



FAIRLANDS VALLEY SPARTANS

Affiliated to UKA England Athletics

Constitution and Rules

1. The name of the club shall be Fairlands Valley Spartans.
2. The aims of the club are:
 - 2.1 To provide a focal point and facilities for members to train in the company of other members.
 - 2.2 To share knowledge and experience and encourage newcomers to the sport of running.
 - 2.3 To assist members to enter competitive running events, individually and collectively.
 - 2.4 To promote and organise, or assist with the organisation of Fairlands Valley Spartans running events.
 - 2.5 To offer coaching and competitive opportunities in running to meet the aims of club and individuals.
3. The club will be managed by a committee (the Management Committee) comprised of the offices of Chair, General Secretary, Treasurer, Welfare Officer and a minimum of four other members. In addition, the Head Coach, Men's Team Captain and Women's Team Captain shall be included as members of the committee. (See rules 3.2 and 3.3).
 - 3.1 All committee members will be elected for one year and all posts will be unpaid. Elections will take place at the Annual General Meeting or at any Extraordinary Meeting. (See rule 10.)
 - 3.2 The Head Coach will be elected by all first claim members of Fairlands Valley Spartans at that time. Candidates who are nominated for the position of Head Coach must be qualified to the UKA Level 2 or Coach In Running Fitness standard. Such election shall be held within 2 months of the financial year end, and preferably but not exclusively, before the AGM. The election shall be held in accordance with the published Head Coach election process.

The Head Coach will appoint an Assistant Head Coach and will announce the decision within 14 days of accepting the role of Head Coach. The Assistant Head Coach shall deputise for the Head Coach when appropriate and otherwise provide support for the Head Coach. To be eligible for the role of Assistant Head Coach the individual should preferably be qualified to the UKA Level 2 or Coach in Running in Fitness standard or already be on that development pathway.

The coaching team will be managed by the Head Coach and will consist of coaches and running leaders. Tasks will be delegated within the team.

Session days will aim to meet the following:

 1. To be inclusive of all levels (except starter day)
 2. To provide a variety of sessions to meet all members needs.
 3. To meet Rules, Procedures, Codes of Conduct, Policies and Guidelines of UKA.

Club coaches and running leaders will;

 1. Share responsibility with the Club for keeping UKA qualifications, first aid & DBS checks up to date.
 2. Be available for and volunteer to lead/assist sessions.
 3. Fulfil their obligation to UKA to be an athlete centred coach.
 - 3.3 The Men's Team Captain and the Women's Team Captain shall be elected by the members of the club at the AGM or at any Extraordinary Meeting. (See rule 10).
 - 3.4 The Officers of the Club (Chair, General Secretary and Treasurer) may not serve as an Officer for more than 3 consecutive years. Following such a 3 year consecutive period, that member may not be re-elected to be an Officer of the Club for a period of 2 years.
 - 3.5 To actively support the Officers of the Club and the Management Committee, a President shall be elected at the Annual General Meeting or at any Extraordinary General Meeting. The President shall be elected for an initial term of two years and may stand for re-election on an annual basis thereafter. Nominees must be nominated by a majority decision of the Management Committee. For the avoidance of doubt, the President is neither an Officer of the Club nor a member of the Management Committee, although the President may be co-opted under the provisions of Clause 5. In the event that the President is unable to complete his/her term of office, the Management Committee shall call an election as soon as is practical.

