



## Constitution and Club Rules

Latest updates HAC constitution and rules:  
Club Constitution:

AGM 05/03/2013  
AGM 02/03/2011  
AGM 07/03/2006  
AGM 10/03/2015

Annexes maintained by the Management Committee

Annex A: Vision and Mission:

AGM 07/03/2005

Annex B: HAC Club Structure:

AGM 22/02/2005

Annex C: HAC Job Descriptions:

AGM 22/02/2005

Annex D: Policy for volunteers, helpers and coaches:

AGM 22/02/2004

Annex E: Equity Policy Statement

AGM 07/03/2006

Annex F: Grievance Policy

AGM 10/03/2015

# HILLINGDON AC CLUB CONSTITUTION

1. **Name** - The Club shall be called Hillingdon Athletic Club (HAC)
2. **Aims and objectives** - The promotion and encouragement of all forms of athletics, under the rules of UK Athletics. (Details Annex A: "HAC Vision")
3. **Club Colours** - A white vest with a cherry red stripe running from left shoulder to right waist.
4. **Membership** should consist of officers and members of the Club who paid the requisite subscription. All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club has adopted, and have the right to vote.  
Members will be enrolled in one of the following categories: Full member; Family member; Under 18; Full Time FE/HE Student; Under 15; Associate member; Second Claim (full or part year); Life member (only proposed by the Management Committee and voted at the AGM).
5. **Membership subscriptions** will be set annually and agreed by the Management Committee. Subscriptions will become payable on the first of April for the forthcoming year. New joiners will pay an equivalent part of the year as agreed by the Management Committee.  
Any member who has not paid by the first of June will continue to be considered a member but will not be entitled to compete for the Club, nor will they be permitted to use club facilities without payment of the standard fee normally payable by non-members. If the membership subscription remains unpaid at the following 31 March, the individual will be considered to have resigned from the Club.
6. **Non members using Club facilities** - Non members are permitted to use Club facilities (including participating in coaching sessions administered by club coaches wherever they are conducted) on a non-recurrent basis and at the discretion of the Management Committee for a short period prior to applying for full membership. The length of time over which such arrangements are permitted shall not normally exceed three weeks. A fee will be payable for each occasion on which a non-member uses Club facilities. This fee will be set by the Management Committee. The Club shall not be liable for any costs or injuries incurred by non-members when using Club facilities including participating in training organised by the Club.
7. **Governing bodies of the Club** - The Club will consist of a President, a Management Committee (including the roles of Chairperson, Secretary and Treasurer), different Sub Committees, and Volunteer Functions. The Management Committee is responsible for the overall management of the Club, whilst the Sub Committees are responsible for the day-to-day running of the Club, supported by volunteer functions in specific areas. Sub Committees shall make decisions in areas delegated by the Management Committee. The Management Committee will approve all Sub Committee decisions.  
The role and responsibilities are described in Annex B: "HAC Club Structure" and Annex C: "HAC Job Descriptions".
8. **Finance** - All Club monies will be banked in an account held in the name of the Club. The Management Committee will be responsible for the finances of the Club. The financial year of the Club ends on 31 December. An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Two signatures will be required for withdrawing money.

9. **Annual General Meetings and Extraordinary General meetings** - The AGM will be held before the 31 March each year. Notice and agenda of the meeting shall be sent to all members at least 14 days in advance. The agenda will include at least a report from the Management Committee and an audited statement of the accounts. Only agenda items will be discussed. Agenda items and resolutions must reach the Secretary in writing 28 days in advance. All members present will have the right to vote at an AGM; majority is 50% + 1. Changes to the constitution require a two-thirds majority. A quorum is 25 members. The Management Committee or 25 members have the right to call Extraordinary General Meetings outside the AGM. Procedures for EGMs will be the same as for the AGM.

10. **Discipline and appeals** - All disciplinary items to be handled by the Management Committee.

11. **Dissolution** - A resolution to dissolve the Club can only be passed at an AGM or EGM through a two-thirds majority vote of the membership, either present or by post or by other communication means approved by the Management Committee. In the event of dissolution, any assets of the Club that remain will become the property of a club with similar objectives as Hillingdon AC.

12. **Amendments to the constitution** - The constitution can only be changed at an AGM or EGM. Annexes can be changed by the Management Committee and approved at the AGM.

13. **Licence** – Subject to the terms of any licence or Club registration certificate granted to the Club, the Club premises shall be open for the sale of intoxicating liquor on such days and at such times as may be determined by the Management Committee with the following proviso: Intoxicating liquor may not be served to anyone under 18 years of age and a notice to this effect will be exhibited in the Club premises when the bar is open and, the club will abide by any other rule stipulated in the Licence.

