

CONSTITUTION AND RULES

ADOPTED September 2025

THIS CONSTITUTION CAN ONLY BE AMENDED AT AN ANNUAL GENERAL MEETING OR AN EXTRAORDINARY GENERAL MEETING OF THE CLUB

This document should be read in conjunction with the attached appendices and policies which will not form part of the constitution of the club and may be amended between Annual General Meetings, unless incorporated directly into the constitution.

1. Interpretations

1.1 Unless the context requires otherwise, the following terms shall have the following meaning respectively:

AGM	has the meaning given in rule 13.
Committee	means the management committee of the club.
Chair	means the person appointed as chair of the club in accordance with these rules;
Club	means the club intended to be regulated by these rules;
EGM	has the meaning given in rule 24.5.
Welsh Athletics	means Welsh Athletics Limited (or its successor body).
General Meeting	means a general meeting of the members (being either an AGM or an EGM).
Member	means a member of the club.
Objects	has the meaning given in rule 4.
Officers	means the members of the committee.
Secretary	means the person appointed as secretary of the club in accordance with these rules.
Treasurer	means the person appointed as treasurer of the club in accordance with these rules.

2. Name

2.1 The Club shall be known as ' ', hereinafter called The Club.

3. Affiliations

The Club will be affiliated to

- 3.1 UK Athletics.
- 3.2 Welsh Athletics
- 3.3 The East Wales Regional Athletics Board.

4. Objects

The club aims to:

- **Support, develop, and promote athletics** in Newport and surrounding areas.
- **Encourage community participation in healthy recreation** by providing access to coaching, facilities, and opportunities in athletics—including running, track & field, and other related sports that enhance fitness and wellbeing.
- **Advance the education of children and young people**, both academically and physically, by offering or supporting training, coaching, and other charitable initiatives in athletics.
- **Provide and support access to sports facilities** through Newport Live for individuals and groups—including those disadvantaged by age, disability, health, or economic circumstances—with the goal of improving quality of life and promoting social welfare.

5. Ethos

5.1 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 definition of sports equity:

5.1 *'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.'*

5.2 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, disability, gender, gender reassignment, race (including ethnicity and nationality), religion, belief, sex, sexual orientation, pregnancy, maternity or social/economic status.

5.3 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

5.4 All Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

5.5 The Club will deal with any incidence of discriminatory behaviour seriously according to the Club's disciplinary procedures.

5.6 To encourage participation for all, including disabled athletes.

6. **Headquarters**

6.1 The headquarters of The Club shall be Newport Stadium, Newport International Sports Village, Llangland Way, Newport, Gwent. NP19 4PT

7. **Club Colours**

7.1 The Club Colours shall be White, Black and Amber.

8. **Constitution and Rules**

8.1 The Constitution and Rules of The Club are as laid down in this document. They may be amended only at an Annual General Meeting, provided that any such amendment is contained in the Agenda for the Annual General Meeting, or at an Extraordinary General Meeting specifically called for that purpose.

8.2 All Club Members shall be allowed access to a copy of The Club Constitution and Rules at any time.

9. **Election of Officers Committee, Patron, President and Vice Presidents and Welsh Athletics Member.**

9.1 The Club shall elect persons to the following positions at the Annual General Meeting;

9.1 Patron.

9.1 Presidents.

9.1 Welsh Athletics Club Member (Note: The Welsh Athletics Member is the member of the club who will attend and vote at the AGM or EGM of Welsh Athletics. The WA member is liable should Welsh Athletics be wound up to pay a sum to the courts. This is currently limited by guarantee to £1:00). It would be advisable that the WA member attend committee meetings)

