

Carmarthen and District Harriers Athletics Club

Clwb Harriers Caerfyrddin a'r cylch

Constitution

1. Name

1.1 The Club shall be named Carmarthen and District Harriers Athletics Club (hereinafter called the Club).

2. Affiliation

2.1 The Club shall be affiliated to Welsh Athletics (National Governing Body).

3. Aims and Objectives

3.1 The objectives of the Club shall be to increase opportunities to participate in athletics for athletes of all ages and abilities to meet their potential and represent the club in competition

3.2 The aims and objectives of the Club should be consistent with the furthering of equal opportunities for all groups in that sport.

4. Membership

4.1 The Club shall consist of the officers and the members.

4.2 Membership of the Club shall be open, and not unreasonably restricted on the grounds of sex, race or of political, religious or other opinions, to any person in the area who is prepared to accept and support the objectives of the Club.

4.3 In accepting membership, a person agrees to abide by the constitution of the Club and the rulings of the Club Executive Committee.

4.4 Members under the age of 18 shall be considered as junior members.

5. Membership Fees

5.1 Membership fees shall be set annually by Carmarthen and District Harriers Athletics Club. The Club Executive Committee may decide upon other charges or subscriptions at its discretion.

6. Officers

6:1 The officers of the Club shall be as set out in Schedule 1. Their duties can be varied and amended by the Executive Committee

6.2 The roles and functions of the Executive officers are set out in Schedule 1 and can be amended by the Executive Committee as and when required.

6.3 These officers shall hold office for a calendar year, being elected annually at the Club Annual General Meeting (see paragraph 9). All officers shall retire annually but shall be eligible for re-appointment.

6.4 Any vacancy occurring may be filled by the Executive Committee.

7. Executive Committee

7.1 The management of the Club shall be vested in the Executive Committee (hereinafter called the Executive Committee).

7.2 The Executive Committee shall act for the members. Liabilities incurred shall fall upon the membership (provided they act in accordance with the constitution, in honesty and good faith).

7.3 Meetings of the Executive Committee shall comprise of those set out in paragraph 6.1 and should be elected at the AGM

7.4 The quorum necessary for the transaction of business at Executive Committee meetings shall be 6 present and eligible to vote.

7.5 Each question or decision at a meeting of the Executive Committee shall be determined by a majority of the vote of the members present and voting, every member having one vote. In the event of an equality of votes, the Chair of the meeting shall have a casting vote.

7.6 The interpretation of the Club constitution shall be vested in the Executive Committee, who shall decide all questions relating to the Club, save those specified in, or involving an amendment to the constitution (see paragraph 14).

7.7 The Executive Committee shall be responsible for considering any application for membership and shall decide if this application should be accepted. This decision shall be in accordance with a non-discriminatory policy specifies in 4.2.

7.8 The Executive Committee may employ professional officers and make financial commitments at its discretion.

8. Finance

8.1 All monies raised by or on behalf of, the Club shall be applied to further the objects of the Club and for no other purpose.

8.2 The Club Treasurer is responsible for the finances of the Club and can authorize, with agreement from the chairman expenditure up to £750. Any amount in excess of this must be agreed by the Executive Committee.

8.3 The financial year of the Club ends on 31 December.

8.4 Proper accounts shall be kept of all sums of money received and paid out by the Club.

8.5 An audited statement of accounts, up to and including this date, shall be presented at the Annual General Meeting of the Club.

8.6 The funds of the Club shall be lodged at a bank or building society in the name of the Club, and all cheques, drafts etc drawn on these accounts shall be signed by any two of the following officers: Chairman; Treasurer; Secretary.

8. Annual General Meetings and Other Meetings

9.1 The Annual General Meeting (AGM) of the Club shall be held in every year during the month of February when the annual report of the Executive Committee and the audited statement of accounts up to the end of the financial year shall be presented.

9.2 Not less than 30 days notice of the date of the AGM shall be given to all members by the Secretary.

9.3 The AGM shall elect such officers of the Club as it may from time to time determine.

9.4 Nominations for officers shall be received by the Secretary not less than 7 days prior to the AGM. Nominees shall require 2 signatures. No nominations shall be accepted from the floor of the Meeting. Nominations can only be accepted from persons eligible to vote at the AGM.

9.5 The dates of the general meetings and of the Executive Committee meetings shall be determined at the previous meeting. In addition, the Chair may call a meeting when s/he considers it necessary or desirable, or upon the written request of at least 2 of members of the Executive Committee.

9.6 All members shall be entitled to vote at general meetings of the Club and shall have equal voting rights.

9.7 The quorum Annual general meetings shall be 10

9.8 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 6 members. The Executive Committee shall have the power to call an EGM by decision of a simple majority of its members.

10. Voting Procedures

10.1 Each member shall be entitled to one vote.

10.2 A motion shall be carried by a simply majority of those present and voting, except when the motion is a constitutional amendment which shall require a two-thirds majority (see 14).

10.3 The outgoing Chair shall have a casting vote where there is a tie

11. Property and Staff

11.1 Responsibility for all property owned or leased by the Club, and for the employment of paid staff and volunteers rests with the Executive Committee.