14. **Land and Premises** – The Club land shall be held on behalf of the club by three Property Trustees appointed by the Management Committee. The Property Trustees shall be indemnified against risk and expense out of the Club Property. The Property Trustees shall hold office until death or resignation; or until removed by resolution of the Management Committee who may for any reason which may seem sufficient to a majority of them present and voting at any meeting remove any Property Trustee or Trustees from the office of Trustee. A Property Trustee may not be re-appointed until a year has elapsed since the cessation of the previous period of office. Where by reason of any such death, resignation or removal it shall appear necessary to the Management Committee a new Property Trustee or Trustees shall be appointed. For the purpose of giving effect to such nomination, the chairperson is hereby nominated as the person to appoint a new Property Trustee or Trustees of the club and the provisions of the Trustee Act 1925 shall apply to any appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing bona fide and for value with the Club's or the Management Committee be conclusive of the facts so stated.

15. **Don Hirst Trust** – A Trust Fund shall be established and maintained to be named the “Don Hirst Trust”. The main object shall be to finance and support the coaching and training of athletes and any other projects that may be decided from time to time. Four trustees shall be elected annually at the AGM to manage the funds and make grants from it at their absolute discretion and they shall present a report and audited accounts to each AGM. If any Trustee(s) is/are unable to act for any reason, the remaining trustees shall continue to manage the Fund until the next AGM. If all four trustees become unavailable, the Management Committee shall appoint temporary Trustees to act until the next AGM. The fund shall be maintained separately from all other Club finances and no call shall be made from it other than through the trustees. The fund shall continue until wound up by resolution of a General Meeting of the club and any remaining sums shall be disposed of in accordance with that resolution.

16. **The Management Committee shall be the sole authority for the interpretation of the Constitution and Club Rules**

# Club Vision and Mission

## **HAC Vision**

Hillingdon AC wants to give every member the opportunity to train and participate at his and her best level, in a professional and happy environment and be recognized locally as such a club.

Hillingdon AC aims to:

- Ensure a duty of care to all members of the club
- Provide all its services in a way that is fair to everyone
- Ensure that all present and future members receive fair and equal treatment.

## **The mission**

Hillingdon AC is committed to developing quality opportunities for our members.

To achieve this we will identify new opportunities and ways to progress and improve current practice and procedure for the good of the club and every member.

Our development plan aims to:

- Ensure the future success and sustainability of the club
- Increase membership and participation
- Create sustainable opportunities for competition at appropriate level
- Increase awareness of the sport's development through acknowledgment of current initiatives and programmes from all athletics partners in the UK
- Ensure that all members are aware of, understand and work towards the aims and objectives of the club's plan
- Ensure that committee members, coaches, officials and volunteers consider development and moving the club forward in all areas of the club's services
- Ensure that the implementation of the plan is put into place via a club action plan which is reviewed and monitored regularly

# HAC Club Structure

The Chairperson of the Management Committee and each Sub-Committee will produce a record of decisions made at every meeting and circulate this record to the Management Committee, the Audit Committee and each Sub-Committee within 14 days of the relevant meeting. All records are public.

## **The Management Committee**

- Consists of the President (optional), Chairperson, Club Secretary, Club Treasurer, Chairpeople of the Sub-Committees or representatives (see below), an Athletics Advisor and any other person deemed necessary by the Management Committee.
- The Management Committee will meet once every three calendar months on a training night at 8.15pm and as and when deemed necessary by the Management Committee. Five members will form a quorum.
- The Management Committee shall:
  - (i) Deal with all general matters not delegated to the Sub-Committees – including risk management (e.g. legal matters, child protection, vetting of coaches and volunteers), discipline, urgent matters and Trusts
  - (ii) Set the Club's strategic goals
  - (iii) Provide guidance and approve the minutes of the Sub-Committees
  - (iv) Control the allocation of finances. Banking accounts may only be opened and closed by the Management Committee. Two signatories will be required to withdraw monies. The signatories will be selected by the Management Committee.

## **The Sub-Committees**

The Sub-Committees are responsible for the daily running of the Club within the limits set by the Management Committee. Each Sub-Committee will be led by a Sub-Committee Chairperson. Each Chairperson is responsible for selecting the members of their relevant Sub-Committee, subject to any conditions detailed below.

## **Competitions Sub-Committee**

- The Sub-Committee will consist of a Chairperson plus at least two members representing the interests of track & field, plus two members for cross-country & road. The Sub-Committee will meet monthly.
- The following officers will be appointed by and report to the Sub-Committee: all track & field, cross country & road team managers for Young Athletes, Juniors, Seniors and Veterans.
- The Sub-Committee is responsible for the support to the members in the execution of all athletics-related events:
  - (i) Liaison with other clubs, leagues and affiliated associations
  - (ii) Selecting events, producing Hillingdon AC calendar
  - (iii) Providing team managers with team selection support
  - (iv) Identifying travel needs
  - (v) Providing results for Communications Sub-Committee
  - (vi) Any initiatives to augment participation and competition, i.e. Winter Points Tables
  - (vii) Awarding Club trophies
  - (viii) Allocating London Marathon places