- 3.6 In the event that any Officer of the Club, or the Head Coach, or either of the Team Captains is unable to complete their term of office, they shall stand down from the Committee (unless they had been separately elected as a Committee Member).
- (a) In the case of any Officer of the Club, the Committee shall have the power to appoint an interim replacement who shall assume the responsibilities of that position and of a Committee Member, but who shall not be deemed an Officer of the Club, unless confirmed at a subsequent election.
 - (b) In the case of the Head Coach, the Management Committee shall call an election as soon as is practical.
 - (c) In the case of the Team Captains, the Committee shall have the power to appoint an interim replacement who shall assume the responsibilities of that position and of a Committee Member until the next election.
- 4 The Management Committee of the club will meet as required, but a minimum 4 times per year, preferably not less than every 13 weeks.
- 4.1 The quorum will consist of 4 members present within 15 minutes of the appointed time. If no quorum is present within the appointed time the meeting shall be cancelled. The Secretary shall call another meeting within 7 days to 21 days from the date of the original meeting. If no quorum is present within 15 minutes of the appointed time of the recalled meeting, then this meeting shall proceed as if such a quorum were present.
- 4.2 All members present shall have 1 vote, there being no proxy voting.
- 4.3 In the event of the voting being tied the Chair shall have an additional vote as the casting vote.
- 4.4 A Vice Chair shall be appointed at the first meeting of the Management Committee following the Annual General Meeting. The Vice Chair shall deputise for the Chair when appropriate and otherwise provide support to the Officers of the Club. In the event that the Vice Chair is unable to complete their term of office, they may continue to serve on the Management Committee.
5. The Management Committee shall have the powers to co-opt additional members from time to time for specific purposes. Such co-opted members may speak at the meeting to which they are co-opted, but shall not have a vote.
6. Membership of the club shall be confined to amateurs as defined by the Governing bodies of the sport from time to time and must be over 18 years of age at the time of joining with the exception of Junior members as defined at 7.3 (e) below.
7. Applications for membership will be received and normally accepted by the General Secretary, who will maintain a register of members.
- 7.1 Application for membership includes authorisation to the Management Committee to hold personal data.
- 7.2 Members will have the right to examine a copy of the records held and may limit the use of personal information to administration purposes if they so choose.
- 7.3 Categories of membership shall be as follows:
- (a) Full members. Pay full subscription. Entitled to represent club in Open Competition. Subject to any governing body rules (UKA or ARC) and payment of additional affiliation fees as applicable.
 - (b) Full Time Students, Registered Unemployed and Pensioners. Pay reduced subscription. Entitled to represent club in Open Competition. Subject to any governing body rules (UKA or ARC) and payment of additional affiliation fees as applicable.
 - (c) Life members. Elected at a General Meeting of the club with nominations to be received by the General Secretary 28 days prior to such General Meeting and approved by a majority of the Committee prior to election at General Meeting. Pay no subscription except UKA affiliation if they wish to compete in UKA events.
 - (d) Second Claim members. Pay reduced subscription. Entitled to represent the club in those competitions allowed under competition rules. Not entitled to vote at General Meetings of the club.
 - (e) Junior members. Pay reduced subscription. Restricted to persons under the age of 18 years who have a parent, grandparent, carer or elder sibling who is currently a member of the Club. Entitled to represent the club in those competitions allowed under competition rules and subject to payment of additional affiliation fees as applicable. Not entitled to vote at General Meetings of the club. Note that it is expected that the parent, grandparent, carer or elder sibling accompanies the Junior member at all Club events.
 - (f) Associate Members. Pay no subscription. Not entitled to compete for or train with the Club. Not entitled to vote at General Meetings.
- 7.4 The Committee reserves the right to refuse a membership application.

