



Club Rules and Constitution of Wirral Athletic Club

1. Club Name and Colours

- i. The Club shall be called Wirral Athletic Club.
- ii. The Club colours shall be two emerald green hoops on a white vest. The Club logo shown above, may be worn on the front of the vest.

2. Objectives of the Club

The Objectives of the Club shall be:

- i. To facilitate participation in and promotion of competitive amateur athletics and recreational running amongst the community on Wirral and related sporting and social activities.
- ii. To be affiliated to England Athletics for all disciplines (Track and Field, Road Running, Cross Country, Hill and Fell, Race Walking and Trail Running and any other association the Committee deems appropriate.
- iii. To provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including without limitation provision of suitably qualified coaches, coaching courses, insurance, medical treatment, post training/meet refreshment.
- iv. To do all such things as the Committee thinks fit to further the interests of the Club or to be instrumental in the attainment of all or any of the objectives above.

3. Membership of the Club

3.1. Membership Application

- i. Membership of the Club shall be open, on application, to anyone over 8 years of age interested in athletics, regardless of sex, age, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs.
- ii. Individuals who wish to become members of the Club must apply using the Membership Application Form approved by the Committee from time to time, to be counter-signed by parent or guardian in the case of applicants under 18 years of age and pay the appropriate subscription.
- iii. Every candidate for membership shall be considered by the Committee, which shall admit that person to membership unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club. Any candidate excluded from membership may appeal through the procedure set out in Section 9.ii below for Members disciplined by the Club.
- iv. By joining the Club, every Member agrees to abide by the Club's Constitution and Rules and the Rules of Competition and other rules and regulations of UK Athletics Limited. In this Constitution, the term 'Member' refers to all grades of membership.
- v. U18 members must be first claim for all England Athletics disciplines for which the club is affiliated.

3.2. Full Members and Associate Members

- i. There shall be two grades of membership at entry (i) Full Member and (ii) Associate Member, the latter not being able to compete in any athletic event or use Club facilities without the approval of the Committee. All Full Members shall be amateurs as defined by the Rules for Competition of UK Athletics.
- ii. The Committee shall have the power to grant annual Associate membership to any UK Athletics qualified coach, official or other volunteers who is active within the Club and supports the competitive programme of the Club.
- iii. Any individual, who in the opinion of the Committee, acts as representing Wirral AC must be a member or be authorised by the Committee to do so.

3.3. Voting Members

- i. Voting Members must be either Full Members who are registered first claim to the Club with the governing body and aged fifteen years or over on the date of the meeting, or Associate Member who are registered to the Club with the governing body as coaches, officials or volunteers on the date of the meeting.

3.4. Club Coaches

- i. To be a coach at the Club individuals must hold a valid UK Athletics coaching licence with associated DBS¹.
- ii. To be an assistant coach at the Club individuals must hold a valid UK Athletics assistant coaching licence with associated DBS¹, and be aligned to a UKA coach.
- iii. To be a run leader at the Club individuals must hold a valid UK Athletics LiRF licence with associated DBS¹.

All coaches, assistant coaches and run leaders are expected to work with and support the coaching secretary to achieve the objectives of the Club as set by the Committee.

3.5. Life Members and Honorary Members

- i. Life Membership will ordinarily be granted only in recognition of a significant personal contribution to the Club's affairs. Individuals to be appointed as Life Members shall be elected at the Annual General Meeting and must have the support of two thirds of voting members present. Life Members are exempt from payment of annual subscriptions but shall otherwise have the same rights as Full Members.
- ii. Honorary Membership will ordinarily be granted to individuals who are or have been active in local athletics. They may only be elected at the Annual General Meeting for one year and will be eligible for re-election. Honorary Members shall not have voting rights and are exempt from payment of annual subscriptions.

3.6. Subscriptions

- i. The annual subscription shall fall due on April 1st at rates agreed by the Annual General Meeting.
- ii. Subscriptions will be at rates that will not pose a significant obstacle to participation.
- iii. Family membership shall be available to members of the same family living at the same address at a reduced rate as agreed by the Annual General Meeting. A family is up to two adults and their children under the age of 18, or children under the age of 21 where they are in full time education.
- iv. The Committee shall have discretionary power to waive or reduce subscriptions.