### **Coaching & Officials Sub-Committee**

- The Sub-Committee will consist of at least a Chairperson, a Recruitment Officer and representatives from both coaching and officials. The Sub-Committee will meet at least every three calendar months.
- The Sub-Committee is responsible for improving individual and collective athletics standards. More specifically:
  - (i) Allocating athletes to coaches
  - (ii) Recruitment, retention and development of all athletes
  - (iii) Developing gifted athletes and organising special training events
  - (iv) Recruitment, retention, development and management of coaches and officials
  - (v) Ensuring sufficient allocation of officials to each event
  - (vi) Organising events for Young Athletes and Juniors

### **Race Promotions Sub-Committee**

- The Sub-Committee will consist of a Chairperson, Volunteers Manager and Events Co-ordinator. The Sub-Committee will meet every three months or at shorter intervals as specified by the Chairperson.
- The following officers will be appointed by and report to the Sub-Committee: Kit Officer, organisers of all hosted races and meetings plus the Club Handicapper.
- The Sub-Committee is responsible for all Hillingdon AC hosted athletic events. More specifically:
  - (i) Agreeing with the Management Committee which athletic events will be hosted by the club, including the date and time
  - (ii) Subsequent recruitment and management of volunteers to hold the events agreed with the Management Committee
  - (iii) Providing input to the Hillingdon calendar
  - (iv) Maintaining appropriate accounting records and controls for the above activities.

### **Clubhouse Sub-Committee**

- The Sub-Committee will consist of a Chairperson, Headquarters Secretary, Headquarters Treasurer, Social Secretary. The Sub-Committee will meet at least every three months or at shorter intervals as specified by the Chairperson.
- The Sub-Committee is responsible for the day-to-day running of the clubhouse and all Hillingdon AC hosted events. More specifically:
  - (i) Organising and planning social events hosted by the Club
  - (ii) Liaising with the Race Promotions Sub-Committee and providing assistance regarding athletics events hosted by the Club
  - (iii) Providing input to the Hillingdon calendar
  - (iv) Maintenance and development of clubhouse, Club facilities and Club bar
  - (v) Maintaining appropriate accounting records and controls for the above activities

### **Communications Sub-Committee**

- The Sub-Committee will consist of a Chairperson, Membership Secretary, External Communications Manager and Internal Communications Manager.
- The following officers will be appointed by and report to the Sub-Committee: Website Editor, Press Secretary, Membership Secretary, Club Magazine Editor and Sponsorship Co-ordinator.
- The Sub-Committee is responsible for the internal and external communications. More specifically:

- (i) Maintenance and development of Club Website
- (ii) Producing and distributing Club Magazine
- (iii) Updating Club notice boards
- (iv) Advertising and promotion
- (v) Fundraising and sponsorship
- (vi) Induction pack and new member induction process
- (vii) Collecting subscriptions and distributing membership cards
- (viii) Press and Local Authority liaison

### **Audit Sub-Committee**

- The Sub-Committee is an independent committee and consists of the Club's Auditors and the Vision Team.
- The Auditors have the power to examine the books of the Club at any time and audit the statement of accounts for the AGM.
- The Sub-Committee is responsible for:
  - (i) Auditing the accounts and reviewing the controls in place at the Club, and presenting the Audit to the Management Committee
  - (ii) Liaising with UK Athletics and other athletics organisations with respect to best practice club management
  - (iii) Identify where management processes can be approved and advise the Club's committees on how they can improve processes
  - (iv) Ensuring the Club constitution is maintained
  - (v) Identifying key risks to the Club not achieving its vision
  - (vi) Identifying areas where the Club is not performing satisfactorily

### **Selection of Key Officers**

- The Club President shall be appointed for a period of two years by the Management Committee.
- The Club Chairperson, Secretary and Treasurer shall be elected at each AGM. There is no limit to how long these individuals can remain in their position. They shall only be removed or elected at an AGM or EGM. Where the positions are contested, the candidate receiving the largest number of votes from fully paid up members shall be elected. Twenty-eight days notice of nomination for these positions shall be given in writing to the Club Secretary.
- The Athletics Advisor on the Management Committee shall be selected by the Management Committee and approved at each AGM.
- Sub-Committee Chairpersons shall be elected at each AGM. Twenty-eight days notice of nomination for these positions shall be given in writing to the Club Secretary
- Club Auditor shall be elected at each AGM.



## HAC Job descriptions

### Chairperson

#### **Responsibilities**

The Chairperson is responsible for ensuring the Management Committee (MC) performs its responsibilities as defined in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules.

#### **What does the role involve**

The Chairperson is the most senior Club management official and as such is the Club's leader. The chairperson leads and manages the club through the MC which he chairs.

