
	<p>SEVENOAKS ATHLETICS CLUB</p> <p>Rules of the Club</p>	
---	--	---

1. **Name, location and colours**

- 1.1 The Club shall be called Sevenoaks Athletics Club (the “**Club**”).
- 1.2 The Club shall be situated in Sevenoaks, England.
- 1.3 The Club colours shall be blue and yellow on white and Club vests shall be worn during all team events and at other times where possible.

2. **Object**

The object of the Club (“**Object**”) is the promotion of all forms of Athletics. The main purposes of the Club are to provide facilities & coaching and to promote participation in athletics of Sevenoaks and District.

3. **Ethos**

- 3.1 The Club is committed to ensuring that equity is incorporated across all aspects of its operations, activities and development. In doing so, the Club acknowledges and adopts the following Sport England definition of sports equity:

‘Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.’

- 3.2 The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- 3.3 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 3.4 All Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 3.5 The Club will deal with any incidence of discriminatory behaviour seriously according to the Club's disciplinary procedures.

4. **Exercise of Powers**

In furtherance of the Object but not otherwise the Club may exercise the following powers (the “**Powers**”):

- 4.1 to carry on an athletics club;
- 4.2 to provide athletics coaching, training and equipment;
- 4.3 to participate in and organise leagues, competitions, tournaments and matches and related activities;
- 4.4 to provide information, advice and guidance in running and/or athletics, competitions, coach development and other related activities;
- 4.5 to publish or distribute information including by means of reports, books, leaflets, films, videos, websites and any other media;
- 4.6 to open and operate bank accounts in the name of the Club;
- 4.7 to accept or disclaim gifts of money or any other property;
- 4.8 to raise funds and to invite and receive contributions;
- 4.9 to take on, hire, lease and maintain sports facilities and equip them for use but not to acquire land;
- 4.10 to acquire equipment and materials for athletics competition, coaching and training;
- 4.11 to employ such staff as are necessary for the proper pursuit of the Object and to make all reasonable provisions for the payment of pensions and superannuation to staff and their dependants;
- 4.12 to insure the assets of the Club against any foreseeable risk and to take out other insurance policies to protect the Club and the Officers when required including the provision of indemnity insurance to cover the liability of the Officers and other staff and volunteers;
- 4.13 to set aside income for special purposes or as a reserve against future expenditure but only in accordance with a policy in writing on reserves determined by the Committee; and
- 4.14 to do all such other lawful things as may further or are conducive to the Object or the Powers.

5. **Club Finances and Property**

- 5.1 A bank account or accounts shall be opened and maintained in the name of the Club (each a “**Club Account**”). Designated account signatories shall be the Treasurer and any other member of the Committee who has signed a mandate with the bank. No sum shall be expended from the Club Account

except by cheque or by electronic transfer signed or electronically approved by at least two of the designated signatories. Any two such signatories who share a continuing relationship with each other shall not sign or approve the same payment. Any such payments not signed or approved by the Treasurer shall be notified to the Treasurer immediately. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account as soon as is reasonably practicable. The Club Account shall be managed in accordance with any finance policy drawn up by the Committee and/or in accordance with the reasonable instructions of the Committee (acting collectively) from time to time.

- 5.2 The Club's financial year shall end on 31st March each year or such other date as the Committee may determine from time to time provided that no financial year shall be shortened to less than nine months or extended to more than fifteen months.

6. **Affiliation**

Subject to these Rules and the general law, the Club shall (as the case may be) become a member of or affiliate to England Athletics and any constituent body designated to it by England Athletics and the Club shall comply with and uphold the rules and regulations of England Athletics and of any such constituent body for the time being in force.

7. **Club Membership**

- 7.1 The Members from time to time shall be those persons listed in the Club's register of members which shall be maintained by the Membership Secretary.
- 7.2 The membership year shall commence on 1st April and end on 31st March each year (the "**Membership Year**").

8. **Admission to Membership**

- 8.1 Membership of the Club shall be open to anyone interested in athletics on application regardless of sex, age (minimum age requirements may be applied to the junior section), disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 8.2 A candidate for membership must apply in writing or via email on a form determined by the Committee from time to time and provided for the purpose. The Membership Secretary shall provide details of all new members to the Committee at the Committee meeting following their application.
- 8.3 The Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made in accordance with rule 26 below.

- 8.4 The annual subscriptions to the Club shall be determined at each Annual General Meeting. Subscriptions shall be payable on election and are subsequently due on the first day of the Membership Year in each year except that, if a Member is elected on or after 1st January, no further subscription shall be due on the 1st April immediately following the date of election. The Club may have different classes of membership and subscription on a non-discriminatory basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 8.5 Membership is not transferable to anyone else.
- 8.6 At the discretion of the Committee, the Club can decide to award Honorary Membership to any Member who in the view of the Committee has over a period of years contributed greatly to either, the running and management of the Club or its reputation in the field of athletic achievement. Such Honorary Members will not be required to pay an annual subscription but the Club will not register them as a "Competing Member" with England Athletics unless the Member contributes the cost of registration.

