



Tyne Bridge Harriers
Annual Report & AGM
2023-2024

Annual General Meeting 2024
Tuesday 30th April 2024, 7:45pm, East End Pool

Agenda

1. Chair's Welcome & Opening Remarks
2. Record of Attendants and Apologies for Absence
3. Minutes of Previous AGM
4. Matters Arising from Previous AGM
5. Questions invited on Chair's Report
6. Questions invited on Treasurer's Report
7. Questions invited on Secretary's Report
8. Questions invited on Welfare Officer's Report
9. Questions invited on Senior Coach's Report
10. Questions invited on Membership Secretary's Report
11. Questions invited on Men's Club Captain's Report
12. Questions invited on Ladies Club Captain's Report
13. Questions invited on the Junior Co-ordinator's Report
14. Formal motions for vote
15. Election of Club Management Committee for 2024-25
16. Chair's Closing Remarks

3. Minutes of Previous 2022-2023 AGM

Tyne Bridge Harriers AGM 2022-2023

27 April 2023

Time:8pm

Venue: PTE social club



1. Chair's Welcome & Opening Remarks

Introductions were made by Ian Pickett, Chair.

This is the 12th AGM of Tyne Bridge Harriers.

Ian thanked those for attending and reiterated the importance of the meeting. He went on to explain how the evening will work including the voting process.

2. Record of Attendants and Apologies for Absence

Apologies:

Alexander Anderson; Jessica Anderson; Laura Booi; Russell Dickson Dean; Michael Higgins; Rachael McCracken; Paul O'Mara; Mandy Tunmore

List of attendees included as an appendix.

3. Minutes of Previous AGM

No questions were raised regarding the minutes of the previous AGM

Proposer: Vicki Deritis

Seconder: Victoria Douglass

The vote carried that the minutes were an accurate account.

4. Matters Arising from Previous AGM

There were no matters arising from the previous AGM

5. Questions invited on Chair's Report

Ian reiterated the thanks given in his report for all those who have worked on and off the committee to make 2022/3 another successful year for the club, and thanked in particular those who have stepped down from the committee.

No questions were raised regarding the Chair's report

Proposer: Alasdair Blain

Seconder: Sara James

The vote carried to accept the report

6. Questions invited on Treasurer's Report

No questions were raised regarding the Treasurer's report

Proposer: John Tollitt

Seconder: Justine Carrion-Weiss

The vote carried to accept the report

7. Questions invited on Secretary's Report

No questions were raised regarding the Secretary's report

Proposer: Amy Johnson

Seconder: Nick Howell

The vote carried to accept the report

8. Questions invited on Senior Coach's Report

No questions were raised regarding the Senior Coach's report

Proposer: Victoria Douglass

Seconder: Vicki Deritis

The vote carried to accept the report

9. Questions invited on Membership Secretary's Report

No questions were raised regarding the Membership Secretary's report

Proposer: Justine Carrion-Weiss

Seconder: John Tollitt

The vote carried to accept the report

10. Questions invited on Men's Club Captain's Report

Tom Charlton asked what Alasdair thought were the key areas for improvement. Alasdair stated that he thought the key area for improvement was participation across all areas and abilities of the club, citing the fact that numbers have not recovered fully since covid, in particular for cross country and relays, such as the 12 Stage.

Proposer: Lucas Riley

Seconder: Kenny Chambers

The vote carried to accept the report

11. Questions invited on Ladies Club Captain's Report

Rebecca echoed the view of the men's club captain on turnout, and acknowledged the successes that the women have had this year. She called upon leaders and coaches to assist with encouraging members to take part in races and events.

No questions were raised regarding the Ladies Club Captain's report

Proposer: Sara James

Seconder: Tom Charlton

The vote carried to accept the report

12. Questions invited on the Junior Co-ordinator's Report

Ian commented on the growth and successes of the junior section and celebrated the presence of some of the juniors at the senior session as a good sign of a healthy and productive junior section.

No questions were raised regarding the Junior Co-ordinator's report

Proposer: Justine Carrion-Weiss

Seconder: John Hurse

The vote carried to accept the report

13. Formal motions for vote

i. Membership fees

The new membership fees, as proposed by the committee and included in the annual report, were presented

Proposer: Claire Norman

Seconder: Sara James

The vote carried to accept the new fees

ii. Constitutional Amendments

Tom Charlton questioned the minimum number of members for the AGM being set to 30 and where it came from. It was explained the logic was originally 10% with the intention of protecting the club from large changes being made at an AGM with an insignificant number of members present. This figure was revised to 30 based on historic attendance figures being above that, but still below the 10% threshold

Nick Howell asked if a hybrid AGM could be considered including an online element to improve attendance

Jacob Turner asked for clarification on the stipulation for the 2/3 majority amendment. IP clarified

It was decided to vote on each of the constitution amendments separately

Breakdown of amendments:

On the clarifications to the wording regarding senior members and junior members:

Proposer: Victoria Douglass

Secunder: Alasdair Blain

The vote carried to accept the amendment

On the requirement for a quorum of 30 members at the AGM

Proposer: Lucas Riley

Secunder: Vicki Deritis

The vote carried to accept the amendment

On the requirement for a 2/3 majority to carry a vote on constitutional changes

Proposer: Justine Carrion-Weiss

Secunder: Lucas Riley

The vote carried to accept the amendment

14. Election of Club Management Committee for 2023-24

The vote was taken to elect the proposed members to the management committee on block

The vote carried to accept the nominees

15. Chair's Closing Remarks

IP concluded the meeting at 20:45 and thanked those in attendance for coming

Appendix: List of attendees

| Forename | Surname | Forename | Surname | Forename | Surname |
|----------|---------------|----------|------------|----------|---------|
| Alex | Antonopoulos | John | Hindmarch | John | Tollitt |
| Alasdair | Blain | Nick | Howell | Jacob | Turner |
| Rebecca | Blain | John | Hurse | Matt | Walker |
| Connor | Braithwaite | Sara | James | | |
| Dan | Buckley | Amy | Johnson | | |
| Justine | Carrion-Weiss | Annette | Kelly | | |
| Kenny | Chambers | Claire | Norman | | |
| Tom | Charlton | Marloes | Peeters | | |
| Peter | Coyle | Ian | Pickett | | |
| Vicki | Deritis | Kevin | Richardson | | |
| Victoria | Douglass | Lucas | Riley | | |
| Louis | Goffe | Sarah | Silipo | | |

5. Chair's Report

I would like to start this report by saying thanks to the many people who have contributed their time and effort to ensure Tyne Bridge Harriers is a well organised, friendly and welcoming club. Particularly I would like to thank all of the leaders, coaches, and those who have given up their time on various committees. There is a huge amount of unseen work that takes place to ensure training sessions go ahead, teams are entered into races and the club complies with England Athletics guidelines. Hopefully, many members will have seamless experiences when joining, training and racing but this is merely a function of the hard work of others.