Duties include:

- Deciding when the MC should meet, ensuring there is a quorum, setting the agenda and chairing the MC.
- Chairing the AGM and any EGMs and ensuring they comply with the Hillingdon AC Constitution and Club Rules.
- Ensuring a replacement is found, in compliance with Annex B of the Hillingdon Constitution and Club Rules, when a member of the MC leaves.

#### **Responsible to whom**

The members of HAC.

#### **Expected time commitment**

2 hours (including planning and review) for each MC (at least 4 times a year).

3 hours (including planning and review) for each general meeting (at least one AGM per year).

As the Club's leader, the Chairperson is concerned with the Club's long term well being and as such needs to know not only how the club is operating but what is happening externally that could impact the Club in future. Most of the Chairperson's time is therefore spent consulting with other Club members, Club officials and officials outside the club.

#### **Tasks to be completed**

Chairing meetings, consulting with club members and officials

### President

#### **Responsibilities**

The President is the Club's figurehead, but may also (if they choose) be an active member of the MC.

#### **What does the role involve**

- Being a member of the MC (optional).
- Presenting prizes at all significant Club presentation ceremonies.
- Making a speech at the annual club dinner and dance.
- Meeting and greeting VIPs, attending and representing the Club at other external ceremonial and promotional events as agreed with the MC.
- Attending a selection of track and field, road and cross country fixtures

#### **Responsible to whom**

Club members and the MC.

<b>Expected time commitment</b>	<p>MC (optional) - 4 hours per year.          AGM - 1 hour per year.          Summer and winter presentation evenings – 4 hours twice per year.          Other prize givings (Hillingdon 5, Finchley 20, Hillingdon half) – 10 hours per year.          Represents HAC at other events – various per year.</p>
<b>Tasks to be completed</b>	<p>Attendance at MC meetings, AGM and EGMs, annual dinner.          Present prizes at presentation evening and significant events.          Attend other events representing HAC.</p>
<b><u>Treasurer</u></b>	
<b>Responsibilities</b>	<p>The Club Treasurer is a senior managerial officer and as such is a member of the MC. The Treasurer is responsible for the Club's accounting and advising the MC on financial matters.          Presenting the Club's audited annual financial statements at the AGM and as required by the agenda of any other General Meeting. Presenting management accounts to the MC as agreed with the MC. Keeping the MC informed of the Club's financial position, performance as well as the sources and uses of the Club's funds.</p> <p>Present and propose an annual financial plan to the MC.</p> <p>Prepare budgets for key club events.</p> <p>Ensuring the Club's transactions are properly recorded and accounted for.</p> <p>Ensure sufficient controls over financial assets are in place to minimise the risk of financial loss to the Club.</p> <p>Responsible for the accuracy and appropriateness of financial information disclosed outside the Club. (For example, grant applications.)</p> <p>Providing financial advice and guidance to the MC and Sub-Committees.</p>
<b>What does the role involve</b>	<p>Proposing and advising the level of membership fees to the MC.          To the MC.</p>
<b>Responsible to whom</b>	
<b>Expected time commitment</b>	<p>MC – 2 hours (including preparation) 4 times per year.          AGM – 8 hours (including preparation) once a year.          Accounts - preparation and review 5 hours per week maintenance and updating. 3 days per year preparing accounts for audit.          Financial plan – preparation and review.          Providing financial guidance to MC's and Sub-Committees.          Managing finance for key events – approximately 10 hours per event.</p>
<b>Tasks to be</b>	<p>Complete club accounts and ensure effective controls are in</p>

**completed** place (for example around bank accounts etc.).  
Co-ordinate preparation of financial plan.  
Providing financial advice to MC and Sub-Committees.

**Club Secretary**  
**Responsibilities**

**What does the role involve**

The Club Secretary is a member of the MC and is responsible for the Club's administration.

Writing minutes for the MC and General meetings (Annual and Extraordinary).

Ensuring all proposed agenda items and resolutions are included in the agenda of the general meeting provided the conditions set out in the Club's Constitution and Club Rules have been met.

Assisting the chairperson processing all the administrative duties of the MC.

Managing club correspondence.

To the MC

**Responsible to whom**

**Expected time commitment**

2 hours (including planning and minute writing) for each MC, 4 times per year.

2 hours (including planning and minute writing) for the AGM.

4 hours per month administration.

**Tasks to be completed**

Writing minutes

Preparing agendas

Dealing with club correspondence

**Athletics Advisor**  
**Responsibilities**

**What does the role involve**

The Athletics advisor is a member of the MC. The athletics advisor should have a wealth of athletics knowledge and experience and as such is responsible for advising the MC in a wide breadth of athletics matters, including the workings of bodies the Club is affiliated to (e.g. UK Athletics).

Providing advice to the MC.

Spending time working with organisations HAC is affiliated to.

**Responsible to whom**

To the MC.