9.1 The above will not be Officers of The Club.

9.1 The Club shall elect the following Officers at the Annual General Meeting;

9.1.5.1 Chair

9.1.5.2 Vice Chair

9.1.5.3 Secretary

9.1.5.4 Treasurer

9.1.5.5 Membership Secretary

9.1.5.6 Welfare Officers

9.1 The Club shall elect up to 10 General Committee Members at the Annual General Meeting for specific roles.

9.1 The duties of the officers will be as laid out in **Appendix A** attached to this constitution.

10. **Committee**

- 10.1 The Club will be managed through the Management Committee, consisting of the elected Officers and General Committee Members. The Management Committee shall be empowered to take actions and make decisions that further the interests of The Club.
- 10.2 The Committee shall have the right to fill any vacancy for any position within The Club that arises during its term of office.
- 10.3 This Committee shall have power to co-opt additional members.
- 10.4 The Management Committee will normally be convened once a month, and be convened no less than four times per year.
- 10.5 The quorum required for business to be agreed at Management Committee meetings will be five of which at least two must be either Chair, Vice Chair, Honorary Secretary or Honorary Treasurer.
- 10.6 For voting purposes, Committee decisions shall be carried if receiving a majority of those present with the Chair having the casting vote.
- 10.7 The Committee shall abide by the principles of collective responsibility with regard to all decisions taken by the Committee.
- 10.8 The officers elected under 9.1.5.1 – 9.1.5.6 above will form an Executive Group. The Executive Group will be empowered to take urgent decisions between Committee Meetings, subject to financial limits set by the Committee. Decisions of the Executive Group will be reported to the subsequent Committee Meeting for endorsement.

11. **Finance**

Club Finances and Property

- 11.2 The Treasurer will be responsible for all the finances of The Club. A bank account shall be opened and maintained in the name of the Club (**Newport Harriers AC**). The Signatories will be The Treasurer, Chair, Secretary and Vice Chair of The Club. Two signatories will be required from those authorised. No sum shall be expended from the Club Account except by cheque signed by two of the designated signatories or by electronic transfer approved by at least one of the designated signatories subject to a maximum amount fixed by the Committee. 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 financial regulations set by the Committee and/or in accordance with the reasonable instructions of the Committee (acting collectively) from time to time.

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.

12. **Equipment**

- 12.1 The club will keep a list of all equipment owned by the club and will record a nominal value of such equipment.

- 12.2 The nominal value of the equipment owned by the club will be reduced by CPI +1% annually and by the nominal value of any equipment written off by the officers during the financial year.
- 12.3 The nominal value of equipment owned by the club will be increased by the value of any new purchases made during the year preceding the AG
- 12.4 The financial year of The Club will end on 31st March.
- 12.5 An internally verified statement of annual accounts will be presented at the Annual General Meeting.
- 12.6 All club monies will be banked in accounts held in the name of The Club.

13. **Verifiers & Trustees**

- 13.1 The Club shall elect two Internal Verifiers at the Annual General Meeting, who shall verify the statement of annual accounts.
- 13.2 The Club shall elect four Trustees at the Annual General Meeting, and the property of The Club shall be vested in the Trustees.
- 13.3 The Trustees will be responsible for opening negotiations on contracts in The Club's name including the lease of The Club room and for winding up The Club in the event of insolvency or other circumstances that render The Club unviable.

14. **Chair**

The chair will;

- 14.1 Preside over all general meetings of The Club.
- 14.2 Oversee the business of The Club.
- 14.3 Ensure that all Committee Members abide by the principles of collective responsibility with regard to decisions taken by the Committee.

15. **The Secretary**

The Secretary will;

- 15.1 Prepare the Annual Report
- 15.2 Prepare the Agenda of Committee Meetings
- 15.3 Keep and distribute Minutes of Committee Meetings and of the Annual General Meeting.
- 15.4 Undertake all duties relating to the general business of The Club including notifying members of the dates and times of meetings, and dealing with correspondence.

16. **Membership Secretary**

The Membership Secretary will:

- 16.2 Register all members using the UKA membership portal or any equivalent national membership database created to retain the membership data by the governing body.
- 16.2 Make membership lists available to team managers in pursuit of the duties of team managers.
- 16.2 Provide any reports required by the Committee in pursuant of the aims of the club.

17. **Vice Chair**

The Vice Chair will:

- 17.2 Preside over Committee Meetings in the absence of the Chair
- 17.2 Ensure that all Committee Members abide by the principles of collective responsibility with regard to decisions taken by the Committee.

