

# Chorley Athletic and Triathlon Club

known as

# 'Chorley'

Established 1.5.12

## Constitution



**Version 2 – Proposed for IGM 1.5.12**

***History***

*Version 1 – pre ballot*  
*Version 2 – IGM 1.5.12*

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## **1 The Club and Its Purpose**

The club is called Chorley Athletic and Triathlon Club, and is known as '*Chorley*'. It is affiliated to UK Athletics, Northern Athletic Association, Lancashire Athletic Association, British Triathlon Federation, Fell Runners Association and to any other athletic / sporting bodies as the Management Committee considers appropriate in order to carry out the objectives of the club. *Chorley* caters for:-

- track and field athletics
- road and trail running
- cross country running
- fell and hill running
- triathlon
- walking
- other athletic/sport multi event races defined by national governing bodies

*Chorley* is a charitable organisation formed to pursue the objectives stated in section 3 with no members being entitled to any private gain or profit.

## **2 Club Colours**

*Chorley* colours are black, white and red stripes with the Chorley Borough emblem on the front of the vest.

## **3 Objectives**

The objectives of *Chorley* are:-

- a) to foster and promote athletics within the club and its community, recognising inequalities and taking steps to address them;
- b) to provide coaching in aspects of athletics to club members and also members of the community including schools and groups where agreed;
- c) to provide opportunities for athletic/sporting recreation and competition;
- d) to organise teams to represent *Chorley* in championships, leagues and in such competitions as the Management Committee shall decide.

## **4 Membership and Members' responsibilities**

Anyone can apply to be a member of *Chorley* for competitive or non-competitive reasons.

All members will compete in the age related events as decided by the governing body for those events. 'Membership category' is different to 'age category' because:-

- the various governing bodies of each discipline have different age categories and members need to ensure they compete in the correct age related category for their event;
- the club's membership categories take into account factors other than just age.

There are 5 membership categories within *Chorley* and it is the membership category which determines the level of subscriptions members pay:

1. **Junior membership** - The maximum age is 16 but at the time of writing, it has been agreed that the minimum age will be agreed by the coaches and that

they will discuss this further and determine what is required. The club will work to that and the constitution will be updated as required at the AGM in 2013.

2. **Concessionary membership** – for members 17 and over who are in full time education or unwaged, and members over 65;
3. **Senior membership** – for members aged 17 and over who are not entitled to concessionary or honorary membership subscription rates;
4. **Honorary membership** – Honorary Life Membership may be conferred on any member by the membership at a vote at the AGM where they feel that such a member has earned this status by their support and contribution to the club;
5. **Volunteer/Coaching membership** – for non-competing members who give significant time commitment to the club. Such membership is agreed on an individual basis by the Management Committee.

Family membership is a discretionary financial discount. It includes up to 2 adults and up to 5 children. Each member of the family receives a £5 reduction on their standard subscription due.

For senior members who first join 6 months or less before the AGM, there is a discretionary discount such that membership subscriptions may be reduced as follows after deduction of any mandatory payments (e.g. UKA registration):-

- Between 4 and 6 months before AGM – 50%;
- Up to 3 months before AGM – 75%.

Members are responsible for:-

- **Completing a membership form.** All members need to complete and sign the membership form and for members under 17, their membership form has to be signed by the parent/guardian. There is a requirement on the applicant, parent or guardian to :-
  - Disclose all health related matters and any other relevant conditions and, on acceptance into the club, for the members to
  - Keep all the application details up to date by notifying the Membership Secretary of any changes. This will ensure that the membership list is up to date for the safety and protection of members.
  - Complete and sign a WADA (World Athletic Drug Association) form to disclose any prescribed medication being taken. The form is available from UKA or via the Membership Secretary.

The membership data collected is retained securely and used by the club in accordance with the Data Protection Act 1998 (including any subsequent amendments). This includes medical and other relevant information required to accord with increasing Health & Safety regulations for the benefit and wellbeing of all club members. It is the duty of all members to keep the club informed of any changes.

- **Paying their subscriptions** as determined at the Annual General Meeting of the members. Prompt payment is necessary because:-
  - Only fully paid up members of 17 or over will be eligible to vote.
  - If a member's subscription has not been paid after 3 months, they will be regarded as being 'in arrears' and after 6 months 'in default'. When they are in default, they may be expelled from the club as they are likely to have their personal athletic licence cancelled by UKA or other relevant governing bodies thereby endangering all the club's teams' results in which they have counted in that period.
- **Abiding by the rules of Chorley.** Any member in breach of the club constitution may be called before the Committee and disciplined. The Committee decision in such matters is final. The Committee shall use the disciplinary procedure adopted by the relevant governing body such as the British Triathlon Federation (BTF) or UK Athletics.