**Expected time commitment**

1 hour (4 times per year) at the MC.

1 hour (once a year) annual general meeting.

Other time spent working with affiliated athletics bodies.

**Tasks to be completed**

Provide advice to the MC

Liase with external athletics organisations

**Competitions Sub-Committee Chairperson**

**Responsibilities**

Sub-Committees are responsible for the daily running of the Club within the limits set by the MC.

The Competitions Sub-Committee Chairperson is a member of the MC and is also responsible for ensuring that:

- The Competitions Sub-Committee performs its responsibilities as defined in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules;
- The Competitions Sub-Committee strives to achieve the objectives set by the MC; and

<b>What does the role involve</b>	<ul style="list-style-type: none"><li>• A member of the Competitions Sub-Committee attends each MC meeting.</li></ul> Selecting members of the Competitions Sub-Committee in compliance with Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules. Holding and chairing the Competitions Sub Committee meetings as described in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules. Ensuring minutes of the Competitions Sub Committee meetings are circulated to the MC, the Audit Committee and each Sub-Committee within 14 days of each Competitions Sub-Committee meeting. Presenting the record of decisions made at the Competitions Sub-Committee to the MC. Attending or ensuring another member of the Competitions Sub-Committee attends every MC meeting.
<b>Responsible to whom</b>	To the MC.
<b>Expected time commitment</b>	1 hour (4 times per year) at the MC. 1 hour (12 times year) at the Competitions Sub-Committee 1 hour (once a year) annual general meeting. Liase with officers who report to the Competitions Sub-Committee but who are not members (1 hour per week).
<b>Tasks to be completed</b>	Selecting members of the Competitions Sub-Committee. Hold and chair Competitions Sub-Committee meetings. Ensure minutes of each Competitions Sub-Committee meeting are written and circulated. Attend MC meetings or ensure a representative attends (i.e. another member of the Competitions Sub-Committee). Liase with officers who report to the Competitions Sub-Committee.

**Coaching & Officials Sub-Committee Chairperson**

**Responsibilities** Sub-Committees are responsible for the daily running of the Club within the limits set by the MC.

<b>What does the role involve</b>	<p>The Coaching &amp; Officials Sub-Committee Chairperson is a member of the MC and is also responsible for ensuring that:</p> <ul style="list-style-type: none"><li>• The Coaching &amp; Officials Sub-Committee performs its responsibilities as defined in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules;</li><li>• The Coaching &amp; Officials Sub-Committee strives to achieve the objectives set by the MC; and</li><li>• A member of the Coaching &amp; Officials Sub-Committee attends each MC meeting.</li></ul> Selecting members of the Coaching & Officials Sub-Committee in compliance with Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules. Holding and chairing the Coaching & Officials Sub Committee meetings as described in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules. Ensuring minutes of the Coaching & Officials Sub Committee
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<p><b>Responsible to whom</b></p> <p><b>Expected time commitment</b></p> <p><b>Tasks to be completed</b></p>	<p>meetings are circulated to the MC, the Audit Committee and each Sub-Committee within 14 days of each Coaching &amp; Officials Sub-Committee meeting.</p> <p>Presenting the record of decisions made at the Coaching &amp; Officials Sub-Committee to the MC.</p> <p>Attending or ensuring another member of the Coaching &amp; Officials Sub-Committee attends every MC meeting.</p> <p>To the MC.</p> <p>1 hour (4 times per year) at the MC.</p> <p>1 hour (12 times year) at the Coaching &amp; Officials Sub-Committee</p> <p>1 hour (once a year) annual general meeting.</p> <p>Liase with officers who report to the Coaching &amp; Officials Sub-Committee but who are not members (1 hour per week).</p> <p>Selecting members of the Coaching &amp; Officials Sub-Committee.</p> <p>Hold and chair Coaching &amp; Officials Sub-Committee meetings.</p> <p>Ensure minutes of each Coaching &amp; Officials Sub-Committee meeting are written and circulated.</p> <p>Attend MC meetings or ensure a representative attends (i.e. another member of the Coaching &amp; Officials Sub-Committee).</p> <p>Liase with officers who report to the Coaching &amp; Officials Sub-Committee.</p>
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**Race Promotions Sub-Committee Chairperson**