A number of our committee members are standing down this year and I would like to say a special thank you to them for the support they have given to the club. Gemma Finnie has worked tirelessly to support the leaders and coaches and her commitment to club sessions is to be commended. Morag Kerry has been instrumental in leading the junior section and she hands over a blossoming section – I'm particularly grateful that Morag continues to come to Wednesday junior sessions and support her group. Victoria Douglass has been very helpful in improving our focus on welfare and Amy Johnson has been a great support in maintaining the website and introducing the popular "Spotlight on the member of the month" feature.

A significant focus for myself this year has been the growth and organisation of the junior section of the club. Approximately 25% of our membership are juniors and this has necessitated a new approach to organisation. A number of parents have put themselves forwards to voluntarily assist and this has provided a framework for us to be able to put in place a more robust organisation structure for the coming year. The output of this organisation has seen a number of firsts for the juniors and a particular highlight was seeing the U15 boys win the Harrier League trophy. The coaches and leaders who support the junior section deserve special mention as this selfless commitment to supporting others provides an opportunity for our young athletes to lead healthier lives and experience events that may not be open to them otherwise.

The senior section continues to be well organised and competitive. I am particularly pleased to see that group 5 now has a much broader base of leaders which has eased some of the pressures we were experiencing earlier in the year. I was also pleased to see the success of the men at the Northern 6 stage relays. I would like to see this success translated to the National 12 stage relays and to see the women competing on this stage too. This will remain a focus for the club going forwards,

Committee Meetings are open for all to attend and to contribute towards. I would actively encourage members to consider areas they would like to see improved, modified or changed and to bring these to the committee for discussion and debate.

I would also like to say a thank you to the group who have been welcoming new members to the club. We know from feedback that the first few sessions can be quite daunting and we're trying to make this a more manageable experience. We will continue to develop this and would be keen for individuals to support with this initiative.

There were many outstanding experiences throughout the year and hopefully we managed to capture all of these through the weekly emails, club announcements and at the annual awards. Personally, I particularly enjoyed the camaraderie and sportsmanship shown on the club trip to Palma. The group of TBH cheering Lucas to the end of his marathon remains a defining image and experience of the year.

I hope you have enjoyed your year as a member of TBH and are looking forward to the coming season.

Ian Pickett



Chair

6. Treasurer's Report

The accounts for 2023-24 have been examined by an independent person (John Hurse) and no issues reported. *The balance sheet and profit and loss tables are attached to the AGM report as Appendix A for info.*

During the membership year (1 April 2023 – 31 March 2024) the club had income of £40,848.51, direct expenditure of £47,197.38 and overheads of £0, closing the year to 31 March 2024 with a deficit of £6,348.87 meaning we spent £6,348.87 more than we raised in the year. This compares to a surplus of £5,538.44 in 2022/23, a deficit of £13.62 in 2021/22, and a surplus of £829.46 in 2020/21.

However, if we exclude the income and expenditure for the Palma 2023 trip from both last year and this year then the deficit for 2023-24 falls to £2,861.38 and the surplus for 2022-23 falls to £1,938.44.

The club continues to maintain an essential surplus of funds of ~ £20,000. These funds have remained consistently at this level since 2017 and provide the club with financial security in case of crisis or unplanned or unforeseen outgoings.

Subscriptions raised £15,290.40, however this year (as last) the England Athletics fee per person was taken at source in the vast majority of cases so does not pass through the TBH accounts as it did in prior years. We also have to pay Northern Athletics £2 per member to enable us to compete in a variety of events whilst supporting regional Athletics. As a result, our net subscriptions raised £14,268.40. England Athletics fees will increase from £17 to £19 for the coming year.

We continue to use the Stripe payment system very extensively (675 transactions this year) as a means of charging for membership fees, vests, race entries, club trips and the Christmas Party. Despite the fees attached with using this system (approximately £450 to process all payments), the advantages are clear for all - members have an efficient way to pay, without needing to use their banking system, and there's less administration for the club.

We received £880.00 for providing 44 volunteers for a 10k race in January.

We have continued to utilise the services of Churchill Track. This year we have spent £915 on one hour per week (invoice for Jan-Mar 2024 received after year end). The hire charge was increased in October 2023 from £15 per hour to £20 per hour. We continue to use the meeting room space at East End Pool for club sessions and monthly committee meetings at a cost of £180 per month. We have continued to hire the hall at Newcastle School for Girls for the Wednesday night junior sessions in school term times at a cost of £36 per hour for full use (winter), £18 per hour for half use (summer).

Bridges of The Tyne – for the 2023 event we received the income from entry fees (£10,441.24) plus sponsorship (£800) and paid out £6,714.92. These figures exclude sponsorship from income received last year (£1,100) and spend last year on T-shirts (£100). Therefore the net surplus from putting on the 2023 event was £12,341.24 minus £6,814.92 equals £5,526.32. Planning for the 2024 event is already underway but no spend has yet been incurred or income received. For the 2023 event we set up a JustGiving Page and raised £525 (excl Gift Aid) through the sale of cakes and T-shirts for the Northern Head and Neck Cancer Charity in memory of Kevin Cheetham, this

was paid direct to the charity and therefore does not appear in the accounts (unlike previous years).

The net cost of hosting the Christmas party and award ceremony was £1,032.70.

Vests – the club has spent £5,004.40 on vests this year, and sales to date have raised £3,306.38. We conducted an audit of the remaining vest stock on 27 February and results were 132 premium selling for £15 each and 40 old-style @ £10 each, combined worth £2,380. We also have 10 crop tops for sale, and 3 of the expensive SOAR vests (selling for £75 each).

The club has paid entry fees for events such as relays and cross country, northern and national championship events and track & field. The cost has been £4,914.24. The club offers all members the opportunity to take part in a wide number of events, free of charge, and therefore everyone is eligible to benefit from this important part of their membership.

Travel costs have equated to £5,371.23. The club has covered the costs of travel to a number of regional and national events as well as managing the costs of trips to Brass Monkey and Brampton to Carlisle.

We spent £2,975.00 putting leaders through training courses, an increase on the previous year as we wanted to increase the number of leaders, coaches, and officials in the club.

We continued to use the TBH account to manage the costs of overseas trips (Amsterdam in 2022, Palma in 2023) breaking even for each trip.

Finally, we have £766.90 held in the welfare fund which is intended to be available to support members who would otherwise find it difficult to maintain their membership. We have had no requests this year to use this important source of funding and would welcome discussion with members who feel they would benefit from this.

If members have ideas which may benefit the club & membership but will require funding, please approach a member of the committee to discuss how to raise the proposal.

Jessica Anderson



Hon Treasurer
April 2024

7. Secretary's Report

As 2023-4 draws to a close I find myself looking back on a varied year. It was one of change for England Athletics, taking on the responsibility for licensing and training of coaches and replacing RunBritain with their own RunEvents. For Tyne Bridge Harriers it was a year which, on surface at least, might appear to have been more like business as usual with membership numbers remaining fairly steady compared to last year.

Behind the scenes however there has been a lot of work to ensure the club continues to thrive. Changes have been made to help with continuity and communication of the committee by introducing role specific email addresses and a shared drive for storing documents. Revisions and updates to club policy documents and the way these are stored and shared has improved transparency and ensured continued compliance with the EA Club Standards.