## **5 Management**

There are 4 parts to the structure of the management of *Chorley* i.e.:-

- |                              |                           |
|------------------------------|---------------------------|
| (A) The President            | (C) The Finance Committee |
| (B) The Management Committee | (D) The Officers          |

### **5A The President**

The position of President of *Chorley* is held by the Mayor of Chorley to ensure a firm foundation for the establishment and continuation of links between *Chorley* and the local community. The role of the President is to demonstrate the support for the club by Chorley Borough. That support will be demonstrated by attendance at AGMs.

### **5B The Management Committee**

The Management Committee of *Chorley* comprises 5 posts i.e.:-

- |              |                                 |
|--------------|---------------------------------|
| • Chairman,  | • Membership Secretary,         |
| • Treasurer, | • Promotions and Press Officer. |
| • Secretary, |                                 |

The committee operates as follows:-

- All posts are elected from and by members of *Chorley* for the following year;
- It may co-opt members for particular projects and will be advised by those co-opted members although the co-opted members do not have a vote;
- It meets at least 4 times a year at agreed intervals;
- It is deemed quorate with at least 3 out of the 5 committee members present;
- For a vote to be carried, at least 3 committee members must be in favour;
- To ensure the transparency of all decisions made the meetings are minuted and the minutes are available to all members;
- members elected to roles in *Chorley* attend committee meetings as required in respect of their role/s and other members can attend the committee meetings as observers (other than where sensitive information is being discussed);
- any member can request an item to be discussed at the meetings by asking any Committee member to raise it;
- In case of an equal vote, the Chair has the casting vote.

The role of the Management Committee is:-

- a) to control the affairs of *Chorley* through providing governance, leadership and due diligence of the club;
- b) to keep accurate accounts of *Chorley* finances through the Treasurer;
- c) to ensure that there is an external annual audit of the accounts undertaken by the 'suitably qualified person' agreed by members at the AGM;
- d) to maintain one or more bank account in *Chorley's* name requiring 2 signatures from a panel of 6;
- e) to maintain an accurate and up to date list of the members of *Chorley* which includes the details on the membership form;
- f) to ensure that the constitution is applied and complied with by all members.

## **5C The Finance Committee**

The Finance Committee oversees the financial activities of the club and approves all expenditure and reports to the Management Committee. The Treasurer attends any Finance Committee meetings to provide relevant information to them. The 3 members of the Finance Committee are elected at the AGM. Members of the Finance Committee cannot be members of the Management Committee but may hold 'officer role/s' (5D).

## **5D The Officers**

The following lists officers who carry out functions required by the club in the pursuit of its objectives. This list may vary as specific work is required. Officers are elected annually at the AGM for the following year and may hold more than one post.

- Ladies' Captain
- Men's Captain
- Junior Captain
- Track and Field Captain
- Triathlon Captain
- Head Coach
- Child/ Vulnerable Adult Protection Officer
- Web site Officer
- Chorley Sports Forum
- Road Running Secretary
- Fell Secretary
- Cross Country Secretary
- Track and Field Secretary
- Tri Secretary
- Junior Secretary
- Health and Safety Officer
- Social Secretary
- Interclub Grand Prix Secretary

## **6 Annual General Meeting**

The Annual General Meeting is held each year in before the end of May to:-

- a) receive the Annual Reports of the Management Committee and Officers;
- b) receive the Statement of Accounts and Balance Sheet of *Chorley*;
- c) elect a person to examine the annual accounts for the following year e.g. the AGM for 12/13 in 2013, will determine the auditors for the 13/14 accounts;
- d) elect the members to serve on the Management Committee, Finance Committee and Officers for the ensuing year;
- e) consider any amendments to the Constitution which require 14 days' notice to the members before the AGM. Amendments agreed will be enacted with immediate effect unless there are compelling reasons otherwise, in which case the AGM will agree the date of effect;
- f) set subscriptions for the following financial year e.g. the AGM for 12/13 in 2013, will set subs for 13/14.

## **7 Dissolution of *Chorley***

Should an AGM or EGM ever pass a resolution to wind up *Chorley* then the final assets (value remaining on the Balance Sheet) plus all other unvalued club equipment and belongings must be donated to another non profit making athletic organisation or club chosen by the remaining paid up members at that meeting.

## **8 Non Payment of Subscriptions or Other Dues**

In accordance with National Governing Bodies, the Committee shall have the power to expel any member whose subscription and other dues are six months in arrears, providing that one month's notice in writing shall have been sent to that member.