18. Membership

The Club is an open club and members will be enrolled in one of the following categories:

- o Competitive Member
- o Social Member (parent, supporter)
- o Volunteer Member (Elected Officer, Coach, Official & Volunteer)
- o Life Member (elected)
- o The Members from time to time shall be those persons listed in the Club's register of members which shall be maintained by the Secretary.

19. Admission to Membership

- 19.1 Any person who wishes to be a member must apply in such form as is determined by the Committee from time to time and deliver it to the Chair or the Secretary.
- 19.2 Membership of the Club is open to all without discrimination and may only be refused where admission to membership would be contrary to the best interests of sport or the good conduct and interests of the Club. No person shall be denied membership of the Club on the grounds of race (including ethnicity and nationality), age, disability, gender, gender reassignment, sex, occupation, sexual orientation, religion, political or other beliefs, pregnancy (save that the Club reserves the right to consider the health and safety of the pregnant woman in deciding whether to admit her as a member) or maternity. A person may appeal against any denial of membership in accordance with rule 19.2.
- 19.3 The Committee or the Members may fix the levels of admission fees and annual subscriptions to be paid by different categories of members provided that the Committee or the members (as the case may be) shall use its best endeavours to ensure that any such fees or subscriptions do not preclude open membership of the Club.
- 19.4 Membership is not transferable to anyone else.
- 19.5 All members will be subject to the regulations of the constitution and by joining The Club will be deemed to accept the rules, policies and codes of conduct of The Club.
- 19.6 Notice of resignation of membership must be given in writing to the Secretary and any debt to The Club settled. The notice will be considered at the next Committee meeting and will be accepted subject to any outstanding debt. The date of resignation will be the date of receipt of notice and all outstanding debt.

20. Membership and Training Fees

- 20.1 Fees will be paid either Annually (full subscription fee) or monthly (the full subscription fee divided into 12 equal monthly payments).

- 20.2 Student and absent membership fees - the committee will have the authority to offer a reduced membership fee to athletes who do not train regularly at Newport Stadium.
- 20.3 Membership and training fees will be set annually by the Management Committee, taking into account inflation and any other relevant factors. Members will be notified of any changes to fees, and the reasons for any such changes.
- 20.4 Subscriptions shall run from 1st April to 31st March each year.
- 20.5 Members will be required to renew their Annual Subscriptions by the end of April each year, after which their subscription will be deemed to be in arrears.

Committee membership

- 20.6 Members aged 17 and over have the right to stand for election to the committee.
- 20.7 The parent or legal guardian of children under the age of 17 have the right to stand for election to the committee and to represent their child.

21. Cessation of Membership

Membership of the Club shall terminate if:

- 21.2 the member dies;
- 21.2 the member, being an individual, is convicted of a criminal offence which involves dishonesty or any other offence, relating to safeguarding, drugs and any crime involving violence (including any convictions relating to children) at the committee's discretion
- 21.2 the member resigns by notice in writing to the Club by giving at least seven days' notice in writing to the Club provided that upon such resignation the number of Members is not less than one.
- 21.2 the member is in arrears to the Club and their subscriptions, or any other payments are at least three months overdue;
- 21.2 the member is removed from membership by a resolution of the Committee¹ as a result of the application of the Club's (or Welsh Athletics) disciplinary policy.

Section 22: Complaints, Discipline and Disputes

1. Safeguarding

- The Club is committed to the welfare of children and vulnerable adults.
- All concerns, allegations, or reports of malpractice or abuse will be recorded and responded to promptly and appropriately, in line with the Club's and UK Athletics (UKA)/Welsh Athletics (WA) safeguarding policies and procedures.

¹

- The **Welfare Officer** shall act as the lead officer for all safeguarding matters.