The junior section has adapted to the changing involvement of those who have been at the helm for a long time. Further changes are planned to help the continued growth and success to happen in line with the safety and safeguarding practices best suited to it's size and ambitions.

There were highs and lows for events this year. The club's Bridges of the Tyne Race was another great success and the inaugural Newcastle 10k was staged this year with support from Tyne Bridge Harriers. Both events received positive feedback and we look forward to seeing these races in future years, one now firmly established and the other just forging its position in the North East running calendar.

Less positive was the high number of cross country fixtures that were cancelled or postponed, often at short notice, as a result of poor weather conditions. Hopefully this winter brings better weather, for the car parking, if not the courses.

2024-5 brings the new track and field season and with it a new league, the North East Senior Development League (NESDL), based on the successful junior league (North East Youth Development League). It is hoped that this new league will better meet the needs of the regions clubs and improve participation and enjoyment of track and field in the region.

Continuing to look ahead to the coming year I am confident that the proposed changes to the structure and constitution will allow the club to continue to meet the needs and desires of us as members and support the all the volunteers that keep the club running at every level.

Matt Walker



Club Secretary

8. Welfare Officer's Report

Welfare is an important part of any club, covering issues such as safeguarding, anti-bullying and disciplinary matters. Our policies and procedures set out our minimum standards of expectations which include our Code of Conduct and making sure we meet our statutory responsibilities to safeguard and protect both our junior and senior club members. Recently welfare has been receiving an increased level of focus from England Athletics, and as a club we strive to make sure our procedures are well thought out and robust.

Over the past year our risk assessments have been updated and will continue to be updated on an annual basis. There have been challenges along the way but as a club, I feel we are in a positive position to strengthen our welfare offer going forward.

It has been a pleasure to work with the club as Lead Welfare Officer for the past two years, and as I stand down from the committee, I look forward to what the future holds.

Victoria Douglass



Lead Welfare Officer

9. Senior Coach's Report

This is my third and final coaches report and I'm going to start this report off by saying I feel privileged to not only have been a part of the committee and coaching team, but to be a member of TBH and to continuously watch the success of our members, from winning awards in team events, solo events and those who have joined the club in beginners and couch to 5K and progressed, and those who have joined and continue to chase those fitness goals.

We currently have 22 leaders, 7 coaching assistants and 13 coaches within the club, We have 4 members in the process of becoming run leaders and 2 leaders in the process of becoming coaches.

In 2022, England Athletics brought a mandatory requirement for all leaders and coaches to have their first aid training. I know how daunting this was and would like to thank those leaders who have supported this and renewed their licenses in the past year.

We have been doing 1-2-1 coaching now for three years. We now have 7 coaches who are actively involved with this and have had 17 members sign up for coaching advice and/or training plans. In 2023, saw three of our coaches develop group coaching for the Jarrow 10K in October, this was a huge success with our members, and I would like to express my thanks to Matt Walker, Russell Dickinson-Deane and Yam Thiru for their time in making this a success.

I would like to take this opportunity to say a huge thank you to members for their ongoing support and patience while we try and overcome the challenges of not having enough leaders and, also thank you to those who have merged groups when leaders have not been available and thank you to all our leaders who sacrifice their own time and training to volunteer to lead sessions.

I would also like to express my thanks to Paul O'Mara, Matt Walker and Yam Thiru for developing session plans on a weekly basis so that TBH can offer a variety of sessions. Although my time has come to step down from the committee, I will continue to help out with the 1-2-1 coaching and continue leading club sessions.

I send my apologies that I will not be able to attend the AGM on Thursday 30th April, but if anyone has any questions, please do get in touch and I will look forward to answering any questions you may have.

Gemma Finnie



Head Coach

10. Membership Secretary's Report

I would like to take this opportunity to thank Jess Anderson and Amy Johnson for their covering of the membership secretary duties whilst I was adjusting to life with a newborn, and Amy Palmer who has taken on the role of Junior Membership Secretary.

As you will notice, we are proposing a fee increase from last year. This reflects an increase in the cost of England Athletics affiliation at athlete and club level, and a general increase in the cost of other outgoings such as hall hire, transport and equipment. We believe this increase is still fair given the number of coached sessions available to members and the number of races that the club pays entry to which are available to all members.

Club membership has increased to 475 (118 juniors, 357 seniors) which is an excellent development; we are proud that TBH continues to be such a popular home for runners in the North East. This is just short of our peak membership (479 in 2019), albeit with a big swing towards junior membership.

You may notice the inclusion of a new concession category which is for members returning to the club after giving birth. I promise this was not my idea, but rather it is a reflection on the fact that many studies show that participation of women in running drops off after they have children and the committee felt that this concession was a progressive step in encouraging people to keep training and feel valued by the club as they return to fitness and adjust to postpartum life.

Proposed Fees 2024/25

| Membership | Total Fees 24/25 | Fee Breakdown | | Price per coached session |
|------------|------------------|---------------|------|------------------------------|
| | | EA | Club | |
| Senior | £65 | £19 | £46 | £0.43* |
| Concession | £46 | £19 | £27 | £0.30* |
| Junior | £46 | £19 | £27 | O12 - £0.51 U12 - £1.17** |

*Based on a 50-week training year of Tuesday, Thursday and Saturday sessions

**Under 12s train indoors at Newcastle High School for Girls so are limited to term time sessions. Their membership fees are the same as O12s as hall hire is a significant outgoing.

Concessions: Full Time Student/Senior Citizen (>65)/Unemployed people in receipt of means tested benefits/Distant & Social Member fees, and existing members returning to club running in the membership year after having given birth.

A distant member is defined as an athlete who both lives and works outside the North East of England and does not utilise any of the benefits the club has to offer its members.

A social member is defined as an individual who does not take part in any athletic pursuits with the club (e.g. training or racing) but is eligible for social activities.

Distant members and social members receive club communications and have the same voting rights as full members.

Leaders who have led more than 20 sessions in the preceding year will have their EA fees paid by the club.

Claire Norman



Membership Secretary

11. Men's Club Captain's Report

This is my first report as Men's Captain and I am pleased to be able to reflect on what has been a successful year, with much to build on in the next 12 months.

The main achievement I would like to highlight is the first TBH win in the Sherman Cup, this year held in January at a very muddy Temple Park. For those that don't know, the Sherman Cup is a team competition (the women compete for the Davidson Shield) contested across all age categories, from junior to senior to veteran, and, as Matt Walker noted at the time, a victory requires a strength in depth that doesn't occur overnight. Winning the Sherman Cup is testament to over a decade of club-building and one of my main aims as Men's Captain is to ensure that we carry on competing at the front end of North East running across a range of age categories and disciplines.