¹ In line with the DBS age requirement (over 16 years of age), otherwise a 'self-declaration' is required.

- v. The Committee shall have the power to expel any Full Member whose subscription is in arrears according to UK Athletics Rule 21, Section 14.
- vi. Any Member being six months in arrears with the subscription shall be deemed by the Committee to have lapsed membership.
- vii. Any Full Member whose subscription is in arrears may be excluded from competing in Club Championships or for Club teams until the subscription is paid.
- viii. As the membership subscription is set on an annual basis, any member who is paying monthly who stops and then restarts their payments within a 12-month period will be considered to not have had continuous membership and be liable for any missed payments.

3.7. Cessation of Membership

- i. Members may resign from membership at any time by written notice to that effect given to the Secretary. A member who resigns shall not be entitled to any refund of subscriptions in respect of the remaining period.
- ii. Membership shall not be transferable and shall cease immediately on death or on the failure of the member to comply with any condition of membership set out in this Constitution.
- iii. The Committee shall have the power to expel a Member when in its opinion it would not be in the interests of the sport or the Club for him or her to remain a member. Such expulsion shall be carried out in accordance with the Disciplinary Procedures set out in Section 9 below.
- iv. Any person shall, upon ceasing to be a Member of the Club, forfeit all rights to and claims upon the Club and its property and funds.
- v. Upon ceasing Membership of the Club, individuals are required to return all keys, equipment and other club assets. Any personally identifiable data that has been collected through their involvement with the Club as a club officer, coach, volunteer or otherwise should be passed to the General Secretary where appropriate, or destroyed.

4. Management

4.1. The Committee

The management of the Club shall be vested in a Committee, consisting of:

- i. The President, Vice-Presidents, Chairman, Vice Chairman, Treasurer, General Secretary, Membership Secretary, Cross Country and Road Secretary, Track and Field Secretary, Coaching Secretary, Officials Secretary, Social Secretary, Senior Men and Ladies Captains and Lead Welfare Officer, who shall be the officers of the Club. The core committee will consist of the Chairman, Vice-chairman, General Secretary, Treasurer and Lead Welfare Officer.
- ii. All shall be Members, be elected at the Annual General Meeting, retire annually and be eligible for re-election. The maximum term of office of the President shall be five years.
- iii. The Committee shall have the power to fill vacancies and to co-opt members as deemed necessary. Such co-opted members shall not have a vote.
- iv. An Emergency Committee consisting of the Chairman, Vice Chairman, Lead Welfare Officer, General Secretary and Treasurer shall have the power to deal with any matter judged urgent by the General Secretary and shall report such matters to the next meeting of the Committee.
- v. The General Secretary shall convene Committee meetings as required, giving at least ten days' notice of the date and venue of each meeting to the members of the committee by hand or to their last known postal or electronic address.
- vi. The quorum for Committee Meetings shall be seven persons, present and eligible to vote.
- vii. Voting at Committee Meetings shall be on the basis of a simple majority with the chairman having a second casting vote.

4.2. Powers and Duties of the Committee

The Committee shall be responsible for the management of the Club and shall have the following specific powers and duties to:

- i. Make Club Rules and regulations to allow for the day to day operation of the Club and its activities. Such Club Rules may not supersede or contradict provisions of the Constitution and must be reasonably available to Members.
- ii. Operate a Member's Welfare policy in accordance with the Policy and Procedures issued by UK Athletics Limited.
- iii. Appoint any person or persons to accept and hold in trust for the Club any property belonging to the Club or in which it is interested. The Chairman from time to time is nominated as the person to appoint new trustees within the meaning of Section 36 of the Trustee Act 1925. A new trustee shall be nominated by resolution of the Committee and the Chairman shall by deed duly appoint the person or persons so nominated as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to such appointment.
- iv. Make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club.
- v. Invest, place on deposit and deal with any finances of the Club not immediately required upon any investments or securities which the Management Committee thinks fit.
- vi. Issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts, promissory notes, securities and instruments, negotiable and non-negotiable, to operate on the Club's banking accounts.
- vii. Enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name of, and on behalf of, the Club as they may consider expedient.
- viii. Pay all the costs and expenses of, and incidental to, any of the aforesaid matters.
- ix. Determine how and by whom any such power shall be executed, operations effected and documents signed.
- x. Appoint Members or sub-Committees consisting wholly or partly of the Members of the Committee, to exercise such functions as the Committee may from time to time delegate to them.
- xi. Organise Club activities.
- xii. The members of the Management Committee and any trustees appointed under paragraph (iii) above shall be entitled to an indemnity out of the assets of the Club for all reasonable expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