Honorary Members will retain their membership status indefinitely unless the Committee votes to remove it. The Committee shall only take such action if in its view the Honorary Member has acted in a way that is detrimental to the Club or its reputation.

Honorary Members are entitled to:

- 8.6.1 take part in all training sessions, events and races organised by the Club;
- 8.6.2 attend all Club social events on the same basis as other members;
- 8.6.3 compete in all Club competitions except those that are restricted to First Claim members such as the Road and Track & Field Grand Prix;
- 8.6.4 attend and speak at the AGM and any EGM and to vote on any motion;
and
- 8.6.5 receive all formal Club communications such as the Newsletter via on-line delivery.

9. **Conditions of Membership**

- 9.1 These Rules shall form a binding agreement between each Member and Members shall comply with these Rules.
- 9.2 Subject to these Rules and the general law, the Members shall so exercise their rights, powers and duties and shall where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the Object and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.

10. **Cessation of Membership**

- 10.1 Membership of the Club shall terminate if:
 - 10.1.1 the Member dies;
 - 10.1.2 the Member, being an individual, is convicted of a criminal offence which involves, at the Committee's discretion, dishonesty or any other offence relating to safeguarding, drugs and any crime involving violence (including any convictions relating to children); or
 - 10.1.3 the Member is removed from membership by a resolution of the Committee as a result of application of the Club's (or England Athletics) disciplinary policy.
- 10.2 A Member intending to resign from the Club shall give notice in writing to the Secretary, and his/her membership terminates from the date of that notice unless he/she is financially indebted to the Club, in which case the Committee may withhold acceptance of the resignation until he/she has discharged the liability. A Member not having tendered his/her resignation prior to 1st April shall be liable for the following year's subscription.
- 10.3 The Committee shall have the power to expel any Member whose subscription is six months in arrears.
- 10.4 No Member whose subscription is more than six months in arrears shall be eligible to take part in any competition promoted by the Club, or compete in any event as a member of the Club.
- 10.5 Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and has no right to the return of any part of his subscription fee. Without prejudice to the foregoing, the Committee may refund an appropriate part of a resigning Member's subscription fee if it considers it appropriate in all the circumstances.
- 10.6 In the event of a Member's resignation or expulsion, his or her name shall be removed from the Club's register of members.
11. **General Meetings**
 - 11.1 The Committee shall call an Annual General Meeting ("**AGM**") during the month of March each year and no more than fifteen months shall pass between one AGM and the next following one. The business of an AGM shall include:
 - 11.1.1 the receipt of the Chair's report on the activities of the Club over the previous year;
 - 11.1.2 the receipt of the Treasurer's report on the Club's finances over the previous year;
 - 11.1.3 the receipt of the Club's audited Accounts;

- 11.1.4 the determination of the annual subscriptions from the beginning of the next Membership Year;
 - 11.1.5 the election and retirement of Officers; and
 - 11.1.6 any other business.
- 11.2 Any General Meeting other than the AGM shall be called an Extraordinary General Meeting (“**EGM**”).
- 11.3 An EGM may be called at any time by the Committee at that time and shall also be called within fourteen days of the receipt by the Secretary of a requisition in writing, signed by not less than 10 (ten) Members stating the purposes for which the EGM is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- 11.4 At the Committee’s discretion General Meetings may be held remotely by telephone, video conference and/or by any other electronic means. The Committee may also, in its discretion, allow Members to attend physical General Meetings by telephone, video conference and/or by any other electronic means.
- 12. Notice of General Meetings**
- 12.1 An AGM or EGM shall be called on at least twenty one clear days before the meeting save that 75% (seventy-five per cent) of all the Members may agree to shorter notice.
- 12.2 The notice shall specify the date, time and place of the meeting and the general nature of the business to be transacted and, in the case of an AGM, shall specify the meeting as such.
- 12.3 The Secretary shall send to each Member at their last known address written notice (via post or email) of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed.
- 12.4 The accidental omission to give notice of a General Meeting to or the non-receipt of notice of a General Meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting.
- 12.5 Members shall be entitled to attend General Meetings in person or by proxy. The form of the proxy shall be determined at the discretion of the Committee and members may request a copy from the Secretary in advance of a General Meeting. To be valid a proxy must be in the correct form signed personally by the Member and must be delivered to the Secretary not later than 48 (forty-eight) hours before the time of the General Meeting.
- 13. Proceedings at General Meetings**
- 13.1 No business shall be transacted at any General Meeting unless a quorum is present. The quorum for an AGM or EGM shall be 10 (ten) Members.