The Harrier League was somewhat weather affected this year, with frequent fixture cancellations making it difficult for the season to build momentum. We struggled in the first couple of fixtures but great performances at Aykley Heads (3rd) and Alnwick (2nd) saw us pull clear of the Division 1 relegation zone to finish safely mid-table. I can't emphasise enough how rewarding cross country can be, the camaraderie in the mud is brilliant in a "we band of brothers" sort of way, and 6 miles over tough terrain is guaranteed to improve you as a runner. Crossing my fingers for better weather next winter, I would really like to see some big turnouts in the 24/25 Harrier League season, particularly from those who have not yet got involved, and from those who may not have competed in a few years. The scoring system means that every TBH runner helps to push other teams down the standings and increases our chances of success. So give it a try!

Elsewhere in the local scene, it has been a year of near misses: after 4th at the North Eastern XC championships, we were also 4th at the Good Friday relays, and one place off a medal at the Signals relays (the North East champs). I'm certain that this year our luck will start to change! Successes have included 2nd place for the senior men at Farringdon XC relays and an impressive 2nd at the Birtley XC relays from a strong V35 team. It was also great to see a team victory at our Bridges of the Tyne 5 mile race.

At regional and national level, we competed well at the Northern 6 stage (finishing 21st) and 12 stage relays (19th), and both qualified and fielded a team at the National 6 stage for the first time in a few years. These races make a real impact on the wider regional and national running scene and often help us with recruitment. With a strong group of young runners starting to emerge from the junior ranks, I'm hopeful that we will start fielding more teams on a more regular basis in these events and make a return to the National 12 Stage – the 'FA Cup Final' of English distance running.

I have deliberately not mentioned any individuals so far, as I will inevitably make a glaring omission, but there have certainly been a lot of PBs and excellent performances so our training must be working! I would just like to recognise the amazing streak of success last summer from recent recruit Jarlath McKenna – highlights included a win at the Northumberland Coastal Run, 1st and course record at the Glasgow to Edinburgh Ultra, 1st and course record at the Chevy Chase (that

record had stood since the early 90s!), 2nd at Bridges of the Tyne, 8th at Blaydon, and a sub-15 clocking (and V40 club record) at the Sunderland 5k. Incredible! I hope he recovers from recent injuries and we see him back out in a black and white vest very soon.

Of course, TBH is not all about medals and placings. Events such as local relays are often more about enjoying a summer evening and racing hard alongside your training partners. The results are often quickly forgotten! The club looks to complete teams in up to 20 events every year and I would urge every member, from every training group, to take advantage. Keep an eye on your emails! I hope to see many of you out there next year.

Tom Charlton



Men's Captain

12. Ladies Club Captain's Report

Another running year has passed us by and I'm pleased to report on some fantastic successes TBH ladies have had across the year.

To kick off I think the most notable highlight in the year has to be our fantastic win at the North East Cross County Championships in December, a first in the history of the club– A brilliant performance from Jess Eaton, Hannah Stewart, Kathryn Stevenson & Alison Dargie.

Continuing on the theme of XC, it was always going to be a tough ask to retain the Davison Shield for the third year in a row but our junior, senior and veteran women gave it a pretty good go and came away in silver position! Well done to everyone who ran on the day!

We also fielded teams in North Eastern XC Champs, Northern XC, National XC, Farrington relays and the had two of our ladies on the reserve list for the North East Inter-counties team.

Our Northern track & field season didn't match our 2022/23 season unfortunately. Huge thanks to our organizers, volunteers and regular competitors. This year it would be great to see more people out giving it a go. A newbie to the track training sessions Zoe Thompson will tell you all about how it improves your speed!!

The road relays were well attended again this year. We placed 2nd at the Good Friday Relays (2023), 3rd place at the Gordon Smith Relays and were the only North East club representing at the National 6 stage relays. This was a proud day for the club and we are looking to build on this in future years. In May we had a flurry of medals at the NEMMA Road Relay including V45 gold & V35 bronze. More recently, we had 36 women from every single group at the club smashing round the original GF Relay course! It really was a fantastic turnout!

Some other notable performances during the year were;

- Sophie Marr – The winner of Edinburgh 10k
- Team prizes at the Clive Cookson, Saltwell 10k, Blaydon Races, Blyth 10k, Brampton to Carlisle
- V50 2nd & 3rd places for Louise Lennox & Lucy Matheson at Sunderland half marathon
- Club records broken by Katy Stevenson, Yam Thiru & Lucy Crookes.
- Lucy Crookes – the winner of our brilliant Bridges of the Tyne 5 miler
- PB's within every group of the club

I would also like to congratulate those participating in the recent marathons and other local events.

I would like to highlight again the fantastic benefits there are from being a club member at TBH. Each year there are about 20 chances to race for the club (in addition to the harrier league XC fixtures, and track & field fixtures) the club covering the costs of entry and transport for events further afield. We have had lots of new

members join the ladies team this year (welcome everyone!) and the buzz we had around the recent relays has got me very excited for what is to come!

I can't wait to lace up and race with you ladies! 😊

Becky Blain



Ladies Captain

13. Junior Report

The club junior section over the last year has undertaken some changes with regards to the structure of groups and future development for the juniors. Each group in the over 12 section has a clear pathway leading from transition group right through to the racing group where development and ability will be assessed along the way.

Each leader/coach is appointed to a certain group which matches their skillset to cater for each junior athlete on an individual basis. Constant dialogue between the groups leaders allows each junior athlete to progress at their own pace between the different groups.

The racing group which I currently coach is for the faster junior club athletes where some of our athletes have ambitions of joining the senior ranks when/if the time is right. My main job is to coach the athletes and prepare them for senior sessions, by planning and designing sessions to mirror the senior sessions. We currently have 2 junior boys and one junior girl who have all stepped up with great success to the seniors on a regular basis over the last year.

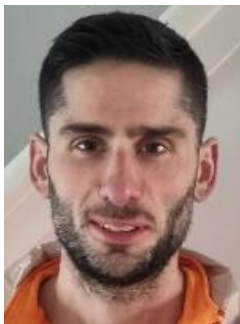
The individual success of the juniors has mirrored the team success of the juniors over the last year. The club successfully closed 6 teams over the age groups at Thornley Hall Farm XC relays last November with gold success for the under 15 girls and under 15 boys. This relay success was replicated last month at the Birtley XC relays with the boys mixed under 15/17/20 team winning gold again.

The club also had representation at the under 15 boys Northern Road Relays last September at Birkenhead, joining the men's and women's senior teams for the day.

The biggest success for the juniors happened last October with the club closing our first under 15 boys team at the national road relays, held annually at Sutton Coldfield.

I am very hopeful that over the next year more club juniors will be integrated into senior training, the club will continue to close teams at local and national level and the club junior section will continue to thrive throughout the age groups.

