



SUTTON & DISTRICT ATHLETICS CLUB CONSTITUTION and RULES

The RULES of the Club are set out in Appendices A to D of this document

1. IDENTITY

The Club shall be called Sutton & District Athletics Club and its headquarters shall be at David Weir Leisure Centre, Middleton Road, Carshalton, SM5 1SL.

The club's colours are blue & yellow.

2. AIMS

The object of the Club shall be to promote, provide facilities for and encourage all sections of athletics undertaken within the district, in accordance with United Kingdom Athletics (UKA) and England Athletics (EA) Rules.

3. POLICY

The Club shall be managed by a committee ("the Management Committee") as defined in Appendix A, and elected by the membership at the AGM.

The Club shall be affiliated to the governing bodies of the Surrey, South of England, England and UK Athletic Associations and to any other association, which may be considered to be of benefit to the Club where membership of such an association is desired by a majority of the Management Committee.

4. COMMITTEE

The Management Committee shall be guided in their meetings by the Constitution and Rules.

- (a) The Management Committee shall have the power to:
- Establish Rules to ensure the effective functioning of the Club
 - Make changes to the Rules.
- (b) Any changes to the Rules must be notified to the membership before implementation with no less than 14 days notice.
- (c) Copies of the Rules will be available from the Secretary and will be published on the Club's website. www.suttondistrictac.co.uk

Subscriptions for all categories of membership will be reviewed and agreed by the Management Committee annually and presented to the members at the AGM for approval. Any change in subscriptions for existing members shall be effective from the date of the AGM.



The Management Committee shall have the power to deal with any matter not provided for in either the Constitution or the Rules.

Any disciplinary and grievance procedures shall be as defined in Appendix D.

5. ANNUAL GENERAL MEETING

- An Annual General Meeting (“AGM”) of the Club shall be held. The format of this meeting is laid out in Appendix B.
- The date of the AGM shall be advertised to all voting members at least 28 days before the meeting is held.
- Any member who wishes to raise a point for consideration or to propose a motion must do so in writing to the Secretary at least 21 days prior to the AGM.
- An Extraordinary General Meeting may be called in accordance with the Rules.
- The Club Treasurer must provide an audited set of accounts for the year ending 31 December in time for the AGM and these accounts must be made available to all members at the AGM.
- Changes to this Constitution may be made only at a General Meeting, subject to the approval of two thirds of the voting members present at the meeting. Any proposed changes should first be advertised by at least 28 days prior notice, preceded if possible by a period of consultation.

6. MEMBERSHIP

Membership of the Club is open to all members of the community, with membership commencing upon the actual date of acceptance by the Management Committee at a properly convened meeting.

All members must abide by the rules and standards laid down by the Club. Membership categories are defined in the Rules as laid out in Appendix C.

Members who wish to raise matters for consideration by the Management Committee may do so by writing to the Secretary at least 14 days prior to the next scheduled Management Committee meeting.

Members’ voting rights are as defined in the Rules as shown in Appendix B.

7. CLUB OFFICERS/COACHES/VOLUNTEERS

All persons performing a role or representing the Club in any form will adhere to the relevant guidelines pertaining to that role. These guidelines are laid out by the Management Committee and failure to comply could result in disciplinary action being taken by the Club.

“All appropriately qualified Club Coaches, Assistant Coaches and Club Officials shall be deemed to be Officers of the Club”



8. WELFARE AND EQUALITY POLICIES

The Club will adhere to the principles, procedures and regulations as laid out by United Kingdom Athletics (UKA) and England Athletics (EA) insofar as they are relevant.

9. PRIVACY AND CONFIDENTIALITY

It is the Club's policy not to release personal details of a member without that member's consent. The club undertakes to keep all records secure and at all times available to the member for which that record is relevant.

10. FINANCIAL CONTROL

The Club's financial year is from 1 January to 31 December.

All income shall be placed in bank accounts in the name of Sutton & District AC.

Cheques must be signed by any two mandated members of the Management Committee.

A set of accounts will be produced annually by the Treasurer and audited independently.