<p><b>Responsibilities</b></p> <p><b>What does the role involve</b></p> <p><b>Responsible to</b></p>	<p>Sub-Committees are responsible for the daily running of the Club within the limits set by the MC.</p> <p>The Race Promotions Sub-Committee Chairperson is a member of the MC and is also responsible for ensuring that:</p> <ul style="list-style-type: none"> <li>• The Race Promotions Sub-Committee performs its responsibilities as defined in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules;</li> <li>• The Race Promotions Sub-Committee strives to achieve the objectives set by the MC; and</li> <li>• A member of the Race Promotions Sub-Committee attends each MC meeting.</li> </ul> <p>Selecting members of the Race Promotions Sub-Committee in compliance with Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules.</p> <p>Holding and chairing the Race Promotions Sub Committee meetings as described in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules.</p> <p>Ensuring minutes of the Race Promotions Sub Committee meetings are circulated to the MC, the Audit Committee and each Sub-Committee within 14 days of each Race Promotions Sub-Committee meeting.</p> <p>Presenting the record of decisions made at the Race Promotions Sub-Committee to the MC.</p> <p>Attending or ensuring another member of the Race Promotions Sub-Committee attends every MC meeting.</p> <p>To the MC.</p>
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<b>whom</b>	
<b>Expected time commitment</b>	<p>1 hour (4 times per year) at the MC.          1 hour (12 times year) at the Race Promotions Sub-Committee          1 hour (once a year) annual general meeting.          Liase with officers who report to the Race Promotions Sub-Committee but who are not members (1 hour per week).</p>
<b>Tasks to be completed</b>	<p>Selecting members of the Race Promotions Sub-Committee.          Hold and chair Race Promotions Sub-Committee meetings.          Ensure minutes of each Race Promotions Sub-Committee meeting are written and circulated.          Attend MC meetings or ensure a representative attends (i.e. another member of the Race Promotions Sub-Committee).          Liase with officers who report to the Race Promotions Sub-Committee.</p>

**Clubhouse Sub-Committee Chairperson**

**Responsibilities** Sub-Committees are responsible for the daily running of the Club within the limits set by the MC.

The Clubhouse Sub-Committee Chairperson is a member of the MC and is also responsible for ensuring that:

- The Clubhouse Sub-Committee performs its responsibilities as defined in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules;
- The Clubhouse Sub-Committee strives to achieve the objectives set by the MC; and
- A member of the Clubhouse Sub-Committee attends each MC meeting.

**What does the role involve** Selecting members of the Clubhouse Sub-Committee in compliance with Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules.  
 Holding and chairing the Clubhouse Sub Committee meetings as described in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules.  
 Ensuring minutes of the Clubhouse Sub Committee meetings are circulated to the MC, the Audit Committee and each Sub-Committee within 14 days of each Clubhouse Sub-Committee meeting.  
 Presenting the record of decisions made at the Clubhouse Sub-Committee to the MC.  
 Attending or ensuring another member of the Clubhouse Sub-Committee attends every MC meeting.  
 To the MC.

**Responsible to whom**

**Expected time commitment** 1 hour (4 times per year) at the MC.  
 1 hour (4 times year) at the Clubhouse Sub-Committee  
 1 hour (once a year) annual general meeting.  
 Liase with officers who report to the Clubhouse Sub-Committee but who are not members (1 hour per week).

**Tasks to be completed** Selecting members of the Clubhouse Sub-Committee.  
 Hold and chair Clubhouse Sub-Committee meetings.  
 Ensure minutes of each Clubhouse Sub-Committee meeting are

written and circulated.

Attend MC meetings or ensure a representative attends (i.e. another member of the Clubhouse Sub-Committee).

Liase with officers who report to the Clubhouse Sub-Committee.

**Communications Sub-Committee Chairperson**

**Responsibilities**

Sub-Committees are responsible for the daily running of the Club within the limits set by the MC.

The Communications Sub-Committee Chairperson is a member of the MC and is also responsible for ensuring that:

- The Communications Sub-Committee performs its responsibilities as defined in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules;
- The Communications Sub-Committee strives to achieve the objectives set by the MC; and
- A member of the Communications Sub-Committee attends each MC meeting.

**What does the role involve**

Selecting members of the Communications Sub-Committee in compliance with Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules.

Holding and chairing the Communications Sub Committee meetings as described in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules.

Ensuring minutes of the Communications Sub Committee meetings are circulated to the MC, the Audit Committee and each Sub-Committee within 14 days of each Communications Sub-Committee meeting.

Presenting the record of decisions made at the Communications Sub-Committee to the MC.

Attending or ensuring another member of the Communications Sub-Committee attends every MC meeting.

**Responsible to whom**

To the MC.

**Expected time commitment**

1 hour (4 times per year) at the MC.

1 hour (12 times year) at the Communications Sub-Committee

1 hour (once a year) annual general meeting.

Liase with officers who report to the Communications Sub-Committee but who are not members (1 hour per week).

**Tasks to be completed**

Selecting members of the Communications Sub-Committee.

Hold and chair Communications Sub-Committee meetings.

Ensure minutes of each Communications Sub-Committee meeting are written and circulated.

Attend MC meetings or ensure a representative attends (i.e. another member of the Communications Sub-Committee).

Liase with officers who report to the Communications Sub-Committee.

**Audit Sub-Committee Chairperson**

**Responsibilities**

The Audit Sub-Committee Chairperson is a member of the MC and is also responsible for ensuring that:

- The Audit Sub-Committee performs its responsibilities as

defined in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules; and

- A member of the Audit Sub-Committee attends each MC meeting.