Paul O'Mara



Junior Racing Group Head Coach

14. Formal motions for vote

i) Membership Fees

Proposed by the Committee: Invite acceptance of proposed membership fees for 2024/25

| Membership Type | Price | Membership Details |
|---|----------------------------------|---|
| Adult Full Membership | £65.00 | Adult joining, or existing adult member re-joining, April 1 st 2024 – March 31 st 2025 |
| Junior Membership | £46.00 | Under 18 joining, or existing under 18 member re-joining, April 1 st 2024 – March 31 st 2025 |
| Concession | £46.00 | <p>Full Time Student/Senior Citizen (>65)/Unemployed people in receipt of means tested benefits/Distant & Social Member, and existing members returning to club running in the membership year after having given birth, joining or rejoining April 1st 2024 – March 31st 2025</p> <p><i>A distant member is defined as an athlete who both lives and works outside the North East of England and does not utilise any of the benefits the club has to offer its members.</i></p> <p><i>A social member is defined as an individual who does not take part in any athletic pursuits with the club (e.g. training or racing) but is eligible for social activities.</i></p> <p><i>Distant members and social members receive club communications and have the same voting rights as full members.</i></p> |
| <p><i>Discounts</i></p> <p>Club leaders and coaches</p> <p>Officials</p> <p>Couch to 5k</p> | <p>£19</p> <p>£19</p> <p>TBD</p> | <p>Club leaders and coaches who led 20 or more sessions in the 2023/24 year will not have to pay their EA affiliation as it will be covered by the club, meaning a reduction of £19 for these individuals. Those eligible will be contacted directly.</p> <p>Club members who perform the role of an official at 2 or more track & field fixtures on behalf of the club will not have to pay their EA affiliation as it will be covered by the club, meaning a reduction of £19 for these individuals. Those eligible will be contacted directly.</p> <p>Athletes who have completed the couch to 5k programme can convert to full TBH membership at standard rates minus the cost of their C25K.</p> |

ii) Revision of Constitution

Proposed by the committee: Invite acceptance of the proposed new club constitution as detailed in Appendix B. The new constitution has been written using the England Athletics recommended template, modified to suit the specific views and requirements of Tyne Bridge Harriers and it's members.

iii) Awards Evening Venue

Proposed by: Neil Thompson

Seconded by: Steve Attley

It is proposed that the club returns to its original roots & has its Xmas party/presentation night in a CIU style club around Byker/Wallsend.

15. Election of Management Committee

The nominees for the management committee are listed below, along with their provided statements and the proposer and seconder of each individual.

Jessica Anderson

Proposer: Sandy Anderson

Secunder: Ian Pickett

I have acted as Treasurer for the last 2 years and would be happy to continue in that role.

Becky Blain

Proposer: Claire Huitson

Secunder: Robyn Naylor

I have been a member of Tyne bridge harriers for well over 10 years now, regularly training with the club & participating in many team events. I would like to be considered again for ladies captain to help continue to grow our presence as a top club in the north east both from a competitive and friendly all-inclusive perspective. Our women continue to go from strength to strength and I would like to be a part of that for another year!

Justine Carrion-Weiss

Proposer: Claire Norman

Secunder: Lucy Dunbar

Since I have joined Tyne Bridge Harriers in 2018, I have enjoyed organising social gatherings and events for the club informally at first and as Social Secretary last season (2023-2024). These events allow senior members to meet up outside training sessions & races, feel welcome within the club and build new friendships. For 2024/2025, I'd like to remain Social Secretary and organise more regular social events after race and running events, but also keep celebration milestones such as the Christmas Party, or the Great North Run in place.

Tom Charlton

Proposer: Michael Hedley

Secunder: Connor Braithwaite

I have been a member of Tyne Bridge Harriers since 2014 and started as the men's team captain last year. I would like to again put myself forward for the role of men's team captain to help the club continue to challenge at the front end of races while also promoting team events across all training groups, with the aim of getting some big TBH turnouts.

Jess Hamilton

Proposer: Ian Pickett

Secunder: Claire Norman

I've been a member of TBH for over two years, one of which I've been a leader. I'm organised, efficient and (very!) enthusiastic; I love meeting new people at club and ensuring members enjoy their time with TBH, both at sessions and wider team events. I know that the club are looking for more committee support around welfare, so I would be willing to help in this area, and any other areas where needed.

Chris Huitson

Proposer: Alasdair Blain

Seconder: Catherine Anderson

My name is Christopher Huitson. I first joined the club in 2013 when my good friend Jon told me how lovely it was. Tyne Bridge was a revelation for me, it brought back my love for sport, friendships, and fitness. I progressed from group 4 to now holding my own in group 1. I would like to join the committee in order to support the club to keep on its current trajectory and see it gain strength in some of the regional and national competitions. I would bring enthusiasm, organisational skills and motivation.

Claire Norman

Proposer: David Curran

Seconder: Annette Kelly

I would like to be TBH membership secretary for another year as I like to think I know what I'm doing by this stage!

Paul O'Mara

Proposer: Craig Jones

Seconder: Kirsteen Kilgour

I am looking to stand for re-election for the club committee again this year and believe it's important that the junior section of the club have some representation on the committee.

I am newly qualified as a coach in running fitness, I currently lead and coach both the seniors and juniors each week.

I am involved in club training session plans throughout the year and believe I can continue to help and work alongside the head coach.

I am actively coaching junior and senior athletes at the club and believe the knowledge I have picked up on my coaching course can be beneficial for the club.

Ian Pickett

Proposer: Matt Walker

Seconder: Claire Norman

I first joined TBH in 2013 and have been on the committee in a number of roles in recent years. I would like to stand again as this year will see significant changes to the organisation of the committee and I would like to provide continuity as the club makes this transition.

Yam Thiru

Proposer: Heather Dorman

Seconder: Hannah Stewart

I would like to be considered for a coaching position on the committee.

The club has kindly supported me to obtain and utilise my LIRF and CIRF qualifications. I set the Thursday club sessions which get good feedback.

I am close to completing the UKA Event Group Endurance qualification with the final online integration modules on 18 and 19th May.

Utilising many years of running experience, I already enjoy supporting members both formally and on an ad hoc basis.

Matt Walker

Proposer: Claire Norman

Secunder: Cees Van Der Land

I joined TBH in 2013 and have held my current role as the club secretary since joining the committee in 2020/21. I would like to stand for re-election to the committee to continue working to put back into a club that I love and has given me so much.

If the proposed club constitution as per 14.ii) is passed, then the executive committee shall be limited to 12 officers. As there are 11 nominations it is proposed that the nominated individuals are voted on in bulk. Should this not be carried, the officers will be determined by a ballot.

If the proposed club constitution as per 14.ii) is **not** passed, then the current constitution limits the size of the management committee to 13. As there are 11 nominations it is proposed that the nominated individuals are voted on in bulk. Should this not be carried, the committee will be determined by a ballot.