The Treasurer will make available a bi monthly profit and loss update for presentation to the Management Committee.

Any out of pocket expenses incurred on behalf of the Club should be appropriately documented. All claims for out of pocket expenses must be made on the appropriate documentation and, subject to the approval of the Management Committee, will be reimbursed by the Treasurer.

11. LOSS AND DAMAGE

A member causing loss or damage whether deliberately or through negligence to Club or hired property and equipment may be held responsible for its repair or replacement.

12. TERMINATION OF THE CLUB

If the Club is disbanded, the outgoing Management Committee will transfer all assets of the Club to the Surrey County Athletic Association. In the event of amalgamation with another club, the assets will be forwarded to the newly-formed club.



Appendix A:

MANAGEMENT COMMITTEE

The Management Committee will generally meet six times per annum on a Bi Monthly basis. The additional Officers of the club will meet with the Management Committee three times per annum which will be at every alternate Management Committee meeting.

The Management Committee shall consist of:

President
Chairman
Club Secretary
Treasurer
Membership Secretary (Suggested role split between two volunteers)
Development Officer (invited applicants only)
Event Manager Home/Fixtures
Welfare Officer (Two personnel to hold this post)
Three Ordinary Members

The role of Deputy Chairman shall be allocated to one of the above. Two or more of the above roles may be undertaken by a single person, except for the roles of Secretary and Treasurer.

Officers of the Club shall consist of: (Non Voting Members)

Coaches Representative
Officials Secretary
Fundraising Lead Officer (*Suggested a team of fundraisers to support*)
Disability Coordinator
Honorary Vice Presidents
Life Members
Team Managers (where applicable)
Veterans Representative
Website Manager
Athlete Representatives (x2 minimum)
All Club Coaches, Coaching Assistants & Club Officials

- All members of the Management Committee shall retire annually but are eligible for re-election.
- Five members of the Management Committee shall form a quorum.
- The respective roles of the Management Committee will be set out in a job description and appended to the Rules.
- The Management Committee shall have the power to fill any casual vacancy.



The business at Management Committee meetings will generally be as follows:

- Apologies for absence
- Minutes of previous meeting
- Matters Arising
- Health & Safety
- Secretary's Report
- Treasurer's Report
- New members/Resignations
- Development report
- Policy and Practice
- AOB
- 100 Club (when applicable)

Any member may, at the invitation of the Chairman, address the Management Committee on a given subject or contribute to a specific subject under discussion. Such member will not be eligible to vote.

Appendix B:

GENERAL MEETINGS ANNUAL GENERAL MEETING

The business at Annual General Meetings shall generally be as follows:

- Chairman's Address
- Apologies for absence
- Minutes of previous AGM
- Secretary's Report
- Treasurer's Report
- Review of Subscriptions
- Team Managers' Reports
- Election of Management Committee
- Motions for discussion
- Chairman's closing address.

EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting may be called at any time upon the written request of at least 12 paid up members or by the Management Committee itself.

The Secretary shall within 14 days of receipt of such request call a meeting to be held within 28 days of such receipt and notify the membership of such a meeting.

Alterations or additions to the Constitution can only be made at a General Meeting.



VOTING RIGHTS

- A member with voting rights is any member not financially indebted to the Club.
- Parents/guardians of members under the age of 16 shall have a proxy vote on behalf of each such member who is not financially indebted to the Club.
- Only members with voting rights shall be allowed to submit motions or address a General Meeting.
- A member with voting rights who cannot attend a General Meeting may nominate, in writing, another member with voting rights to vote on their behalf.
- The quorum for an AGM or an EGM shall be 10 members with voting rights.