**What does the role involve**

Selecting members of the Audit Sub-Committee in compliance with Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules.

Holding and chairing the Audit Sub Committee meetings as described in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules.

Ensuring minutes of the Audit Sub Committee meetings are circulated to the MC, the Audit Committee and each Sub-Committee within 14 days of each Audit Sub-Committee meeting.

Presenting the record of decisions made at the Audit Sub-Committee to the MC.

Attending or ensuring another member of the Audit Sub-Committee attends every MC meeting.

To the members of Hillingdon AC.

**Responsible to whom**

**Expected time commitment**

1 hour (4 times per year) at the MC.

1 hour (12 times year) at the Audit Sub-Committee

1 hour (once a year) annual general meeting.

Liase with officers who report to the Audit Sub-Committee but who are not members (1 hour per week).

**Tasks to be completed**

Selecting members of the Audit Sub-Committee.

Hold and chair Audit Sub-Committee meetings.

Ensure minutes of each Audit Sub-Committee meeting are written and circulated.

Attend MC meetings or ensure a representative attends (i.e. another member of the Audit Sub-Committee).

Liase with officers who report to the Audit Sub-Committee.



## Club policy for volunteers, helpers and coaches

1. All personnel working with members must respect basic human rights and must operate without discrimination on grounds of gender, race, colour, language, religion, political or any other option.
2. All personnel working with members must ensure there is a balance between the development of performance and the social, emotional, intellectual and physical needs of the individual.
3. All personnel working with members must be responsible for the setting of boundaries between working relationship and friendship with their athletes. This is particularly important when working with young athletes.
4. All coaches must have or be working toward a recognised UK Athletics Coaching qualification.
5. All coaches should encourage a spirit of fair play and good sportsmanship, preparation of athletes for success and failure is vital.
6. All personnel working with members must recognise that they may have access to confidential information about their athletes and members. Confidentiality must be maintained at all times.
7. Coaches must not exert undue influence over their athletes in order to gain personal benefit or reward.
8. The safety of all the athletes in their care is the responsibility of the coach. Equipment and conditions within the working environment should be checked in accordance within usage guidelines and conditions.
9. All personnel working with members must consistently display high standards of behaviour and appearance.
10. Personnel working with members must not leave themselves open to question especially when working with younger athletes:
  - i. Staying in a room with an athlete
  - ii. Excessive handling or touching beyond the needs of good coaching of athletes within their care.
  - iii. Regularly transporting athletes on his/her own.
  - iv. Taking an athlete to your own home unsupervised.
11. The Club will nominate at least one Child Protection Officer (but ideally two, 1 male, 1 female), whose names will be displayed prominently on the Club notice board, together with this Policy for members and parents reference. The Club will ensure that these Officers have access to any required training programmes.
12. All Coaches and administrators must hold membership of the Club and sign to acknowledge their acceptance of the contents of this policy. Coaches only holding ancillary membership are not eligible to vote at a General meeting of the Club or be entitled to grants towards coach training.
13. Parents and visitors wishing to make use of the Club social facilities on Club nights must sign the visitor's book.
14. All Coaches and administrators who work regularly with young athletes must submit their names for a Police check, which should be handed in confidence to the Child Protection Officers for their reference only.
15. All Coaches and administrators working regularly with Young Athletes must attend a recognised Child Protection course.
16. New Coaches, following application to the General Committee, must undergo a 4-week probationary period under direct supervision of a recognised Club Coach.

17. Visitor Coaches must apply to the Management Committee for permission to Coach on Club training nights.
18. All allegations concerning misconduct by a member must be reported to one of the Child Protection Officers who will recommend to the Management Committee what action may be required. The member will be immediately suspended from all club activities without prejudice.
19. The Club Chairman will make a media statement simply acknowledging a member has been accused and suspended. No other statements will be issued.

## Equity Policy Statement

This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

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

# Grievance Policy

A grievance is an issue, complaint, dispute, concern or problem, which does not involve alleged serious misconduct. Allegations of serious misconduct will be resolved by reference to England Athletics' Disciplinary Procedures for Affiliated Members (EA, 2013), which includes a definition of serious misconduct, and may require that the club involves external authorities including England Athletics. A member against whom an allegation of serious misconduct has been proven may be excluded from Hillingdon Athletic Club. Exclusion of a member will be agreed by a resolution of at least 75% of all members at a properly convened Management Committee meeting.

The Management Committee encourages comments and feedback from members. However these Grievance Procedures enable individuals or groups to raise issues that affect their well-being and ability to perform within athletics effectively. It is impossible to provide a comprehensive list of all the issues that might give rise to a grievance, but some of the more common include: breaches of health and safety; breaches of Codes of Conducts; breaches of policies, practices and procedures and equal opportunities.

