

Chorley Athletic and Triathlon Club

known as

'Chorley'

Established 1.5.12

Constitution



Version 7

Includes updates agreed AGM 15.5.18 and earlier



CHORLEY ATHLETIC & TRIATHLON CLUB

run : jump : throw : bike : swim : walk : fun



Chorley

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1 The Club and Its Purpose

- 1.1 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
- 1.2 *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

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

3 Objectives

- 3.1 The objectives of *Chorley* are:-
- a) to foster and promote athletics and related sport within the club and its community, recognising inequalities and taking steps to address them;
 - b) to provide coaching in aspects of athletics and related sport 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

- 4.1 Anyone can apply to be a member of *Chorley* for competitive or non-competitive reasons.
- 4.2 There are 12 membership categories within *Chorley* and it is the membership category which determines the level of subscriptions members pay:
- a) Junior membership under 11** – the minimum age is 5 at the discretion of the coaches and availability of sessions. There are restrictions on the sessions which the younger members can attend;
 - b) Junior membership 11 to 16** inclusive;
 - c) Concessionary membership** – for members 17 and over who are in full time education or unwaged;
 - d) Senior membership** – for members aged 17 and over who are not entitled to Concessionary, Honorary or Volunteer / Coaching membership subscription rates;
 - e) Second Claim membership** – for members aged 17 and over who run first claim for another club and are registered with England Athletics under that other club's name;
 - f) 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;

- g) 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;
- h) Family membership** – up to 2 adults and any children under the age of 17.
- i) Junior second claim** – for members under 17 who are registered with England Athletics under another club but who wish to train with Chorley and / or compete second claim.
- j) Junior Associate** – for members aged under 17 who are registered with England Athletics under another club but who train with Chorley for UKA activities (e.g. T&F, throws)
- k) Associate member from Chorley Cycle Club** - for any member of Chorley Cycling Club aged 17 or over who wishes to attend sessions at Chorley (note: for any competition for Chorley, they have to be a full member of Chorley)

4.3 A discount is available for Senior members joining at a late stage of the financial year as follows. New Senior members joining between October and end December will get a 30% discount. The reason that this is only offered to Seniors is that the full UKA fee still has to be paid to UKA and the discount must therefore be set at a value where the club does not sustain a loss. New members (in any category) joining between January and end March must pay full annual rate but will receive membership until the March of the following year (ie. if joined in January they would receive 15 months membership).

4.4 Members are responsible for:-

- a) **Completing a membership form annually.** All members need to complete the on-line membership form or sign a paper form annually and for members under 17, their membership form has to be completed 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 be open with other members if they require support with their health issues.
 - Keep all the details up to date by notifying the Membership Secretary of any changes or amending their data on the Member mojo database. 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 such as the European General data Protection regulations 2018). 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.

- b) **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.
 - Any member not paying his/her subscription before the 15th June in the relevant year shall be deemed to have resigned and to have forfeited all rights and privileges of membership.
- c) **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.

- 4.5 **Competition.** All competing members must always compete in their age categories as defined by the Governing Body of each race. These vary over disciplines and terrains.
- 4.6 **Waiting lists.** When a waiting list is in operation (e.g. in the junior membership categories) and there has been no contact with the club or coach for 8 consecutive weeks then this member could, depending on the circumstances, lose their training group slot and this position could be offered to the next on the list. The athlete who has been substituted out would remain a Club member and could compete for the Club as long as their subscription remains paid. They may also reapply to the waiting list if they desire.

5 Management

- 5.1 There are 5 parts to the structure of the management of *Chorley* i.e.:-
- a) The President
 - b) The Management Committee
 - c) The Finance Committee
 - d) The Officers
 - e) The Coaches
- 5.2 **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.
- 5.3 **The Management Committee** - The Management Committee of *Chorley* comprises 5 posts i.e.:-
- a) Chairman
 - b) Secretary
 - c) Treasurer
 - d) Membership Secretary
 - e) Head Safeguarding Officer
 - f) Mens Captain
 - g) Ladies Captain
 - h) Junior Representative
- 5.4 The management 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 5 out of the 9 committee members present;
 - For a vote to be carried, at least 4 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.

- 5.5 The role of the Management Committee is:-
- a) to control the affairs of *Chorley* through providing governance, leadership and due diligence of the club including safeguarding;
 - 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.
- 5.6 **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).
- 5.7 **The Officers** - The following lists officers who carry out functions required by the club in the pursuit of its objectives. Officers are elected annually at the AGM for the following year and may hold more than one post. Roles needed can vary as specific work is required. The list of roles, together with the member who holds the role and their contact details, are contained in the Clubs 'Who's Who' which is agreed at each AGM.
- 5.8 **The Coaches** - The coaches take a lead on development aspects of the club for both juniors and seniors

6 Annual General Meeting

- 6.1 The Annual General Meeting is held each year 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 financial year after the year just started e.g. the AGM for 12/13 in 2013, will set subs for 14/15. In exceptional cases, where events have occurred such that the fees may need to be increased (e.g. an increase in the UKA contributions), then the committee would propose a solution for agreement by members which may result in the need to call an EGM.

7 Dissolution of *Chorley*

- 7.1 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 Circumstances in which members will be removed from the Club

- 8.1 Where the behaviour of parents / guardians is such that it does not comply with the Code of Conduct or is deemed to be against the philosophy of the club, then the immediate family will be removed from the club

9 Resignations

- 9.1 Any member wishing to resign, *as a matter of courtesy in the Club*, should write to the Membership Secretary.
- 9.2 For any member over 11 who is registered on the UKA website and who wishes to join another Club, they must access the England Athletic portal, and complete the 'Change of First Claim Club' form. The resignation will be considered by the Committee or a delegated authority within one calendar month of receipt and will be held as effective on the date of tendering.
- 9.3 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 (e.g. UKA) will be informed of any such changes to the membership of *Chorley* in accordance with the rules by completion of the required form.

10 Extraordinary General Meeting

- 10.1 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 (17 or over) members irrespective of the time of year.

11 Amendments to this Constitution

- 11.1 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

- 12.1 *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

- 13.1 *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.