

Swansea University Athletics & Cross Country Constitution

All club members are required to follow the guidelines laid out in this Constitution. Failure to do so could result in disciplinary or even legal action. This document is intended for the use of bona fide members of the student club. Improper use or interpretation of this Constitution does not reflect the spirit in which it is presented.

A copy of the finalised and signed version of this document should be:

- i) Supplied to the Student Sports Development Manager (hard copy and e-copy)
- ii) Displayed on the clubs website
- iii) Distributed to all Club Committee members (on request)
- iv) Supplied to any individual involved in coaching / instruction.

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1. Name and Introduction

The full title of the Club will be: Swansea University Athletics & Cross Country Club; Athletics

The club shall be affiliated to Swansea University and the Sport Swansea Committee, and shall be administered by Sport Swansea

The National Governing Body for this activity is:

British Athletics
Athletics House
Alexander Stadium
Walsall Road
Perry Barr
Birmingham
B42 2BE

All participants that take part in the Athletics & Cross Country activities are required to act in accordance to the Sport Swansea guidelines. Participants must affiliate to the University through the purchase of a Sport Swansea membership. This covers them for insurance (please refer to the insurance guide for further details.)

The first procedure for the newly elected committee will be to review its health and safety procedures prior to activities starting in the new academic year in conjunction with Sports Swansea.

2. Aims and Objectives

- The Athletics & Cross Country Club will endeavour to follow a duty of care for its members and associates. It will endeavour to act reasonably to ensure its members are not unduly placed in unnecessary risk.
- The club aims to offer competitive races/competitions as well as training and social opportunities for its members.
- All athletes are welcome to join the Club and have the right to a fair trial process.
- It aims to develop the existing skills and abilities of members as well as promoting the sport to students of the university and the local community.
- The Club aims to foster a Club spirit, to incorporate all its members, beyond the limits of the team boundaries.
- Clubs shall abide by the Universities current equal opportunities and environmental policy statements which shall be included in all constitutions.
- The Club will work to form strong relationships with other Clubs/Teams within the University and continue to operate in a way which will improve the reputation of the Club and of the University.

3. Membership

- 3.1 Membership of the Club shall be open to all current male/female students of Swansea University upon payment of the required subscription (NB: Sport Swansea membership is required). Membership does not guarantee a role as an active playing member.
- 3.2 Subscription to the club entitles students to a yearly membership entitling them to all privileges associated with this membership i.e. invitations to all Athletics & Cross Country events, re-trial opportunity.
- 3.3 All members are invited to attend all training sessions as the nature of the sport does not exclude individuals based on talent or ability, along with automatic invitation to any club social or community events. (Note: All events and social activities will be advertised via the clubs social media platforms).
- 3.4 Upon payment of membership fee, members agree to abide by the clubs constitution
- 3.5 Members are entitled to a 48 hours 'cooling off period' where they are entitled to a full club membership fee refund.
- 3.6 Active playing members of the Club shall be eligible to hold office and all members shall be entitled to vote in elections within the Club.
- 3.7 Financial authority for the club shall be given to authorised committee members of the club at the designation of the University Sports Officer.
- 3.8 The membership fee shall be payable immediately however some concessions maybe granted in extenuating circumstances. Fees must be paid before the first fixture, failure to so will result in that individual not being eligible to play.

The Athletics & Cross Country Club operates under the Sport Swansea constitution written by Sport Swansea and the University.

4. Subscription and Finance

- 4.1 A membership fee is required from all club members. The club will set this fee at the start of each academic year and will be responsible for signing all members via Swansea University Student Union Sport sign-up facility.
- 4.2 In addition to the membership fee all members using the facilities at Sketty Lane will be subject to a facilities fee which is payable on use of facilities.
- 4.3 All club finances will be processed through the Student Union Finance Office. Any proposed club expenditure will be authorised by the Club Captain or the Club Secretary and submitted to the Sports Officer for approval.
- 4.4 All match Playing Fee's (MPF's) have to be paid by the Team Captains into the finance office before the Friday after their previous game.
- 4.5 Any transport arranged will be done so via Sport Swansea Management. On occasions where this is not possible, the cost will be debited from the Club accounts upon invoice approval.
- 4.6 The Club, it's Officers, its funds, and all its activities shall be subject to the provisions of the Constitution and Regulations of Sport Swansea and Swansea University.
- 4.7 Financial Records are maintained by the SU Finance department. Access to these funds is granted to the Club Captain and the Club Secretary.
- 4.8 Members of the Club who have agreed to participate in events, and decide to withdraw without a valid reason or without a suitable notice period will be required to pay the MPF for said event
- 4.8.1 Notice period for events will be stated as the final sign-up date for each event i.e. the date transport/event entry is booked.
- 4.8.2 Club committee members reserve the right to withdraw any athlete from the team if they have not paid for travel, hotels or any other costs that must be paid in advance of the competition
- 4.9 The club will only issue a refund of any goods purchased if the goods arrive damaged or broken. Sufficient evidence will need to be produced.
- 4.9.1 If for any reason a selected athlete can no longer compete at BUCS, then NO refund will be given unless the space is filled by another suitable alternative.