## **9 Resignations**

Any competing member over the age of 14 who has been registered with UKA wishing to resign must do so in writing addressed to the Secretary. The resignation will be considered by the Committee within one calendar month of receipt and will be held as effective on the date of tendering. If a resigning member has not paid his or her subscription and other dues, acceptance will be withheld until the debt has been discharged, and the member will not therefore be able to register membership with another athletic club. The appropriate authority (UKA) will be informed of any such changes to the membership of *Chorley* in accordance with the rules by completion of the required paperwork.

## **10 Extraordinary General Meeting**

An EGM shall be called by the Secretary within one month of the receipt of a requisition signed by at least 4 members stating the purpose of the meeting. At least 14 days notice shall be given to all members of the date, venue and purpose of an EGM. No other business shall be conducted at such a meeting. Any decisions / actions called for may only be considered passed by a 75% majority of those present, paid up and voting (>16) members irrespective of the time of year.

## **11 Amendments to this Constitution**

Any changes to this Constitution can only be made through an Annual General Meeting or EGM and then only by at least 75% majority of those present and voting. Any proposed change to a Constitution Rule by a member must be received at least 14 days prior to the date of the Annual General Meeting.

## **12 Equal Opportunities**

*Chorley's* Equal Opportunities Policy, which is to be complied with by members as part of their membership responsibilities, is attached at Appendix A.

## **13 Child and Vulnerable Adult Protection**

*Chorley's* Child and Vulnerable Adults Protection Policy, which is to be complied with by members as part of their membership responsibilities, is attached at Appendix B.

## **Equal Opportunities Policy**

*Chorley* recognises that discrimination may occur in organisations at all levels. We will work to ensure that no discrimination will take place against any individual or group on any grounds.

*Chorley* is aware that we rely on participants and volunteers to offer an enjoyable and successful activity. We will do everything in our power to recruit participants and volunteers from all sections of the community and encourage them to achieve a status equivalent to their abilities and ambitions.

### ***Chorley's* Action Statement on Equal Opportunities**

All members of *Chorley* -

- a) are opposed to all forms of discrimination, whether on the grounds of race, gender, sexuality or disability and are committed to ensuring that athletics is equally available to all forms of activity and at all levels;
- b) will attempt to ensure that individuals do not suffer through ignorance of their rights and responsibilities or of the services and opportunities available or through an inability to express their needs effectively;
- c) will resist and challenge acts of discrimination identified within *Chorley*;
- d) will work to increase the number of members from minority groups;
- e) believe that athletics should be an enjoyable experience for all regardless of age, race or gender and will work to achieve a situation where individuals are able to enter the sport in a welcoming atmosphere.



## Child and Vulnerable Adult Protection Policy

Chorley recognises:-

- Vulnerable children under 18 who, because of disability, age or illness are unable to protect themselves from harm or from being exploited.
- Vulnerable adults over 18 who, because of disability, age or illness are unable to protect themselves from harm or from being exploited.

There are a number of ways in which vulnerable children and adults may be mistreated, harmed or distressed, some less obvious than others. Indicators include:-

- **Physical Abuse** - Including hitting, slapping, misuse of medication, undue restraint or inappropriate pressure to compete or train.
- **Sexual Abuse** - Including rape and sexual assault or sexual acts to which children or vulnerable adults have not or could not consent and/or were put under pressure to consent.
- **Psychological Abuse** - Including threats of harm, abandonment, humiliation, verbal, gender, homophobic or racial abuse, isolation or withdrawal from support by parents, carers, fellow athletes, coaches or volunteers.
- **Neglect** - Including failure to access support services, not caring about risks, not giving prescribed medication, poor nutrition or lack of heating.
- **Racially Motivated Abuse** - Can take any of the above forms.
- **Stranger Abuse** - A vulnerable child or adult may be abused by someone who they do not know, such as a stranger, a member of the public or a person who deliberately targets vulnerable people in order to exploit them.

Abuse can happen anywhere including their homes, hospitals, care homes, day centres, colleges, supported housing, work, in public e.g. coaching sessions, competition. Although the person responsible for the abuse is often known to the vulnerable child or adult, anyone can be an abuser e.g. volunteers, relatives, friends neighbours, other athletes, coaches, occasional visitors or someone providing a service whilst the vulnerable person is training or competing.

### **Chorley's Action Statement on vulnerable young people and adults**

All members of *Chorley* -

- a) Are opposed to all forms of discrimination based upon a person's vulnerability to physical, psychological, emotional pressures or neglect;
- b) will educate and inform appropriate coaches, fellow athletes, carers and parents on ways to overcome known vulnerabilities;
- c) will resist, challenge and where necessary use all legal powers to safeguard all vulnerable children and adults;
- d) will ensure that all vulnerable people can train and compete in a safe environment.