- 13.2 If a quorum is not present within half an hour from the time appointed for the meeting or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or otherwise as the Committee may determine.
- 13.3 If the number of Members present at the adjourned meeting is insufficient to constitute a quorum in accordance with rule 13.1 above, the Members present shall constitute a quorum.
- 13.4 The Chair, or in his or her absence any other Officer, shall preside as the chair of the meeting. Each Member present shall have one vote but in the event of an equality of votes the chair of the meeting shall have a casting vote.
- 13.5 Resolutions proposed at a General Meeting shall be passed by a simple majority of the votes of Members present in person or by proxy.
- 13.6 The Secretary, or in his or her absence any other Officer, shall enter the minutes into the Club's minute book which may be kept in an electronic folder.
- 13.7 The Committee may make whatever arrangements they consider appropriate to enable Members attending a General Meeting to exercise their rights to speak or vote whether attending directly or by telephone, video conference and/or by any other electronic means.
- 13.8 No alteration or addition may be made to the Rules except by a resolution passed at an AGM or at an EGM Meeting called for the purpose. Notice of any proposed amendment must be given as provided in Rule 12.
- 13.9 If at any General Meeting of the Club a resolution is passed calling for the dissolution of the Club the Secretary shall within 7 (seven) days convene an EGM to be held not less than 28 (twenty-eight) days thereafter to discuss and vote on the resolution. If at that EGM the resolution is carried by at least two thirds of the Members present in person or by proxy the Committee shall thereupon proceed to realise the assets of the Club and discharge all debts and liabilities of the Club. Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC (Community Amateur Sports Club), a registered charity or England Athletics for use by them in related community sports.
14. **Powers of the Committee**
 - 14.1 The Committee shall be responsible for the management of all the affairs of the Club and may exercise all the Powers of the Club.
 - 14.2 No alteration of these Rules and no such direction by the Members shall invalidate any prior act of the Committee which would have been valid if that alteration had not been made or that direction had not been given.
 - 14.3 The Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Rules.

14.4 The Committee may, while retaining responsibility pursuant to rule 14.1, delegate to any person, company or sub-committee any of its powers or functions, the implementation of any of its decisions or the day-to-day management of the affairs of the Club by such means, to such an extent, in relation to such matters or areas and on such terms as they may determine in accordance with these Rules.

14.5 Subject to these Rules and the general law, the Committee shall so exercise its rights, powers and duties and shall where appropriate use its best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the Object and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.

15. **The Committee**

15.1 The Committee shall consist of a minimum of 3 (three) and such maximum number of Officers as the Committee may determine from time to time, including the following:

15.1.1 Club Chair;

15.1.2 Club Treasurer;

15.1.3 Club Secretary;

15.1.4 Membership Secretary

15.1.5 Officers to deal with, respectively, Welfare, DBS verification, coaching and officials' issues and directorship of races organised by the Club; and

15.1.6 any other Officers elected at a General Meeting.

15.2 In addition, the AGM may elect a President and Vice-Presidents. The term of office of these shall be until terminated by the AGM or by resignation.

15.3 Officers shall be elected by the Members at an AGM. Nominations for election of Members as Officers shall be made:

15.3.1 by the Committee; or

15.3.2 in writing by the proposer and seconder, both of whom must be existing Members, to the Secretary not less than 14 (fourteen) days before the meeting.

15.4 Each Officer shall hold office from the date of election until the conclusion of the next AGM. A retiring Officer may be re-elected at the AGM.

15.5 The Committee has the power to fill any vacancy that may arise, to co-opt Members up to the limits specified above, and to invite Members to attend specific meetings as observers.

- 15.6 An Officer may not appoint an alternate or substitute to act on his or her behalf at any Committee meeting.

16. Calling a Committee Meeting

- 16.1 The Committee shall hold not less than 5 (five) meetings each year.
- 16.2 A meeting of the Committee shall be called on not less than 14 (fourteen) days' notice to all Officers unless the Chair determines that urgent circumstances necessitate shorter notice.
- 16.3 Notice of a Committee meeting shall be given to each Officer save that it shall not be necessary to give notice of a meeting to an Officer who is absent from the United Kingdom.

17. Proceedings of a Committee Meeting

- 17.1 Subject to the provisions of these Rules, the Committee may regulate its proceedings as it thinks fit.
- 17.2 Meetings of the Committee shall be chaired by the Chair or in their absence the Treasurer. The chair of the meeting shall (subject to rule 18 below and in addition to his own vote) have a casting vote in the event of a tie.
- 17.3 The quorum for the transaction of business of the Committee shall be 5 (five) Officers, unless there are only 3 (three) Officers remaining, in which case the quorum shall be those 3 (three).
- 17.4 Decisions of the Committee shall be made by a simple majority of those Officers attending the Committee meeting.
- 17.5 Decisions of the Committee of meetings shall be entered into the Club's minute book which may be kept in an electronic folder.
- 17.6 A resolution in writing signed by all the Officers (or members of a sub-committee) entitled to vote on the matter shall be as valid and effective as if it had been passed at a meeting of Officers or (as the case may be) a sub-committee duly convened and held. Such a resolution may consist of several documents in the same form each signed by one or more of the Officers (or members of the sub-committee).