2. Misconduct and Disciplinary Complaints

- Complaints regarding misconduct (including improper or unprofessional behaviour) must be submitted **in writing** to the **Secretary**.
 - If the complaint concerns the Secretary, it must be submitted to the **Welfare Officer**.
 - The Welfare Officers will investigate all disciplinary complaints confidentially and report directly to the Chair.
 - If a disciplinary or appeals panel is required, information will be shared only among the Welfare Officers, Chair, Complainant, and Accused.
 - The Secretary will aim to hear complaints within **14 days** of receipt.
 - If the complaint is sufficiently evidenced, the Secretary will appoint **three impartial club members** (with no direct or indirect involvement in the matter) to form a disciplinary panel.
 - The panel will follow the **UK Athletics Disciplinary Procedure**, and its decision shall be **final and conclusive**.

3. Serious Misconduct

- In cases of serious misconduct (see Appendix B), including but not limited to:
 - Theft
 - Doping violations
 - Fraud
 - Physical violence
 - Breaches of safeguarding, health and safety, gambling or ticketing regulations
 - Any act or omission likely to bring the sport of athletics into disrepute
 - These matters will be referred to **Welsh Athletics (WA)** and handled under their disciplinary procedures.
 - If a complaint involves a **serious threat**, the Accused must temporarily withdraw from all club activities until the matter is resolved.

4. Appeals

- Appeals must be submitted **in writing to the Secretary within 7 days** of receiving the disciplinary panel's decision.
- If appropriate, the appeals process outlined in **Appendix B** will be followed.

5. Disputes

- If a dispute arises between members or officers regarding the validity or propriety of actions taken under club rules, and cannot be resolved by agreement:
 - Parties must first attempt to resolve the matter in **good faith through mediation.**
 - Litigation may only be pursued if mediation fails.

22. **Annual General Meeting**

- 22.2 The Committee shall call an Annual General Meeting (**AGM**) 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: the receipt of a report of the activities of the club over the previous year;
- 22.2 The receipt of a report of the club's finances over the previous year;
- 22.2 The election and retirement of officers, committee members, president, vice president, trustees and verifiers; and any other business.
- 22.2 Nominations for General Committee member shall include all those formally nominated plus any person unsuccessfully nominated for a specific officer post

23. **Forums and Subgroups.**

- 23.1 There will be two standing forums - a Team Managers and Coaches Forum. The role of the Team Managers and Coaches Forum will be to oversee setting priorities and ensuring that track and field discipline is adopted and adhered to. To set priorities for coach and athlete development.
- 23.2 A Junior Section Forum - the role of the Junior Section Forum will be to encourage Junior Members (under 17) to participate in the decision making of The Club and to give a voice to the junior section within The Club.
- 23.3 The Management Committee will be empowered to create other subgroups as required to further the aims of The Club.
- 23.4 Forums and subgroups will be required to report back to the committee as at least once per annum.
- 23.5 All General Meetings other than the AGM shall be called Extraordinary General Meetings (**EGMs**).
- 23.5 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 five 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.

24. **Notice of General Meetings**

- 24.1 An AGM or EGM shall be called on at least 21 clear days before the meeting.
- 24.2 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.

- 24.3 The Secretary shall send to each Member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed.
- 24.4 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

25. Proceedings at General Meetings

- 25.1 No business shall be transacted at any General Meeting unless a quorum is present. The quorum for an AGM or EGM shall be the greater of four members or 25% of the total number of members.
- 25.2 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 as the Committee may determine.
- 25.3 If the number of Members present at the adjourned meeting is insufficient to constitute a quorum in accordance with rule 26.1 above, the members present shall constitute a quorum.
- 25.4 The Chair, or in their 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.
- 25.5 The Secretary, or in their absence any other Officer, shall enter the minutes into the club's minute book.
- 25.6 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 communication or by video conference, an internet video facility or similar electronic method allowing visual and/or audio participation.

26. Powers of the Committee

- 26.1 The Committee shall be responsible for the management of all the affairs of the Club and may exercise all the powers of the club.
- 26.2 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.
- 26.3 The Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Rules.
- 26.4 The Committee may, while retaining responsibility pursuant to rule 27.1 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.
- 26.5 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 Objects and in accordance with the rules and regulations of Welsh Athletics and UKA for the time being in force.