12. Discipline and Appeals

12.1 The Executive Committee shall have the power to take appropriate disciplinary action against any member, and shall have the authority to terminate or suspend the membership of any member guilty of conduct deemed to be the detriment of the Club.

12.2 There shall be the right of appeal to the Executive Committee, or an Appeal Committee set up by it to act on its behalf, against any decision made by an officer of the Club.

12.3 Where there is a child protection or adult protection issue appropriate external advice should be sought from Welsh Athletics and or the police by the Welfare officer prior to commencing any investigation or taking action.

12.3 The appeal should normally be considered within 14 days of it being received by the Secretary.

13. Dissolution Procedures

13.1 The Club May be wound up on a resolution of the members, passed by a two-thirds majority at a special meeting convened for that purpose upon the request of 10 of the members of the Club. At least 28 days notice of the meeting shall have been sent to all Members of the Club.

13.2 In the event of the passing of the resolution to wind up the Club, the members of the Club shall appoint a representative committee which shall be empowered to distribute the assets, including cash and investments in hand, to Clubs having similar objectives as their own.

14. Review of the Constitution

14.1 This constitution shall be reviewed on a two year basis.

14.2 Amendments to the constitution shall only be agreed at AGM's.

14.3 Additions to, or alterations of, the constitution shall be submitted to the Secretary not less than 30 days before the date of the AGM, or with a request for a

special meeting of Club members. No resolution involving an amendment to the constitution may be proposed or amended from the floor of a meeting,

14.4 In the event of a proposal for amending the constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days before the AGM.

14.5 Any amendments to the proposed motion duly, proposed and seconded in like manner shall be submitted in writing to the Secretary not later than 7 days before the said meeting.

14.6 Any alteration to the constitution shall require a two-thirds majority of members present and voting.

14.7 In the event of any question or matter arising which is not provided in the constitution, such question or matter shall be dealt with by the Executive Committee, whose decision shall be final

Schedule 1 :

Executive Committee Job Descriptions

This is a list of job descriptions for committee roles at Carmarthen and District Harriers. The list is not exhaustive and members of the committee frequently take on other tasks as required. The job descriptions are intended to give an overview of the roles and responsibilities of committee members and should be reviewed regularly. Changes to job descriptions can only be agreed by a majority vote of the executive committee. No single member can hold more than one role from numbers one to 5.

Where a committee member takes on more than one role (from functions 6-13) they shall only get one vote at committee. There will be a maximum of one committee space that can be filled by a 'committee member without portfolio'. Where someone takes on this position they can only do so for a maximum of one year. One member of the committee will also take on the role of vice chair and will function as the chairperson in the absence of the chair. A vice chair shall be elected from the remaining committee members.

1. Chairperson

The chairperson:

- Chairs Carmarthen Harriers committee meetings, AGM and EGMs and has a casting vote on committee matters where there is a tied vote;
- Ensures that officer and committee member positions are filled according to the rules of the club constitution;
- Represents the club and promotes it's values at various running events and meetings;
- Communicates the club ethos to members of the club, other organisations, and the general public;
- Builds relationships with other clubs and organisations;
- Provides leadership to the team on all aspects of the club from training to competition, fundraising and social activities;
- Leads the creation of club development / business plans;
- Ensures that the club is represented at the Welsh Athletics AGM, local and regional meetings.
- Is a signatory to the bank account.
- prepares the annual general report with the support of the club secretary
- Shall be the point of contact/line manager of any remunerated, employed or individual working for or on behalf of the club.
- Is the member of the club Executive committee.

2. Treasurer

The treasurer:

- Keeps the Carmarthen and District Harriers accounts up to date and accurate;
- Ensures collection of track payments / membership money and pays into bank in a timely manner;
- Issues cheques for membership, club affiliation payments;
- Gives a monthly account of funds income / expenditure at committee meetings;
- Issues receipts on receiving monies such as for fund raising events.
- Establishes the most effective system of payment and transaction management.
- Ensures an annual audit of accounts is completed.
- Is a member of the club Executive committee

3. Club Secretary and Membership officer

The club secretary and membership officer:

- Administers club meetings including preparing the agenda for regular committee meetings; types-up and distributes to committee members;
- Prepares agenda and notice for AGM and distributes to members;
- Brings to committee and deals with correspondence from members, third parties and Welsh athletics;
- Receives correspondence from members through website, brings to committee (if appropriate) and responds; assists members of the committee with correspondence as required;
- Holds historical records of previous meetings and the club constitution;
- Is a signatory to bank account;
- Enrols members onto the Welsh Athletics' portal system;
- Liaises with Treasurer on membership payments;
- Sends membership letters to new members;
- Sends membership with existing members;
- Maintains a list of current members;
- Renews club affiliation with Welsh Athletics on a yearly basis; and
- Is a member of the club Executive Committee.