Appendix A
Balance Sheet and Profit and Loss Tables

Tyne Bridge Harriers

Balance Sheet Report

To: 31 March, 2024

ASSETS

Fixed Assets

Total Fixed Assets £0.00

Current Assets

1200 - Current

20,346.41

Total Current Assets £20,346.41

TOTAL ASSETS £20,346.41

LIABILITIES

Current Liabilities

2120 - Hardship Fund

766.90

Total Current Liabilities £766.90

Future Liabilities

Total Future Liabilities £0.00

TOTAL LIABILITIES £766.90

TOTAL NET ASSETS £19,579.51

EQUITY

Net Profit / Loss

19,579.51

| | |
|--|-----------|
| <i>Net Profit / Loss (prior year(s))</i> | 25,928.38 |
| <i>Net Profit / Loss (current year)</i> | -6,348.87 |

| | |
|---------------------|-------------------|
| TOTAL EQUITY | £19,579.51 |
|---------------------|-------------------|

| Sales (income) | Last financial year (Apr 22 - Mar 23) | | This financial year (Apr 23 - Mar 24) | |
|---|--|-------------|--|-------------|
| 4900 - Other income | £ | 500.00 | £ | 880.00 |
| 11000 - Subscriptions | £ | 11,515.22 | £ | 12,581.70 |
| 11001 - Subscriptions Discount | £ | 409.84 | £ | 513.37 |
| 11010 - Subscriptions Junior | £ | 1,874.12 | £ | 2,195.33 |
| 11050 - BotT | £ | 10,184.08 | £ | 11,241.24 |
| 11080 - Vests | £ | 2,907.92 | £ | 3,291.97 |
| 11081 - Vests Junior | £ | 130.51 | £ | 14.41 |
| 13012 - Strength & Conditioning | £ | 236.80 | £ | 47.71 |
| 13013 - Social Event Income | £ | 590.75 | £ | 961.38 |
| 13014 - Travel Payment Income | £ | 1,193.97 | £ | 757.48 |
| 13015 - Amsterdam 2022 Trip Income | £ | 7,491.00 | £ | - |
| 13017 - Donations for charity | £ | 1,146.60 | £ | - |
| 13018 - Couch to 5k | £ | 642.84 | £ | - |
| 13019 - Palma 2023 Trip Income | £ | 3,500.00 | £ | 8,363.92 |
| | Total Sales | £ 42,323.65 | Total sales | £ 40,848.51 |
| Direct Expenses (spend) | | | | |
| 7100 - Track rental | £ | 440.00 | £ | 915.00 |
| 7500 - Equipment costs | £ | 1,148.26 | £ | 391.22 |
| 12000 - EA Fees | £ | 438.00 | £ | 252.00 |
| 12002 - Northern Athletics Affiliation | £ | 736.00 | £ | 770.00 |
| 12020 - Vests Senior | £ | 3,369.00 | £ | 5,004.40 |
| 12030 - Race Entry | £ | 1,480.20 | £ | 2,226.59 |
| 12035 - Cross Country | £ | 2,154.54 | £ | 1,687.65 |
| 12040 - Travel Costs | £ | 4,200.00 | £ | 5,371.23 |
| 12045 - Track and Field | £ | 1,068.53 | £ | 1,000.00 |
| 12050 - BotT Fees | £ | 3,899.26 | £ | 6,714.92 |
| 12060 - Training Courses | £ | 2,202.00 | £ | 2,975.00 |
| 12090 - Web Services | £ | 306.88 | £ | 339.88 |
| 12095 - Awards and Trophies | £ | 1,788.49 | £ | 1,720.90 |
| 12096 - Club Social Events | £ | 1,018.00 | £ | 1,994.08 |
| 12097 - Member of Month Vouchers | £ | - | £ | 187.50 |
| 12098 - Room Hire | £ | 3,380.60 | £ | 3,495.60 |
| 12099 - Strength & Conditioning Classes | £ | 585.00 | £ | 300.00 |
| 13016 - Amsterdam 2022 trip expenditure | £ | 7,445.85 | £ | - |
| 13020 - Palma 2023 trip expenditure | £ | - | £ | 11,851.41 |
| | Total Direct Expenses | £ 35,660.61 | Total Direct Expenses | £ 47,197.38 |
| | GROSS PROFIT / LOSS | £ 6,663.04 | GROSS PROFIT / LOSS | -£ 6,348.87 |
| Overheads | | | | |
| 6200 - Marketing | £ | 48.00 | £ | - |
| 8200 - General Expenses | £ | 30.00 | £ | - |
| 13011 - Charitable donations | £ | 1,146.60 | £ | - |
| | Total Overheads | £ 1,224.60 | Total Overheads | £ - |
| | NET PROFIT / LOSS | £ 5,438.44 | NET PROFIT / LOSS | -£ 6,348.87 |

Appendix B
Proposed Club Constitution

Rules
of
Tyne Bridge Harriers



1. Interpretation

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

| | |
|----------------------------|---|
| AGM | has the meaning given in rule 12.1; |
| Chair | means the person from time to time 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 12.2; |
| England Athletics | means England Athletics Limited (company number: 05583713) (or its successor body); |
| Executive Committee | means the management committee of the Club from time to time; |
| General Meeting | means a general meeting of the Members (being either an AGM or an EGM); |
| Junior Committee | means the sub-committee responsible for the Junior section of the club from time to time; |
| Member | means a member of the Club (and a member shall be legally bound by these Rules in accordance with rule 10); |
| Objects | has the meaning given in rule 3; |
| Officers | means the members of the Committees; |
| Secretary | means the person from time to time appointed as secretary of the Club in accordance with these Rules; |
| Senior Committee | means the sub-committee responsible for the Senior section of the club from time to time; |
| Treasurer | means the person from time to time appointed as treasurer of the Club in accordance with these Rules; |

| | |
|----------------------------|---|
| UKA | means UK Athletics Limited (company number 03686940) (or its successor body); |
| Voting Members | means any Member aged 16 or over |
| Writing and written | includes email and other forms of electronic communication |

2. **Name and Office**

- 2.1 The Club shall be called **Tyne Bridge Harriers**.
- 2.2 The principal office of the Club shall be situated in England.

3. **Objects**

The objects of the Club (Objects) are for the public benefit generally but with particular reference to inhabitants of Newcastle Upon Tyne and its surrounding areas:

- 3.1 to promote community participation in healthy recreation by providing coaching and competitive opportunities in Athletics.
- 3.2 to promote the club within the local community and in the sport of Athletics.
- 3.3 to ensure a duty of care to all members of the club.
- 3.4 to provide all of its services in a way that is fair to everyone.

4. **Ethos**

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

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

- 4.2 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.
- 4.3 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 4.4 All Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.



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

5. **Exercise of Powers**

In furtherance of the Objects but not otherwise the Club may exercise the following powers:

- 5.1 to carry on a sports club;
- 5.2 to provide sports coaching, training and equipment;
- 5.3 to participate in and organise leagues, competitions, tournaments and matches and related activities;
- 5.4 to provide information, advice and guidance in running and/or athletics, competitions, coach development and other related activities;
- 5.5 to publish or distribute information including by means of reports, books, leaflets, films, videos, websites and any other media;
- 5.6 to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to open and operate bank accounts in the name of the Club;
- 5.7 to accept or disclaim gifts of money or any other property;
- 5.8 to raise funds and to invite and receive contributions;
- 5.9 to purchase, take on, hire, lease, acquire, alter, improve, construct and maintain property and equip it for use;
- 5.10 to reconstitute as a body corporate and transfer some or all of the undertaking, assets and liabilities of the Club to its corporate successor;
- 5.11 to set aside income for special purposes or as a reserve against future expenditure but only in accordance with a policy in Writing on reserves determined by the Executive Committee; and
- 5.12 to do all such other lawful things as may further or are conducive to the Objects or any of them.

