretary of the club and held no less than four times per year. The quorum required for business to be agreed at full Committee meetings will be five.

The Full Committee will be responsible for implementing any new policies, codes of practice and rules that affect the running of the club. The Full Committee will be involved as required with the organisation of any social events, races or any event that the club wishes to organise.

8. Finance

All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club. The financial year of the club will run for the Calendar year and will end on: 31st December. A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. The accounts will be independently reviewed at the end of the financial year. The results will be presented to the committee and be made available to the membership by a suitable electronic method.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus one of either:

- Secretary
- Fixtures Secretary

The Primary method of payment for club activities will either be by cheque or the Treasurer's debit card. The Secretary and Fixtures Secretary will also hold debit cards. These cards will be used for emergency purposes only.

All club expenditure will only be authorised upon presentation of one of the following:

- Commercial invoice (preferred)
- Receipt for expenditure (preferred)
- Documented evidence of expenditure

9. Annual General Meetings

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 calendar days' notice shall be given to all members. The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management and Full Committee will be sent to the Secretary prior to the AGM. Elections of officers will take place at the AGM. All members have the right to vote at the AGM. The quorum for AGMs will be 20 % of the membership of the club.

The Management Committee has the right to call an Extraordinary General Meetings (EGM) outside the AGM. Procedures for EGMs will be the same as for the AGM.

10. Discipline and appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to promptly and appropriately in accordance with the club's child protection policy and procedures. The club Child Welfare Officer is the lead contact for all members in the event of any child protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary. The Management Committee will meet to hear complaints within fourteen calendar 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 Seven days of the hearing. There will be the right of appeal to the Management Committee following disciplinary action being announced. The Management Committee should consider the appeal within fourteen days of the Secretary receiving the appeal.

11. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, any assets of the club that remain will be offered to a local Sports club(s) with similar objectives to those of the Netley Abbey Runners. The Management Committee shall be responsible for disposing of any assets of the club. In the event that the assets of the club cannot be passed to another Sports club(s), the clubs assets will pass to England Athletics.

11. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

12. Declaration

Netley Abbey Runners hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name: Alexandra Coe

Position: Club Chair

Signed:

Date:

Name: Vicki Brunink

Position: Club Secretary

Revision History

Revision number	Details of Change	Performed by
00	First release of document	C. Lewis (Club Secretary)
01	Update & Clarification to sections 4, 6 and 8. Creation of section 4.1	C. Lewis (Club Secretary)
02	Update of ages of juniors & Update to roles in sections 6 and 7 following EGM and appointment of new committee members	V. Brunink (Club Secretary)