

# **SWANLEY & DISTRICT ATHLETIC CLUB**

## **RULES**

### **1. CLUB NAME**

The name of the Club shall be Swanley & District Athletic Club.

### **2. CLUB COLOURS**

- a) The Club vest shall have yellow front and back panels and black and lemon sides. The word "Swanley" to be clearly shown on both the front and back of the vest.
- b) The Club vest must be worn when representing the Club in competition.

### **3. AIMS AND AFFILIATIONS**

- a) The Club is registered with UK Athletics and has obtained the accreditation of CLUBMARK showing it to be a well-managed Club with all the necessary policies and officers in place as required by the National Governing Body for Athletics.

It exists to provide competition and coaching in road racing, cross country, track, field and walking from the age of 10 years onwards.

The Club also encourages members who are no longer able or no longer wish to take part in the competitive sports referred to in the previous paragraph, to remain in membership for social events, cycling, swimming, rambling or as club helpers.

- b) The Club shall be affiliated to the ruling bodies that govern athletics in the UK and any other association approved by the members.

### **4. MEMBERSHIP**

- a) Membership is open to all persons who are accepted by the Committee and who abide by these rules.
- b) The Committee shall terminate the membership of any member who is six months or more in arrears with subscriptions.
- c) Each candidate for membership of the Club must apply in writing on the appropriate form.
- d) The minimum age for membership of the Club is ten years and a candidate for membership under the age of sixteen years must have parental/guardian consent.

- e) Subject to the agreement of the appropriate coach, juniors under ten years of age with at least one parent member may also join provided that the parent remains present during any organised training for this age group.
- f) Any member intending to resign or transfer to another athletic Club must do so in writing to the Secretary who will notify the member of his/her obligations under the regulations of the appropriate governing body.

## 5. SECOND CLAIM CLUB MEMBERS

- a) Applicants for membership who are members of another registered athletic Club may join as a second claim member, but may only compete for the Club in competitions which specifically state in rules that its competition is open to second claim members.
- b) Members who join another club as second claim do so on the clear understanding that Swanley & District A.C. has first claim in all road races, cross country events, and any other race organised under the rules of UK Athletics

## 6. SUBSCRIPTIONS

The AGM shall determine the subscription rate which becomes due on the first day of January each year for the following classes of membership:-

|  |  |        |
|--|--|--------|
| Adult member, over 18                                      |  | £25.00 |
| Under 18   | If accompanied by adult Swanley member, included in adult membership | Free   |
| Under 18   | If not accompanied by adult Swanley member                           | £10.00 |
| Reduced rate for students and those not gainfully employed |  | £10.00 |
| Honorary members   |  | Free   |

### Rates for New Members

|                                       |  |
|---------------------------------------|--|
| New members joining January-June      | Full fee   |
| New members joining July-October      | Half fee   |
| New members joining November-December | Full fee which covers these two months and membership for the following year |

## 7. OFFICERS

### **Executive Committee**

The Executive Committee shall consist of :-

Chairperson

A Vice Chair

Secretary

Treasurer

Up to three other members, one of whom must be a woman

all of whom shall be elected at the AGM for a period of one year.

### **Other Officers**

The AGM shall also elect each year:-

An Assistant Secretary

An Assistant Treasurer

who will not form part of the Executive Committee except when deputising in the absence of the Secretary or Treasurer.

The Committee may also fill any vacancy or co-opt any member with special skills.

## 8. PROCEEDINGS OF THE EXECUTIVE COMMITTEE

- a) No member may serve on the Committee with less than twelve months membership at the date of the AGM.
- b) The Committee shall meet at a place and time decided by them.
- c) The Committee shall have the power to determine any issue not provided for in these rules.
- d) Four Committee members shall form a quorum.
- e) In these rules the term Committee refers to the Executive Committee of the Club.

## 9. TECHNICAL OFFICERS

Club Development Officer, Child Welfare Officer, Senior Coach/Co-ordinator, Woman's Officer, all other coaches and any other specialist or technical officer required by UK Athletics or Clubmark Accreditation, shall be elected each year on recommendation of the Executive Committee who shall have responsibility for ensuring the correct and up to date

qualifications are in place.

#### 10. **AREAS OF RESPONSIBILITY**

Club members shall be elected at the AGM each as Press Officer, Road Races Director, Race Administrator, Social Secretary, Membership Secretary, IT Officer, Road Running/Track Organiser, Cross Country Organiser, Junior Group Organiser, Kit and Equipment Officer and Walking Group Organiser.

#### 11. **COUNCIL LIAISON OFFICER**

There shall also be elected each year at the AGM a Council Liaison Officer (“CLO”) who must reside within the Parish of Swanley and whose responsibility it is to maintain links with the Swanley Town Council and Sevenoaks District Sports Council in respect of grant aid and the use of Council property.

#### 12. **HONORARY APPOINTMENTS**

- a) There may be an Honorary President and Honorary Vice Presidents elected at the AGM on the recommendation of the Committee.
- b) They shall remain in office for as long as they desire to do so and may attend meetings of the Committee in an advisory role without any voting rights.
- c) The AGM may elect other Honorary members who shall be non-competing members and who have represented the Club in competition, assisted the Club or acted for the Club in office or in any other capacity.

#### 13. **GENERAL MEETINGS OF THE CLUB**

- a) The AGM shall be held in February/March when the business will include:-
  - The report of the Secretary
  - The adoption of the annual accounts
  - The election of an Auditor
  - The election of the Committee as per rule 7
  - To determine the annual subscription
  - To deal with any proposed changes to the rules.
- b) All members aged sixteen years and over may vote at the AGM.
- c) The Secretary will give fourteen days’ notice of the meeting and any nominations for office or the Committee and any business which a member wishes to have included on the agenda must be notified to the Secretary in writing seven days before the meeting.

- d) Special meetings may be called by the Committee or by ten members petitioning the Secretary stating the business to be considered. The date, time and place of such a meeting will be determined by the Committee.
- e) Fifteen members shall form a quorum at the AGM or special meeting.

#### 14. **CLUB POLICIES**

A copy of the Club Disciplinary Procedure, Child Protection Policy, Equity Statement, Codes of Conduct for Coaches, Officials, Volunteers, Parents/Carers and other Supporters and Junior Code of Conduct shall be kept on the Club noticeboard at all times and can be viewed and downloaded from the Club's website.

#### 15. **COACHES**

- a) The Club operates a pool of coaches all of whom must ensure that their qualification remains up to date at all times.
- b) The Club will pay the relevant fees for members wishing to become coaches always provided that there is a vacancy in the coaching pool, and that they commit to assisting as required at coaching sessions including juniors.
- c) In the event that any coach is unable to continue coaching or wishes to change clubs, then any fees paid by the club in the previous 24 months, may be repayable to the club.

#### 16. **DISSOLUTION**

- a) A resolution calling for the dissolution of the Club can be discussed and voted upon at a General Meeting convened by the Executive Committee or by Club members.
- b) If the resolution is carried by a 60% majority, the Committee shall proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- c) After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the members of the Club, but shall be given or transferred to the sport's governing body or some other organisation having objects similar to those of the Club.

Signed:

Name: \_\_\_\_\_

Position: Club Chair

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: Club Secretary

Date: \_\_\_\_\_