6. **Club Finances and Property**

- 6.1 A bank account shall be opened and maintained in the name of the Club (**Club Account**). Designated account signatories shall be the Chair, the Secretary and the Treasurer. 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 Executive 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 any finance policy drawn up by the Executive Committee and/or in accordance with the reasonable instructions of the Executive Committee (acting collectively) from time to time.

- 6.2 The Club's financial year shall end on 31st March each year or such other date as the Executive 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.

7. **Affiliation**

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

8. **Club Membership**

- 8.1 The Members from time to time shall be those persons listed in the Club's register of members which shall be maintained by the Membership Secretary.
- 8.2 The Executive Committee may make bye laws under rule 28 below establishing classes of membership with different rights and obligations and shall record such rights and obligations in the Club's register of members.

9. **Admission to Membership**

- 9.1 Any person who wishes to be a Member must apply in such form as is determined by the Executive Committee from time to time.
- 9.2 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 or the health and safety of the member. 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. A person may appeal against any denial of membership in accordance with rule 29 below.
- 9.3 The Voting Members, by way of a vote at the AGM, shall fix the annual subscriptions to be paid by different categories of Members provided that the Voting Members shall use their best endeavours to ensure that any such subscriptions do not preclude open membership of the Club.
- 9.4 Membership will be deemed to commence once the club has accepted the application form of a prospective member and subscriptions have been paid in full.
- 9.5 Membership is not transferable to anyone else.

10. **Conditions of Membership**



- 10.1 These Rules, including any bye laws made under rule 28 below, shall form a binding agreement between each Member and Members shall comply with these Rules and bye laws.
- 10.2 The Members shall pay any admission fees and annual subscriptions set by the Executive Committee under rule 9.3 above.
- 10.3 Subject to these Rules and the general law, the Members shall so exercise their rights, powers and duties and shall where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the Objects and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.

11. **Cessation of Membership**

11.1 Membership of the Club shall terminate if:

11.1.1 the Member dies;

11.1.2 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 Executive committee's discretion

11.1.3 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.

11.1.4 the Member is in arrears to the Club and their subscriptions or any other payments are at least three months overdue;

11.1.5 the Member is removed from membership by a resolution of the Executive Committee as a result of the application of the Club's (or England Athletics) disciplinary policy.

11.2 The Executive Committee may exclude the Member from the Club's premises until the meeting has considered this matter (save that the Member shall be entitled to attend the meeting in question for the purpose of making representations to the meeting). A person may appeal against a decision to remove them from membership in accordance with rule 29 below.

11.3 Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and has no right to the return of any part of his subscription fee. Without prejudice to the foregoing, the Executive Committee may refund an appropriate part of a resigning Member's subscription fee if it considers it appropriate in all the circumstances.

11.4 In the event of a Member's resignation or expulsion, their name shall be removed from the Club's register of members.

12. **General Meetings**



12.1 The Executive 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:

12.1.1 the receipt of a report of the activities of the Club over the previous year;

12.1.2 the receipt of a report of the Club's finances over the previous year including an audited statement of annual accounts;

12.1.3 the election and retirement of Officers; and

12.1.4 any other business.

12.2 All General Meetings other than the AGM shall be called Extraordinary General Meetings (**EGMs**).

12.3 An EGM may be called at any time by the Executive 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 ten per cent of Voting 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.

13. **Notice of General Meetings**

13.1 An AGM or EGM shall be called on at least twenty one clear days before the meeting save that 90% of all the Voting Members may agree to shorter notice.

13.2 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.

13.3 Voting members will be invited to submit motions for the AGM that must be seconded by a Voting Member.

13.4 The AGM or EGM may vote on any motion that has been stated on the agenda. No other motions will be considered for vote, other than formally proposed and seconded amendments to those motions stated on the agenda.

13.5 The Secretary shall send to each Member at their registered email address an agenda for the General Meeting (whether an AGM or an EGM) together with the motions to be proposed at least seven clear days before the meeting.

13.6 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.

14. **Proceedings at General Meetings**

14.1 No business shall be transacted at any General Meeting unless a quorum is present. The quorum for an AGM or EGM shall be 30 Voting Members.



- 14.2 If a quorum is not present within half an hour from the time appointed for the meeting or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or as the Executive Committee may determine.
- 14.3 If the number of Voting Members present at the adjourned meeting is insufficient to constitute a quorum in accordance with rule 14.1 above, the Voting Members present shall constitute a quorum.
- 14.4 Parents or Guardians of Members who aren't eligible to vote may attend and speak at an AGM but do not have voting rights.
- 14.5 The Chair, or in their absence any other Officer, shall preside as the chair of the meeting. Each Voting 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.
- 14.6 The Secretary, or in their absence any other Officer, shall enter the minutes into the Club's records.
- 14.7 The Executive Committee may make whatever arrangements they consider appropriate to enable Voting 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.

15. **Powers of the Executive Committee**

- 15.1 The Executive Committee shall be responsible for the management of all the affairs of the Club and may exercise all the powers of the Club.
- 15.2 No alteration of these Rules and no such direction by the Members shall invalidate any prior act of the Executive Committee which would have been valid if that alteration had not been made or that direction had not been given.
- 15.3 The Executive Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Rules.
- 15.4 The Executive Committee may, while retaining responsibility pursuant to rule 15.1, 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.
- 15.5 Subject to these Rules and the general law, the Executive 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 England Athletics and UKA for the time being in force.



16. **The Executive Committee**

16.1 The Executive Committee shall consist of a minimum of five Officers and a maximum of twelve officers including the following:

16.1.1 Club Chair;

16.1.2 Club Treasurer;

16.1.3 Club Secretary;

16.1.4 Club Membership Secretary

16.1.5 Welfare Officer.

16.2 Officers shall be elected by the Voting Members at an AGM by way of a ballot. Nominations for election of Members as Officers shall be made:

16.2.1 by the Committee; or

16.2.2 in Writing by the proposer and seconder, both of whom must be existing Voting Members, to the Secretary not less than seven days before the meeting.

16.3 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.

16.4 Any vacancy on the Executive 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 Executive Committee.

16.5 An Officer may not appoint an alternate or substitute to act on their behalf at any Executive Committee meeting.

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

17. **Calling an Executive Committee Meeting**

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

17.2 A meeting of the Executive Committee shall be called on not less than seven days' notice to all Officers unless the Chair determines that urgent circumstances necessitate shorter notice.

17.3 Notice of a Committee meeting shall be given to each Officer save that it shall not be necessary to give notice of a meeting to an Officer who is absent from the United Kingdom.