4.3. Welfare Committee

Any welfare issues or concerns will be addressed, where possible, by the Lead Welfare Officer from the committee, or any other officially appointed Welfare Officer(s) when the Lead Welfare Officer is unavailable. In some cases the Welfare Officer(s) will meet with all available core committee members to discuss a case and agree an outcome. Please refer to Section 9 for additional information.

5. Club Meetings

- i. The accidental omission to give any such notice to, or the non-receipt of any such notice by, any person entitled to receive the same shall not invalidate the proceedings at any General Meeting. Every notice calling a meeting shall specify the general nature of the business to be transacted and shall specify if the meeting is to be an Annual General Meeting.

- ii. At all such meetings the President or Chair, or in his or her absence a Member of the Club selected by those members of the Committee present, shall take the Chair. At all Extraordinary General Meetings every voting Member shall have one vote unless disqualified from voting by the Constitution. Voting shall be on the basis of a simple majority with the Chairman having a second casting vote.

5.1. Annual General Meetings

The Annual General Meeting shall be held in April or May for the purpose of:

- i. Receiving the Annual Reports of the Secretaries.
- ii. Receiving the Statement of Accounts and the Balance Sheet for the financial year.
- iii. Electing the Committee for the following year.
- iv. Electing captains, handicappers, Life Members and Honorary Members.
- v. Considering any amendments to the Constitution. Any proposed amendments to the Constitution must be received in writing by the General Secretary at least 28 days before the date of the Meeting and be included in the Agenda.
- vi. Any other notified business.
- vii. The voting shall be restricted to voting Members as defined in section 3.3.
- viii. Voting shall be on the basis of a simple majority except for proposals of amendments to the Constitution, which shall require a two-thirds majority of those present and voting.
- ix. At least 14 days notice shall be given to Members of the date, venue and agenda of the meeting by hand or to their last known postal or electronic address.
- x. Nominations for Officers, Life Members and Honorary Members shall be made in writing to the General Secretary at least 5 days before the meeting and include the signatures of the two proposers. The approval of the nominee must be obtained prior to nomination.

5.2. Extraordinary General Meetings

- i. An Extraordinary General Meeting shall be called by the General Secretary within 28 days of receiving a requisition signed by at least 15 percent of voting Members as defined in section 3.3. At least 14 days' notice shall be given to voting Members of the date, venue and purpose of the meeting by hand or to their last known postal or electronic address. No other business shall be conducted at such a meeting.

6. Financial Matters

6.1. Accounts

- i. The Treasurer will ensure proper accounts are kept and provide the Committee with accurate financial reports on at least a quarterly basis. The Club's financial records shall always be open to inspection by the Committee.
- ii. The Committee shall appoint three authorised signatories for any cheques, which shall be signed by at least two of the authorised signatories.
- iii. The Club's Financial Year shall run from 1st April to 31st March inclusive. The Treasurer shall present accounts for the previous Financial Year to the Annual General meeting for consideration and copies of these will be available to Members at the meeting.
- iv. The accounts shall be reviewed by a suitable independent person to ensure that the statement of accounts are correctly prepared from, and are in agreement with, the accounting records of the Club.

6.2. Application of Surplus Funds

- i. The Club shall be a non-profit-distributing organisation. All surplus income or profits shall be reinvested in the Club and will be used to maintain or improve the Club's facilities or otherwise in furtherance of the objectives of the Club. No surplus or assets will be distributed to members or third parties.

The Club may also in furtherance with the objectives of the Club:

- ii. Sell and supply food, drink and related sports clothing and equipment.
- iii. Remunerate members for providing goods and services, provided that such arrangements are approved by the Committee (without the Member being present) and are agreed on an arm's length basis.
- iv. Pay in good faith interest on money lent by a Member at a commercial rate of interest; reimburse any Committee Member or Honorary Officer his or her reasonable and proper out of pocket expenses incurred on Club business; any premium in respect of the purchase and maintenance of indemnity insurance in respect of liability for any act or default of the Committee members in relation to the Club.
- v. Pay for reasonable hospitality for visiting teams and guests.
- vi. No Member shall be paid a salary, bonus, fee or other remuneration for competing for the Club.