27. The Committee

27.1 The Committee shall consist of a minimum of four officers, including the following Officers:

- o Club Chair;
- o Club Treasurer;
- o Club Secretary;
- o Officers to deal with, respectively, Membership, Welfare, DBS verification, coaching and officials issues;
- o any other Officers elected at a General Meeting.

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

27.2 by the Committee; or

27.2 in writing by the proposer and seconder, both of whom must be existing members, to the secretary not less than fourteen days before the meeting.

27.3 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.

27.4 Any vacancy on the Committee which arises between one AGM and the next may be filled by a member proposed by one officer, seconded by another officer and approved by the Committee.

27.5 An officer may not appoint an alternate or substitute to act on their behalf at any Committee meeting.

27.6 At least three members of the clubs committee should be unrelated or not co-habiting.

28. Calling a Committee Meeting

28.1 The Committee shall hold not less than four meetings each year.

28.2 A meeting of the Committee shall be called on no less than fourteen days' notice to all officers unless the Chair determines that urgent circumstances necessitate shorter notice.

28.3 Notice of a Committee meeting shall be given to each officer. It shall not be necessary to give notice of a meeting to an officer who is absent from the United Kingdom.

29. Proceedings of a Committee Meeting

29.1 Subject to the provisions of these rules, the Committee may regulate its proceedings as it thinks fit.

29.2 Meetings of the Committee shall be chaired by the Chair or in their absence the Vice Chair or Treasurer. The chair of the meeting shall (subject to rule 19 below) have a casting vote in the event of a tie.

29.3 The quorum for the transaction of business of the Committee shall be the greater of three Officers or two-thirds of all of the Officers (rounded up).

29.4 Decisions of the Committee shall be made by a simple majority of those officers attending the Committee meeting.

29.5 Decisions of the Committee of meetings shall be entered into the club's minute book.

29.6 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).

30. Conflicts of Interest

30.1 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 their duties to the club.

30.2 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.

30.3 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.

31. Disqualification from Office

A person shall cease to hold office as an officer if:

31.1 They are disqualified from holding office as a company director;

31.2 They are subject to a decision of Welsh 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;

31.3 The Committee reasonably believes that they have become incapable by reason of illness or injury of managing and administering their own affairs and it decides to remove them from office;

31.4 They resign from their office by notice to the club (but only if at least the minimum number specified in rule 16 above will remain in office when the notice of resignation is to take effect);

31.5 They are absent without the permission of the Committee from all its meetings held within a period of six months without good reason and the Committee decide that the office be vacated;

31.6 A bankruptcy order or an order is made against them in individual insolvency proceedings in a jurisdiction other than England and Wales which has an effect similar to that of bankruptcy;

31.7 They make a composition with their creditors generally in satisfaction of their debts;

31.8 They are removed from office by the Committee on the grounds that they are in material or persistent breach of the club's code of conduct as amended from time to time. A decision to remove an officer from office under this rule may only be passed if:

o the officer has been given at least 21 clear days' notice in writing of the Committee meeting at which the decision will be made and the reasons why it is to be proposed; and

- o the officer or, at the option of the officer, the officer's representative (who need not be an officer) has been allowed to make representations to the meeting; or they cease to be a member for any reason whatsoever.
- 31.9 The provisions of 32.8 above shall also apply to sub-committees and any member of a sub-committee who is not an officer.

32. Club Teams

- 32.1 At its first meeting following each AGM the Committee shall appoint one or more Members to be responsible for each of the club's various teams.
- 32.2 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.

33. Irregularities

- 33.1 The proceedings at any meeting or on the taking of any poll or the passing of a written 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.

34. Minutes

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

- 34.1 Of all appointments of Officers made by the Members or the Committee;
- 34.2 Of all resolutions of the Members and of the Committee (including decisions of the Committee made outside a meeting); and
- 34.3 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.