18. **Proceedings of an Executive Committee Meeting**

18.1 Subject to the provisions of these Rules, the Executive Committee may regulate its proceedings as it thinks fit.



- 18.2 Meetings of the Committee shall be chaired by the Chair or in their absence the Treasurer. The chair of the meeting shall (subject to rule 19 below) have a casting vote in the event of a tie.
- 18.3 The quorum for the transaction of business of the Executive Committee shall be five Officers.
- 18.4 Decisions of the Executive Committee shall be made by a simple majority of those Officers attending and eligible to vote but in the event of an equality of votes the chair of the meeting shall have a casting vote.
- 18.5 Decisions of the Executive Committee meetings shall be entered into the Club's records.
- 18.6 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).

19. **Conflicts of Interest**

- 19.1 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.
- 19.2 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.
- 19.3 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.

20. **Disqualification from Office**

- 20.1 A person shall cease to hold office as an Officer if:
- 20.1.1 they are disqualified from holding office as a company director;
- 20.1.2 they are subject to a decision of England Athletics or UKA that such person be suspended or disqualified from holding office or from taking part in any activity relating to the administration or management of a club;
- 20.1.3 the Executive 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;



- 20.1.4 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;
- 20.1.5 they are absent without the permission of the Executive Committee from all its meetings held within a period of six months without good reason and the Executive Committee decide that the office be vacated;
- 20.1.6 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;
- 20.1.7 they make a composition with their creditors generally in satisfaction of their debts;
- 20.1.8 they are removed from office by the Executive 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 20.1.8.2 may only be passed if:
- 20.1.8.1 the Officer has been given at least twenty one clear days' notice in Writing of the Executive Committee meeting at which the decision will be made and the reasons why it is to be proposed; and
 - 20.1.8.2 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;
- 20.1.9 they cease to be a Member for any reason whatsoever.
- 20.2 The provisions of rule 20.1 above shall also apply to sub-committees and any member of a sub-committee who is not an Officer.

21. **Senior Committee**

- 21.1 At its first meeting following each AGM the Executive Committee shall appoint up to seven elected Officers to form a sub-committee, the **Senior Committee**, to solely manage the affairs of the senior section of the club.
- 21.2 The officers of the Senior Committee shall be:
- 21.2.1 • Men's Captain
 - 21.2.2 • Women's Captain
 - 21.2.3 • Head Coach
 - 21.2.4 • Social Secretary
 - 21.2.5 • Social Media/Website Officer



21.2.6 2 Elected Representatives

- 21.3 The appointed Officers shall be responsible for managing the affairs of the senior team. The Senior Committee shall present to the Executive Committee at its last meeting prior to an AGM a written report of the activities of the team.
- 21.4 The Senior Committee may only commit club funds in line with the financial rules of the club, as agreed by the Executive Committee.

22. **Junior Committee**

22.1 At its first meeting following each AGM the Committee shall appoint up to seven Voting Members or Parents/Guardians of Members or others with a vested interest in the Junior Section of the club to form a sub-committee, the **Junior Committee**, to solely manage the affairs of the junior section of the club.

22.2 The officers of the Junior Committee shall be:

- 22.2.1 • U12 Head Coach
- 22.2.2 • O12 Head Coach
- 22.2.3 • Junior Welfare Officer
- 22.2.4 • Junior Secretary
- 22.2.5 • Junior Membership Secretary
- 22.2.6 • Team Manager
- 22.2.7 • 1 Elected or Nominated Representative

22.3 Officers of the Junior Committee who are Voting Members of the club may vote at Executive Committee meetings.

22.4 The appointed Members shall be responsible for managing the affairs of the junior team. The Junior Committee shall present to the Executive Committee at its last meeting prior to an AGM a written report of the activities of the team.

22.5 The Junior Committee may only commit club funds in line with the financial rules of the club, as agreed by the Executive Committee.

23. **Irregularities**

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.



24. **Minutes**

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

- 24.1 of all appointments of Officers made by the Members or the Executive Committee;
- 24.2 of all resolutions of the Members and of the Executive Committee (including decisions of the Executive Committee made outside a meeting); and
- 24.3 of all proceedings and reports of meetings of the Club and of the Executive Committee, and of the Senior Committee, Junior committee and other sub-committees, including the names of those present at each such meeting.

25. **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:

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

26. **Personal Risk**

- 26.1 Members and guests acknowledge and accept that playing or participating in sport of any kind can be dangerous and may result in injury and damage to property. Members and guests shall take personal responsibility for their own actions and play or participate in the Club's sporting activities at their own risk.
- 26.2 Subject to rule 26.3 below, the liability of the Club and its Officers to any Member is limited to the net assets of the Club.
- 26.3 Nothing in these Rules shall limit or exclude liability:
 - 26.3.1 for death or personal injury caused by negligence;
 - 26.3.2 for any loss or damage caused by criminal or fraudulent conduct; or
 - 26.3.3 for any other liability which cannot lawfully be limited or excluded;

27. **Indemnity**

- 27.1 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.

28. **Bye Laws**



28.1 The Executive 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 Executive Committee may by such bye laws regulate:

28.1.1 the establishment of different categories of membership of the Club;

28.1.2 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;

28.1.3 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 Executive Committee in the better administration of the Club;

28.1.4 the adoption or alteration of such other regulations or policies as the Executive Committee thinks fit;

28.1.5 the conduct of Members in relation to one another and to the Club's Officers, staff, volunteers or beneficiaries including disciplinary procedures;

28.1.6 the terms on which Members and guests may be permitted to take part in the Club's sporting activities;

28.1.7 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;

28.1.8 any licensable or other regulated activities of the Club.

28.1.9 the procedure at General Meetings and meetings of the Executive Committee and sub-committees insofar as such procedures are not regulated by these Rules;

28.1.10 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;

28.1.11 any procedures to assist the resolution of disputes within the Club;

28.1.12 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 England Athletics.



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

29. **Complaints and Disputes**

29.1 All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and UKA's/EA's safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.

29.2 Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its discipline and appeals process (see section 4.5) and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer). Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the Secretary will appoint 3 (three) Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule **Error! Reference source not found.** below, a decision of the disciplinary panel shall be final and conclusive.

29.3 Any appeals must be received by the Secretary within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed.

29.4 Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of EA, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by EA in accordance with its Disciplinary Procedures.

29.5 If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

30. **Alteration of the Rules**

30.1 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 two-thirds of the Voting Members present.

31. **Incorporation**



- 31.1 The Voting 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.
- 31.2 On a transfer under rule 31.1 the Committee must ensure that all necessary steps are taken as to:
 - 31.2.1 the transfer of land and other property;
 - 31.2.2 the assignment or novation of contracts and grants;
 - 31.2.3 the transfer of employment and transfer of pension rights; and
 - 31.2.4 the trusteeship of any property held as permanent endowment.

32. **Dissolution**

- 32.1 A resolution to dissolve the Club may only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the Voting Members present.
- 32.2 The dissolution shall take effect from the date of the resolution and the Executive Committee shall be responsible the winding up of the assets and liabilities of the Club.
- 32.3 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.

33. **Declaration**

The Club duly adopted these Rules as its governing document on **[insert date]**

Signed

Chair

Ian Pickett

Signed

Secretary

Matthew Walker