7. Interpretation of Club Constitution and Rules

- i. The Constitution may be added to or amended by resolution at any Annual or Extraordinary General Meeting carried by a majority of at least two-thirds of the Members voting thereon.
- ii. The Committee shall be the sole authority for the interpretation of the Constitution and of Club Rules. The decision of the Committee upon any questions of interpretation or upon any matter affecting the Club and not provided for by the Constitution, shall be final and binding on the Members except if otherwise directed by the Club in an Extraordinary or Annual General Meeting but in no case shall any interpretation contravene UK Athletics rules.

8. Dissolution of the Club

- i. If at the General Meeting a resolution for the dissolution of the Club shall be passed by a two thirds majority of the Members present, an Extraordinary General Meeting shall be convened, to be held within not less than four weeks to further consider the matter, including at least two weeks' notice given to Members of the date, venue and agenda of the meeting by hand or to their last known postal or electronic address.
- ii. At such a properly convened Extra-ordinary General Meeting, the Members may vote to wind up the Club if not less than 75% of those present and voting support that proposal. If successful, the Committee shall proceed to realise the property of the Club and discharge all liabilities.
- iii. Any property remaining after the discharge of debts and liabilities of the Club shall be paid to or distributed to another registered Community Amateur Sports Club, a registered charity or England Athletics Limited for use by them in related community sports as determined by the General Meeting.

9. Disciplinary Procedures

- i. The Club shall not tolerate the physical or mental abuse, harassment, discrimination or defamation of any of its Members during, or subsequent to, Club Events. Any Member may be disciplined or excluded from membership of the Club if his or her conduct has been, or is likely to be, prejudicial to the interests of the Club. Reasons for exclusion may include, but are not limited to: inappropriate behaviour (as determined by the Committee) by the Member or relative, supporter or friend of that Member.

- ii. In welfare-related disciplinary procedures, the Lead Welfare Officer will have the power to issue verbal and written warnings as a disciplinary measure to members of the club for any welfare related violations, as set out in the Club Constitution and/or The England Athletics Code of Conduct. The individual(s) receiving this disciplinary outcome, issued by the Lead Welfare Office, will have seven days to appeal this decision in writing to either The Lead Welfare Officer or the General Secretary. Any disciplinary outcomes equivalent to a final warning or more serious must be discussed within the Welfare Committee and agreed by a majority vote.
- iii. The Welfare Committee must consist of between three and five people, with at least one Welfare Officer and two members of the Core Committee present. The individual(s) under disciplinary action will be invited to attend the meeting to be a part of the discussions and may bring one person of their choice to support them in the meeting. However, neither will be entitled to be present during the final deliberations and voting. Such member shall have fourteen days clear notice of the Committee Meeting sent to him or her together with details of the case against him or her. If the individual does not wish to attend, then they may provide a written statement which will be read out on their behalf. In the event of a tied vote the Chairman will have the casting vote. If the Chairman is not available or is deemed to have a conflict of interest the Vice Chairman will have the casting vote. Furthermore, the General Secretary will have the casting vote if neither the chairman nor Vice Chairman are available.
- iv. If any considerations or recommendations are being made to remove any individual from the club, then this Committee must consist of five people. In the event of sufficient Club Officers not being available then up to two members of the General Committee may be asked by the Chairman to sit on the Welfare Committee to reside over this decision. Following any final decision made by the Welfare Committee, the individual in receipt of any disciplinary outcomes will be provided with the contact details of an appropriate England Athletics representative for further support.

General complaints will initially be addressed by the General Secretary as per the England Athletics Code of Conduct. Any non-welfare related complaints that the General Secretary deems may require disciplinary consideration should follow the same process as welfare-related disciplinary process in Section 9i and 9ii however this process will be led by the General Secretary. The duration of any disciplinary outcome will be determined by the appropriate club officer(s) and will not exceed twelve months.

This constitution was adopted at the Annual General Meeting on May 5th 2023.