18. Conflicts of Interest

- 18.1 Each Officer shall declare the nature and extent of any direct or indirect interest in a transaction or arrangement with the Club or a third party which conflicts or may possibly conflict with his or her duties to the Club.

- 18.2 If the non-conflicted Officers deem there to be a material conflict, the conflicted Officer should withdraw from that part of the meeting and shall not vote.
- 18.3 If there is deemed not to be a material conflict by the non-conflicted Officers, the Officer that declared the conflict shall be allowed to re-join the meeting, take part and vote as applicable.

19. **Disqualification from Office**

- 19.1 A person shall cease to hold office as an Officer if:
- 19.1.1 he or she is disqualified from holding office as a company director;
 - 19.1.2 he or she is subject to a decision of England Athletics or UKA that such person be suspended or disqualified from holding office or from taking part in any activity relating to the administration or management of a club;
 - 19.1.3 the Committee reasonably believes that he or she has become incapable by reason of illness or injury of managing and administering his or her own affairs and it decides to remove him or her from office;
 - 19.1.4 he or she resigns from his or her office by notice to the Club;
 - 19.1.5 he or she is absent without the permission of the Committee from all its meetings held within a period of six months without good reason and the Committee decides that his or her office be vacated;
 - 19.1.6 a bankruptcy order or an order is made against him or her in individual insolvency proceedings in a jurisdiction other than England and Wales which has an effect similar to that of bankruptcy;
 - 19.1.7 he or she makes a composition with his or her creditors generally in satisfaction of his or her debts; or
 - 19.1.8 he or she ceases to be a Member for any reason whatsoever.
- 19.2 The provisions of rule 19.1 above shall also apply to sub-committees and any member of a sub-committee who is not an Officer.

20. **Club Teams**

- 20.1 At its first meeting following each AGM the Committee shall consider the appointment of one or more Members to be responsible for each of the Club's various teams.
- 20.2 The appointed Members shall be responsible for managing the affairs of the team. The appointed Members shall present to the Committee at its last meeting prior to an AGM a written report of the activities of the team.

21. **Irregularities**

The proceedings at any meeting or on the passing of a resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice.

22. **Minutes**

The Committee shall cause minutes to be made in books or electric folders kept for the purpose:

- 22.1 of all appointments of Officers made by the Members or the Committee;
- 22.2 of all resolutions of the Members and of the Committee (including decisions of the Committee made outside a meeting); and
- 22.3 of all proceedings and reports of meetings of the Club and of the Committee, and of sub-committees, including the names of those present at each such meeting.

23. **Communications by the Club**

Subject to these Rules, any document or information (including any notice, report or accounts) sent or supplied by the Club under these Rules may be sent or supplied:

- 23.1 in hard copy form;
- 23.2 in electronic form; or
- 23.3 by making it available on a website or internet forum.

24. **Personal Risk**

- 24.1 Members acknowledge and accept that playing or participating in sport of any kind can be dangerous and may result in injury and damage to property. Members shall take personal responsibility for their own actions and play or participate in the Club's sporting activities at their own risk.
- 24.2 Subject to rule 24.3 below, the liability of the Club and its Officers to any Member is limited to the net assets of the Club.
- 24.3 Nothing in these Rules shall limit or exclude liability:
 - 24.3.1 for death or personal injury caused by negligence;
 - 24.3.2 for any loss or damage caused by criminal or fraudulent conduct; or
 - 24.3.3 for any other liability which cannot lawfully be limited or excluded;

25. **Indemnity**

Without prejudice to any other indemnity to which an Officer may otherwise be entitled, every Officer of the Club shall be indemnified out of the assets of the Club against any liability incurred by him or her in the proper discharge of his or her duties to the fullest extent permitted by law.

26. **Complaints and Disputes**

- 26.1 All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and England Athletics' safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.
- 26.2 Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its discipline and appeals process and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer). Unless exceptional circumstances apply, the Secretary will hear complaints within 14 (fourteen) days of receiving a complaint. If the complaint is sufficiently evidenced, the Secretary will appoint 3 (three) Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule 26.5 below, a decision of the disciplinary panel shall be final and conclusive.
- 26.3 Any appeals must be received by the Secretary within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed.
- 26.4 Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.
- 26.5 If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

Adopted by the Club at its Annual General Meeting on 1st April 2022.

Signed

Chair

DANIEL WITT

Signed

Secretary

ERIK FOLKESSON