35. 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:

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

36. Guests - Personal Risk

- 36.1 Members and guests acknowledge and accept that playing or participating in sport of any kind can carry risk and may result in injury and damage to property. Members and guests shall take personal responsibility

for their own actions and play or participate in the club's sporting activities at their own risk.

36.2 Subject to rule 37.3 below, the liability of the club and its officers to any member is limited to the net assets of the club.

36.3 Nothing in these rules shall limit or exclude liability:

36.4 for death or personal injury caused by negligence.

36.5 for any loss or damage caused by criminal or fraudulent conduct; or

36.6 for any other liability which cannot lawfully be limited or excluded.

37. **Indemnity**

37.1 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 them in the proper discharge of their duties to the fullest extent permitted by law.

38. **Bye Laws**

The Committee may from time to time make such bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the club and for the purposes of prescribing classes of and conditions of membership and in particular the committee may by such bye laws regulate:

38.1 The establishment of different categories of membership of the club.

38.2 The admission and classification of members and the rights and privileges of such members and the conditions of membership and the terms on which members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by members.

38.3 The creation of regulations, standing orders and bye laws for the better administration of the club and to govern the functioning of sub-committees to assist the Committee in the better administration of the club.

38.4 The adoption or alteration of such other regulations or policies as the Committee thinks fit.

38.5 The conduct of members in relation to one another and to the club's officers, staff, volunteers or beneficiaries including disciplinary procedures.

38.6 The terms on which members and guests may be permitted to take part in the club's sporting activities.

38.7 The setting aside of the whole or any part of parts of the Club's premises at any particular time or times or for any particular purpose or purposes.

38.8 Any licensable or other regulated activities of the Club.

38.9 The procedure at General Meetings and meetings of the Committee and sub-committees insofar as such procedures are not regulated by these rules.

38.10 The appointment of proxies, the form and content of proxy notices, the delivery of proxy notices to the Club and the revocation of such appointments.

38.11 Any procedures to assist the resolution of disputes within the club.

38.12 Generally, all such matters as are commonly the subject matter of club rules; provided that nothing in such bye laws shall prejudice the club's affiliation to Welsh Athletics or UKA.

38.13 The club in General Meeting shall have power to alter, add to or repeal the bye laws and the Committee shall adopt such means as they think sufficient to bring to the notice of the Members all such bye laws.

39. Alteration of the Rules

39.1 No alterations or amendments shall be made to or in the provisions of these Rules except by resolution at a General Meeting in accordance with these rules and shall be carried by the majority of at least 75% of the members present.

39.2 The Club shall make no additions or alteration to these rules without the express prior consent of Welsh Athletics or, as the case may be, UKA (insofar as such consent is required under the rules and regulations of Welsh Athletics or UKA for the time being in force).

40. Incorporation

40.1 The members at a General Meeting may authorise the Committee to transfer the assets and liabilities of the Club to a limited company or charitable incorporated organisation established for purposes within, the same as or similar to the Objects and of which the Members will be entitled to be Members.

40.2 On a transfer under rule 41.1 the Committee must ensure that all necessary steps are taken as to:

40.3 the transfer of land and other property.

40.4 the assignment or novation of contracts and grants.

40.5 the transfer of employment and transfer of pension rights; and

40.6 the trusteeship of any property held as permanent endowment.

41. Dissolution

41.1 A resolution to dissolve the club may only be proposed at a General Meeting and shall be carried by the majority of at least 75% of the members present.

41.2 The dissolution shall take effect from the date of the resolution and the Committee shall be responsible the winding up of the assets and liabilities of the Club.

41.3 Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be applied or transferred to another club or England Athletics for use by them related to community sports.

42. **Declaration**

42.1 The Club duly adopted these Rules as its governing document on

Signed

Chair - P.Hitchings

Signed

Secretary - C.Roberts

Appendix A

Committee Roles

Chair

The chair will;

Preside over all general meetings of The Club.

Oversee the business of The Club.

Ensure that all Committee Members abide by the principles of collective responsibility with regard to decisions taken by the Committee.

Vice Chair

The Vice Chair will:

Preside over Committee Meetings in the absence of the Chair

Ensure that all Committee Members abide by the principles of collective responsibility with regard to decisions taken by the Committee.