Hillingdon Athletics Club recognises the importance of dealing with grievances, disputes and complaints seriously. Any person that raises a grievance will: Be given a fair hearing concerning any grievances they may have; have the right to be accompanied by a supporter when raising a grievance.

## **Raising Grievance Issues**

Hillingdon Athletic Club is committed to the resolution of individual grievances whenever possible. Members are strongly encouraged to seek to resolve any matter informally with the individual concerned prior to embarking on the following formal process. In the first instance grievances should be raised with club officials, such as coaches and team managers. If required the grievance should then be escalated to the relevant sub-committee. If the grievance remains unresolved then the issue should be raised formally under stage one of this policy. All parties to a grievance should cooperate constructively to resolve matters by informal methods wherever appropriate. It is hoped that grievances can be resolved amicably thereby maintaining, and where necessary, restoring good relations within Hillingdon Athletic Club.

## **Stage One**

If a member has been unable to resolve the matter informally they must state his or her grievance formally, in writing, to the Hillingdon AC Club Secretary. In the case where the complaint is against the Club Secretary, the grievance should be presented in writing to the chairperson, which may be via the e-mail addresses on the club website, for this procedure to be applied. The member should state the details of the grievance, the action taken by them to resolve the matter so far and the outcome or remedy sought. Copies of relevant papers in support of the grievance should be included with the letter.

If the complaint is against another club member (the respondent), the Management Committee will notify that member that a grievance has been submitted. The Management Committee will provide that member with a copy of the grievance. The member will be given the opportunity to provide a statement and any relevant papers in response to the grievance. Both parties should be made aware that the information provided by them may be disclosed to the other party to the grievance.

In exceptional circumstances, it may also be necessary for the Management Committee to carry out further investigation into the grievance by meeting with the respondent and any relevant witnesses to any of the matters complained of. If this is necessary, the Management Committee will forward any witness statements and/or relevant papers to the complainant.

The Management Committee will meet at the earliest opportunity after a grievance has been lodged. Following the meeting, the complainant and respondent will be informed by the Club Secretary in writing of the decision under this Grievance Procedure. The letter will generally summarise:

- the nature of the grievance;
- the investigation that was conducted;
- the decision;
- the reason for the decision;
- any outcome for a change in practices as a result of the decision; and
- a copy of meeting records and any formal minutes taken.

There may be situations where, with mutual agreement, it would be helpful to seek external advice and assistance during the grievance procedure or after it has concluded. For example, where relationships are strained a facilitator might be able to assist in resolving the problem. A facilitator may be used to assist in the rebuilding of relationships or to provide expert advice on a particular area of activity. The facilitator may be an external person or an agreed person active in athletics in the region not directly connected with the grievance. The Management Committee may recommend the use of a facilitator, but at no cost to Hillingdon Athletics Club.

## **Stage Two – Appeal.**

A complainant who is not satisfied with the outcome of the grievance meeting held under Stage One above may appeal.

The Management Committee shall appoint an appeal panel of three members and will be responsible for appointing the Chair of the Panel. These members shall be from people active in athletics. In the interests of fairness and impartiality none of the members of the panel shall have been directly involved in the matter being considered or have been involved in the decisions made under Stage One.

The appeal panel should receive, in advance, copies of any documents that either party wishes to be considered during the appeal hearing. The appeal panel must also be informed of any witnesses whom either party wishes to give evidence to the panel. The panel will decide whether it wishes to hear evidence in person, or whether it wishes to rely on written statements. The Management Committee will arrange for a hearing to be convened for the panel to consider the appeal. The purpose of the hearing will be to understand the on-going nature of the grievance, to review the basis for the earlier decision and to explore potential solutions. Every attempt will be made to address the issue promptly.

A letter with the decision under Stage Two of the Grievance Procedure will be issued following the conclusion of the hearing. The letter will generally summarise:

- the nature of the grievance;
- the investigation that was conducted;
- the decision;
- the reason for the decision;
- any outcome for a change in practices as a result of the decision.
- a copy of Hearing records and any formal minutes taken

A copy will be sent to all parties involved and an opportunity made for the recording of any dissenting comments. This will conclude the process for the resolution of grievances.

### **Keeping Records**

Hillingdon Athletic Club will keep confidential records for up to six years of:

- Nature of grievance
- Copy of written statement of grievance
- Copy of Hillingdon Athletic Club's response
- Action taken
- Reasons for action
- Any business relating to an appeal
- Further developments

### References

England Athletics ( 2013) *Disciplinary Procedures for Affiliated Members*. [online]  
Available at

[file:///C:/Users/David/Downloads/Revised EA National Disciplinary procedures 09 2013%20\(4\).pdf](file:///C:/Users/David/Downloads/Revised_EA_National_Disciplinary_procedures_09_2013%20(4).pdf) [Accessed on 14.02.14].