4 & 5 Welfare Officers (two roles – At least one to be female):

The Welfare Officers:

- Advise and support the Executive committee in the development and implementation of codes of conduct and procedures to follow for dealing with child protection concerns (under 18 year old), other welfare issues and disciplinary and grievance matters;
- Provide leadership in the safeguarding of children and vulnerable adults within the club and acts as a key point of contact for anyone needing support or guidance;

- Respond to any formal concerns/complaints regarding club activities and formal concerns/complaints regarding child or vulnerable adult protection;
- Monitor club electronic communication sites to ensure appropriate language and standards are maintained;
- Ensure all coaches, officials and volunteers have completed DBS checks as required;
- Undertake appropriate training and ongoing updates in the role as set out by Welsh/UK Athletics and completes a DBS check;
- Maintain relationships with the Welsh Athletics Welfare Team at national and regional level.
- Is a member of the Club Executive Committee

6 & 7 Coach Coordinators (two roles – one run, one field)

The Coach Coordinators:

- work with the coaching team to drive up coaching standards in the club and disseminate up to date technical knowledge and information from Welsh/UK Athletics;
- assist coaches and leaders in the planning of sessions or part sessions;
- coordinate coaching rotation of on-track/ field sessions, ensure safe use and fair access for all
- work with the coaching team to identify, plan and evaluate the development needs of runners and educate athletes about all aspects of competition, whilst ensuring that all activities are appropriate for the age, maturity, experience and ability of the individual athlete; are appropriately qualified including obtaining DBS checks, keeping his/her coaching license and education updated as and when required by Welsh /UKA and adhere to the terms of the coaching license;
- help promote knowledge within the coaching team across all event areas and possess a thorough understanding of long term athlete development, strength and conditioning, fundamental movement skills, psychology, nutrition and planning;
- Liaise with National Event Coach Leads and Club Development Officers;
- Represent the views of the club's coaches in committee meetings;
- Works with Team manager Coordinator and other coaches to make recommendations for annual club awards;
- Are members of the club Executive Committee.

8. Committee member and Communications and IT

Communications tasks include:

- Keeping members up to date with the latest club news, including race results and members'
- Updating Facebook and helping with Twitter postings;

- Contacting press with reports from clubs events or achievements;
- Providing a point of contact for Welsh Athletics to use for Carmarthen Harriers organised races and events Providing support and advice to the club and its committee on all aspects of IT and technology in order to improve efficiency, communications and operations of the club;
- Being responsible for maintaining the website including the content management system, keeping it fresh and up to date ensuring the website should represent the ethos of a friendly, all-abilities running club and that showcases the club to an external audience managing and renewing the club web domain administering the Carmarthen Harriers twitter account,
- supporting the technical requirements of the committee member for communications in sending club announcements through our email system;
- setting up and providing support to establish club email addresses and What's App groups
- Helping support the running of the Carmarthen Harriers Facebook group, Establishing club paypal / electronic payment systems in conjunction with the club treasurer
- Is a member of the club Executive Committee.

9. Committee member Kit, Merchandise and Equipment

- liaising with kit supplier(s) in respect of the purchasing of club merchandise;
- maintaining and monitoring stock of existing club merchandise;
- exploring options for new or improved kit and merchandise offers for members;
- collecting monies and kit orders from members, and sends orders to kit supplier(s);
- collecting or receiving delivery of kit and equipment from supplier(s) and sorts items for distribution to members
- Co-ordinates the supply of equipment working closely with the coaches, ensuring best values
- Is a member of the club Executive Committee.

10. Committee member – Gate

Gate tasks include:

- Ensuring that attendees at track each Tuesday and Thursday are dealt with professionally;
- Planning and organising a rota of members to help manage the gate and payments on a Tuesday and Thursday;
- Providing new attendees with information about the session and the club;
- Ensuring that non-members are identified and their details logged;
- Ensuring that all runners attending track have paid the relevant fee;

- Assisting runners in identifying members of the coaching team or locating the correct group; providing the Treasurer with track attendance figures and cash balances;
- Is a member of the Executive Committee.

11. Committee member – Fundraising

Fundraising tasks include:

- Identifying appropriate fundraising and sponsorship opportunities to fund the club
- Managing the process for identifying the club's chosen charities for the year;
- Overseeing and promoting fundraising activities including events and catering;
- Is a member of the clubs Executive Committee

12. Committee member – Event Team manager Co-ordinator

- To ensure the club has identified team managers to coordinate and manage teams across all age groups and events
- Works with Coach co-ordinators to make recommendations for annual club awards
- To ensure Team managers are inducted and clear about their role
- To ensure selection for events is done fairly and according to criteria
- To Liaise with coaches and parents regarding athlete availability
- Is a member of the Clubs executive Committee

13. Officials Co-ordinator

The officials Co-ordinator will:

- Ensuring the club has sufficient officials to provide our contribution for events
- Encouraging and supporting volunteers to train as qualified officials in particular timekeepers and starters)
- Ensuring there is sufficient equipment for officials to undertake the role (EG stop watches and measuring) closely working with the equipment committee member.
- Co-ordinate the training and deployment of officials.
- Is a member of the clubs Executive committee.

14. Club President

- To be an ambassador for the club

- To positively promote the club locally and nationally with the governing body, sponsors and partners