The Secretary

The Secretary will;

Prepare the Annual Report

Prepare the Agenda of Committee Meetings

Keep and distribute Minutes of Committee Meetings and of the Annual General Meeting.

Undertake all duties relating to the general business of The Club including notifying members of the dates and times of meetings, and dealing with correspondence.

Membership Secretary

The Membership Secretary will:

Register all members using the UKA membership portal or any equivalent national membership database created to retain the membership data by the governing body.

Make membership lists available to team managers in pursuit of the duties of team managers.

Provide any reports required by the Committee in pursuant of the aims of the club.

The Treasurer

The Treasurer will be responsible for all the finances of The Club. A bank account shall be opened and maintained in the name of the Club (**Newport Harriers AC**). The Signatories will be The Treasurer, Chair, Secretary and Vice Chair of The Club. Two signatories will be required from those authorised. No sum shall be expended from the Club Account except by cheque signed by two of the designated signatories or by electronic transfer approved by at least one of the designated signatories subject to a maximum amount fixed by the Committee. 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 financial regulations set by the Committee and/or in accordance with the reasonable instructions of the Committee (acting collectively) from time to time.

Club Welfare Officers

The Club Welfare Officer(s)(CWO) will;

Provide leadership in the safeguarding of children and vulnerable adults within the club and act as a key point of contact for anyone needing support or guidance.

Implement effective Child Safeguarding Policy and Child Safeguarding Procedures and keep them up to date.

Implement effective Adult Safeguarding Policy and Adult Safeguarding Procedures and keep them up to date.

Respond appropriately to safeguarding concerns.

Be visible and approachable to all club members, promote safeguarding at the club and encourage good practice.

Regularly report to the club's organising committee on safeguarding matters.

Ensure that members of the club/volunteers/staff who are working with children and/or adults at risk are recruited safely and in line with both the sport and the legal requirements.

Maintain records of safeguarding training attended by club members.

Maintain records of club coaches and officials' licences and criminal record checks.

Make sure the sports volunteers/staff, parents/carers, adults and children are aware of: - how to contact the CWO - the Codes of Conduct for working with children/adults at risk - how to respond to safeguarding concerns

Deal effectively with breaches of the codes of conduct, poor practice, or allegations of abuse.

Keep up to date with developments in safeguarding.

Attend the relevant safeguarding & welfare courses and any development opportunities available for you as the Club Welfare Officer.

Complete a criminal record check through the relevant Welsh Athletics / UK Athletics procedures

Maintain confidential records of reported safeguarding concerns and action taken.

Liaise with the Home Country Athletics Federation Welfare Officers and/or statutory agencies if/when required.

Appendix B

1. Right to Appeal

Any member (or complainant) disciplined by the Panel has the right to appeal the decision

2. Initiating the Appeal

- **Timeframe:** The Notice of Appeal must be submitted in writing to the Club Secretary within 7 calendar days of receiving the Disciplinary Panel's written decision.
- **Grounds:** The notice must clearly state the specific grounds on which the verdict or sanction is being challenged.
- **Validation:** The Secretary reviews the notice; if insufficient grounds or evidence are provided, the appeal may be dismissed.

3. The Appeal Panel

- If the appeal proceeds, the Club Chair (or Club Secretary) appoints a new panel of three club members (usually including at least one committee member).
- To ensure a fair hearing, the panel must have no direct/indirect interest in the matter and must not have sat on the original Disciplinary Panel.

4. Powers of the Appeal Panel

The Appeal Panel can decide on the facts as it sees fit and has the power to:

- Quash the original decision
- Confirm the original findings
- Request a retrial
- Increase or decrease the original sanction

5. Final Decision

The Appeal Panel will inform all parties of its final decision and the reasoning behind it, usually within 14 calendar days. The decision made by this panel is generally final and binding.

For serious misconduct cases that are escalated to the national level, you can reference the UK Athletics Disciplinary Rules and Procedures and the National Disciplinary Policy.