Appendix C:

MEMBERSHIP

Membership of the Club runs from 1st January to 31st December. Membership Categories are as follows:

NEW MEMBERSHIP CATEGORIES FROM JANUARY 2018

- **Full Membership – under 18** - Includes EA registration; U11 to U20 who are still in full-time secondary education
- **Full Membership – 19-24** - Includes EA registration; 19 to 24 Adults who are not in full-time higher education
- **Full Membership – Senior** – includes EA registration; 25+
- **Full Membership – Veteran** - includes EA registration; 35+
- **Full Membership – HE student** – includes EA registration; 18+ who in FT Higher Education; requires signed HE Declaration
- **Family membership** – includes EA registration for each family member; must contain at least 2 family members, ALL family members must compete
- **Second claim membership** - no EA registration, valid EA must exist from first claim club – Also includes members from Sutton Runners who wish to use track and compete for Sutton & District AC
- **Associate membership** – no EA registration; fee is waived for volunteer Club coaches, team managers, officials and committee members
- **Affiliate membership** – Velocity Racers; Sutton & District will pay the EA fee.
- **Life membership** - Honorary membership; EA registration fee is paid by the Club for any competing Life members
- **Higher Claim Competition Membership** – With authorisation from SADAC there is the opportunity for club athletes, who are first claim with SADAC and are fully paid up members, to also compete for another club who compete in higher level competition. The higher claim club normally pay the fee for this or the athlete pays this themselves.



RESIGNATION

Notice of resignation from the Club should be made in writing to the Secretary. On receipt of the notification a reply will be sent confirming the resignation status.

Membership shall be deemed to have ceased on the actual date of posting the resignation.

- a. If the member is financially indebted to the Club, the acceptance shall be withheld until the indebtedness has been discharged and the date of resignation shall then be the date on which the debt was discharged.
- b. From 28 days after ceasing to be a member, athletes will not be eligible to compete in open competition until they have become a member of another affiliated club. Members resigning should be aware that, to join another club, they should obtain permission to do so from England Athletics, using the appropriate form provided by the club they are joining and paying the correct fee.
- c. The Management Committee shall have the power to expel any member whose subscription is twelve months in arrears, provided that a month's notice has been sent to the member's last known address by recorded delivery service giving notice of the proposed action of the Management Committee.
- d. The name and address of any person so expelled from the Club shall be sent to England Athletics (the National Governing body) and must be sent via the Post Office with receipt kept for the recorded delivery.
- e. Membership is granted by the Club and may be withdrawn at any time should actions by a member reasonably cause concern. Expulsion must be approved by at least 75% of the Management Committee. Any member expelled will have a right of appeal in accordance with the Club's Grievance Procedure.

Appendix D:

GRIEVANCE PROCEDURE

Any member wishing to invoke the grievance procedure, for whatever reason, must make a written request to the Secretary. The Management Committee will appoint a sub-committee to meet with the member concerned and report back to it. In the event of failure to resolve the issue, the member concerned will be invited to the next Management Committee meeting.

If the issue still cannot be resolved, the member concerned may call for an Extraordinary General Meeting of the Club to be arranged.



DISCIPLINARY

Action may be taken if a member's behaviour gives cause for concern or is the source of a written complaint to the Management Committee. The following procedure will be implemented:

- a. A sub-committee of three members shall be formed (none of whom shall have an interest in the matter other than as members of the Club), within 10 days of the occurrence or receipt of a complaint. If the matter can be resolved at this stage, a report will be submitted to the Management Committee.
- b. If the matter cannot be resolved at this stage, the Management Committee will write to the member concerned, seeking an urgent explanation or repudiation as to the member's behaviour.
- c. The Management Committee shall consider any resultant explanation and decide what course of action should be taken. This may involve the member and/or witnesses appearing before it, along with any adviser the member feels necessary. The Management Committee may take one or more of the following actions:
 - Resolve to note the concern, but take no action.
 - Warn the member about future conduct, with no further action to be taken.
 - Suspend or disqualify the member from athletic competition, coaching or administration for or within the Club, for a fixed or indefinite period.
 - Recommend to England Athletics that the member should be disqualified from any involvement in athletics.
- d. A term of suspension or disqualification starts from the time the Management Committee pronounces it unless otherwise stipulated and it does not expire until the close of the day named in the decision.
- e. Every member suspended, expelled, disqualified or otherwise dealt with, shall be notified in writing, by hand or recorded delivery post, within 7 days of the Management Committee's decision
- f. Any dispute arising between a member and the Club may be referred to England Athletics for arbitration under the latter's appeal procedure.