5. Health & Safety

The safety of the Club and its members is of paramount importance and must be a priority at all times. The committee are responsible for the safety and wellbeing of its members and if any activity contravenes this activity should not take place. The Committee are to work with the Sport Swansea Management at all times regarding any H&S matters, and if they are unsure they should seek advice.

The Committee have the following responsibilities

- To Liaise with Sport Swansea Management with regards to matters concerning Club/ Activity Safety.
- To Promote Safe Practice within the Club at all times.
- To ensure that accident/ near miss forms are submitted to Sport Swansea within 24 hrs of the incident, or as soon as is reasonably practicable in the circumstances.
- To ensure that external Coaches/ Instructors/ Activity Leaders have been registered with, and approved by Sport Swansea before activities take place.
- To ensure all forms including (and not exhaustive of) trip/transport/drivers authorisation forms are completed and submitted to Sport Swansea within the stated and appropriate time frame.

6. Fundraising

- 6.1 The Media and Fundraising Officer shall be responsible for all fundraising activities.
- 6.2 The committee will decide how any funds raised through organised events shall be used although all suggestions from the club shall be considered.
- 6.3 The club will seek sponsorship to contribute to the club running costs/new equipment/team kit.

7. A. Club committee members

The committee of the club shall be as follows

- 1 Club Captain
- 1-2 Club Secretaries (incorporating the role of Treasurer)
- 1 Track and Field Captain
- 1-2 Cross Country Captains
- 2 Social Secretaries
- 1 Media and Fundraising Officer

7. B. Non-Committee members

These positions will be co-opted onto the committee. They do not have voting rights and will be selected by a committee only vote.

1 Alumni Officer

- 7.1 The Committee shall be responsible for the day-to-day running of the Club and may decide upon any matter which has not been decided upon by the General Meeting. The Executive shall be further responsible for:
- 7.1.1 Organising the activities of the Club in such a way as to include the greatest possible number of the Club's members.
- 7.1.2 Upholding the constitution of the Club and ensuring that its aims and objectives reflect the clubs activities.
- 7.2 Non-committee roles are for the purpose of a trial. At the end of each year the club committee will review the purpose and need for the role. If the committee agrees to make the non-committee role a committee position, then the standard voting process will begin at the AGM.
- 7.2.1 Non-committee positions can become full committee positions if voted by a 75% majority at an AGM.

8. Voting/election of committee

- 8.1 Annual elections for the club committee will take place during the club/societies AGM which will take place during the summer term.
- 8.2 All candidates for Club positions should submit their application 7 days before AGM. Applications will be reviewed by current committee and if deemed unsuitable they will be notified a minimum of 5 days prior to the AGM. If no candidate can be found, a re-application process will take place.
- 8.2.1 In the event that a committee position is not filled at the AGM, then this role will be re-opened for nominations in June or when the club recommences in September. If there are less than three candidates running, the committee may decide to vote themselves or to call an EGM for a whole club vote.
- 8.3 Elections will be decided by Secret Ballot.
- 8.4 All current playing members are eligible to stand for elections.
- 8.5 Only current members are entitled to vote
- 8.6 All Officers are elected for a period of one academic year, but may be re-elected to the same office or another office for subsequent years. There is no limit placed on how many periods an individual can be re-elected.
- 8.7 The club captain roles are reserved for club members in their 3rd year with the club to ensure that they hold enough experience and knowledge of the club. (Note: In exceptional circumstances, this can be waived at the discretion of the current committee).
- 8.8 The Committee is to be re-elected six weeks prior to the end of term to ensure an effective handover. Sport Swansea Management will be informed as soon as the election of new officers takes place.
- 8.9 During Committee only votes, if there is an even split then the Club Captain will have the deciding vote.

9. Meetings

- 9.1 The committee will meet monthly at a time and place agreed by the committee members (called by the Chair). The purpose of these meetings is to:
- Receive reports of matters arising since the last meeting
 - Ensure the general smooth running of the club.