8. Members will pay a subscription on joining the club and thereafter annually on the 1st April. All subscription charges will be determined at General Meetings of the club.
- 8.1 Reminders will be broadcast for any subscriptions outstanding at the 1st April to all members signed up on e-mail. Individual reminders will be issued to non-email members.
- 8.2 Membership will be assumed to have lapsed for any member(s) whose subscription is still outstanding at the 30th April. Any lapsed member who returns to the club between 1st May and the 31st March of the year in which their membership lapsed will be required to pay subscription as per rule 8.3. In addition, the Committee shall have the power to impose a discretionary "late payment" penalty on members whose subscription is still outstanding at the 30th April.
- 8.3 Subscriptions:
- (a) Any member joining or re-joining the club between 1st April and 30th September of any year shall pay the full annual subscription in force at that time.
 - (b) (i) Any member joining the club between 1st October and 31st January shall pay 50% of the full subscription in force at that time.
 - (b) (ii) Any NEW member, who has not previously been a member of FVS (and has NOT been affiliated to UKA at any point in the past), who joins from 1st January shall pay the full amount, including the UKA affiliation fee, and will receive 15 months membership, ie from 1st January to 31st March the following year. This is in line with current UKA policy and may change if that policy changes.
- (b) Any member joining the club between 1st February and 31st March shall pay a subscription as decided by the General Committee.
- 8.4 Members must be fully paid up in the current subscription year to compete for the Club.
9. A member intending to withdraw from the club shall give notice in writing to the General Secretary. Membership terminates on the date of that notice unless the member is financially indebted to the club, in which case the Committee may withhold acceptance of the resignation until the liability is discharged.
10. An Annual General Meeting of the club will be held each year, within at least two months of the close of the financial year end, which is currently 31st October.
- 10.1 Members may call for an Extraordinary General Meeting of the club. Any such request must be in writing, clearly stating the nature of the business to be discussed and supported by the signatures of at least 25 paid up members. The General Secretary must issue notice of such meeting within 14 days of the receipt of this request.
- 10.2 Twenty eight days notice in writing of all General Meetings will be given to all paid up members.
11. The General Meeting will conduct the following business:
- (a) Acceptance of reports from outgoing committee.
 - (b) Report including future year proposal from Head Coach.
 - (c) Election of Management Committee
 - (d) Election of Life members
 - (e) Determination of all subscription charges
 - (f) Amendments to the Constitution and Rules of the club
 - (g) Any other motions
- Items (f) and (g) are limited to any motions submitted to the General Secretary at least 21 days before the date of the meeting, and subsequently notified to the members at least 14 days before the date of the meeting. This process allows for proposed changes to this Constitution to be presented at any General Meeting of the Club. Such changes will be adopted if agreed by a simple majority vote.
- 11.1 Only adult members will be eligible to vote at General Meetings.
- 11.2 No proxy votes will be allowed.
- 11.3 Only fully paid up first claim members are eligible to vote. See rule 7.3 categories a, b, and c.
12. The club shall be affiliated to the UKA for Track & Field athletics, the UKA and ARC for the activities of Road Running and Cross Country, and to LDWA for off-road events. The committee shall be empowered to affiliate the

club from time to time, to any other bodies connected with the sport of running that may be considered beneficial to the members.

13. In the event that the club is permanently disbanded by majority decision of the members at a General Meeting then that meeting shall nominate a properly registered charity to receive any surplus of the clubs funds, including the proceeds from the disposal of club assets.
14. Discipline and Conduct: Fairlands Valley Spartans adopts the England Athletics Disciplinary and Grievance Policies and Procedures set out in the following documents: Grievance Procedure for Affiliated Members, Disciplinary Procedure for Affiliated Members, and Equity Policy which are available on the Club website (www.fvspartans.org.uk). Please also see the Club's own grievance policy here. [Insert hyperlink to text below].

This policy applies to all complaints made by one member against another member, regardless of their position within the club.

If you have a grievance that involves another member, you should first of all try to resolve the matter by speaking directly with the other member about the matter, if possible. The discussion should be conducted with courtesy and to reach a resolution as soon as possible.

If you do not wish to discuss the matter directly with the other member or would like additional assistance, you can put your complaint, in writing to the Secretary (secretary@fvspartans.org.uk).

A panel of 3 Committee members will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including issuing final warning or the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 21 days of the Secretary receiving the appeal. A different panel of 3 Committee members will meet to hear this appeal.

The committee shall have the power to, in the first instance, issue a formal warning to any club member who engages in any form of bullying or antisocial behaviour. Or, if the Committee feel that the complaint is serious, membership may be terminated.

Should a member of the club who has already received a warning be reported to the committee on a second occasion, the committee will have the power to expel that member from the club. The Committee's decision in these cases will be final and further details may or may not be provided to the club depending on the nature of the behaviour in question and the wishes of the club members involved.

Furthermore, the club operates within the disciplinary procedures of England Athletics, full details of which are available on the England Athletics website: <http://www.englandathletics.org>

3rd December 2019