The committee shall call further meetings independently or at the request of 20% of the membership.

9.2 Annual General Meeting (AGM)

The Club's AGM shall be the sovereign body of the Club; it shall elect all officers of the Club and may decide on any matter relating to the activities of the Club.

The committee shall agree the date of this meeting at the earliest convenience. The main purpose of the meeting is to:

- Elect the new committee and captains for the following year
- Hold a season review including an awards ceremony.
- Present a financial report.

10. Resignation and Removal of Committee Members

- 10.1 Any member wishing to resign their position must give written notice to the committee, so that an alternative member can be elected to take on the position.
- 10.2 Any Committee member may be voted off with a 75% majority. This decision may be appealed (by the individual) within 24 hours.
- 10.3 Appeals will be dealt with by Sport Swansea Management (see 13.3).

11. Responsibilities of Playing Members

- 11.1 When representing the Club all members should behave in a professional manner and adhere to the spirit of Fair Play. No conduct will be acceptable that is likely to reflect adversely on Swansea University.
- All members must play within the rules and respect officials and their decisions.
 - All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.

- Members should keep to agreed timings for training and competitions, or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit for training and match sessions, as agreed with the coach.
- Members must pay any fees for training or events promptly.
- Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
- Set a positive example for others, particularly young players and supporters.
- Always have regard to the best interests of the game and Swansea University, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- Not use inappropriate language.
- Resist any influence, which might, or might be seen to, bring into question his commitment to the team winning.
- Resist any temptation to take banned substances or use banned techniques.
- Treat opponents and their Team Officials with due respect at all times, irrespective of the result of the game.
- Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.

12. Club Complaints Procedure

12.1 This procedure allows members to raise complaints about any issues relating to the Club. This may include:

- The safety of activities.
- Poor standards of instruction or leadership.
- The standard of equipment used for the activities.
- Disregard to the Universities Equal Opportunities policy.

12.2 Complaints of an off-field nature should first be addressed to the Club Captain or Club Secretary. If this does not prove satisfactory, a complaint should be made to the Sport Swansea. If further action is required then the Head of Sport should be contacted (this may then be requested in writing).

12.2.1 The person making the complaint must do so to the appropriate persons within seven days of the incident and in writing.

12.3 Complaints of an on-field nature should first be addressed to the Team Captain/Coach. After this the same pathway as outline in 11.2 should be followed (dependent on the severity of the complaint).

Within three days of the receiving the complaint the committee will investigate and complete a written report on the incident.

The report must contain a conclusion and recommendations and be given to Sport Swansea dependent on the severity of the complaint.

13. Discipline Procedures

The purpose of the Disciplinary Procedures is to provide a uniform approach for the Athletics & Cross Country Club to deal with any on or off the field behaviour

13.1 There shall be a disciplinary panel, which will comprise of the club committee. The panel shall meet to consider the breach of discipline (according to the club rules and code of conduct) and recommend an appropriate course of action.

13.2 Sport Swansea Management shall be involved regarding any severe disciplinary.

The actions and/or penalties that the Disciplinary Panel may levy will be:

- No Further Action
- Verbal or Written Warning About Future Conduct
- Internal Suspension From Participating in Races – Number of Races
- Internal Suspension From Participating in All Club Activities – Period of Time
- Permanent Exclusion From The Club

This procedure is not limited to Players. Any Official, Parent or Supporter may be subject to this procedure if cautioned by a match official. The committee must notify the penalty to the Player, Official, Parent or Supporter in writing, within seven days of the hearing.

13.3 Complaints of a social nature will be dealt with by the Student Union and their disciplinary procedures.

13.4 In instances where internal club disciplines are deemed not sufficient, the Club will be subject to the disciplinary codes as laid down by Swansea University and the Sport Swansea Committee, both of these shall be administered by Sport Swansea.

14. Changes to the Club Constitution

14.1 Changes can be implemented if approved by a 75% majority vote obtained at an annual or a general meeting of the club. Consent from Sport Swansea Management will be required before any permanent changes are made. Constitution is to be reviewed at least once per academic year by club officials.

15. Declaration

The Athletics & Cross Country Club, its officers and activities shall be run in accordance with this Constitution and Swansea University's / Sport Swansea's Equal Opportunities Policy (equal opportunity and environmental policies of Swansea University can be viewed at www.swan.ac.uk/personnel/equal%20opportunities/equalitypoliciesplansandreports/)

Name: Nathan Phillips

Position: Club Captain

Signed: _____