

DUNFERMLINE TRACK & FIELD CLUB



Club Constitution

February 2025



www.dunfermlinetrackfieldclub.co.uk

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1. Title

The Club shall be known as Dunfermline Track and Field Club (hereinafter to be referred to as "the Club").

2. Affiliation

The Club shall be affiliated to the governing body for athletics in Scotland, Scottish Athletics Limited (SAL) and will complete annual affiliation documentation and fee payment by the end of August each year, or as otherwise instructed by SAL.

3. Objectives

a. The Club is established to pursue the following objectives:

- I. To encourage participation in track & field athletics for any athlete from a minimum age of 8 years.
- II. Endeavour to elicit excellence in the organisation and management of the Club for all members.
- III. To ensure the health & safety of all athletes and Club members is paramount in any decisions taken affecting any person associated with the Club, or others directly affected by those decisions.
- IV. To ensure all those associated with the Club uphold the Codes of Conduct for athletes, coaches and people with parental responsibility.
- V. To provide equal opportunities for successful participation for all members in the sport of athletics.
- VI. To promote the sport within the community in which the Club is domiciled.

4. Membership

- a. Membership of the Club shall be open to all persons who are amateurs as defined by UK athletics governing bodies at that time and no application for membership will be refused other than on reasonable grounds. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion or belief, sex, sexual orientation, political or other opinion. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- b. Each membership application must be made by an online electronic submission to the Membership Secretary. Memberships will be agreed by the Membership Secretary and Club Coaches and will be dependent on levels of coach availability for each of the club training groups.
- c. The appropriate subscription must accompany the application for membership based on the current categories; Junior athlete, Senior athlete (over 21 years of age) or Second claim athlete.
- d. All registered members of the Club who have paid their annual fee will be able to vote on Club business at the annual general meeting, except where the member is under the age of 16 in which case a parent or guardian will have the vote.
- e. Honorary life membership of the Club may be conferred upon any member by a majority vote of those present at an Annual General Meeting (AGM) in recognition of someone who has performed an outstanding service, or who has made an outstanding contribution to the Club.
- f. Any member wishing to resign from the Club must do so in writing or by email to the Club Secretary.
- g. Resignation shall be considered by the Committee within one calendar month of receipt and will be held as effective from the date of tendering. Resignations will not be accepted if the member is financially indebted to the Club, i.e. has not paid their subscription for the current year and acceptance of the resignation will be withheld until the debt has been discharged.

h. The Committee shall have the power to suspend or exclude any member for contravention of this Constitution, documented rules or published codes of conduct that may exist within the Club Handbook at that time. In exercising these powers the Committee shall adhere to the Club's disciplinary procedures. Appeal against the refusal or removal may be made to the Committee within 30 days of notice of suspension or exclusion.

I. All members will be subject to the regulations of this Constitution and the Codes of Conduct the Club has adopted and are outlined in the Club handbook.

j. Standard club membership will be recognised as first claim status. If you are already a first claim member of another club then you can only join Dunfermline Track and Field Club as a second claim athlete. You must clearly state this in your membership application and must discuss it in advance with coaching /management staff of your existing club and Dunfermline Track and Field Club prior to submitting your application. Your status as a first or second claim athlete is very important to understand as it determines which competitions you will be eligible for selection for. It will also determine when you can represent Dunfermline Track and Field Club. Normally second claim athletes will only represent Dunfermline Track and Field Club when selected by the club to compete. Should a second claim athlete wish to represent the club at any other event this must be presented to the Committee in advance for approval.

5. Subscriptions

- a. Annual subscriptions are paid monthly and are included with the monthly track fees.
- b. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- c. The initial joining fee shall include an additional payment to cover the cost of club kit and the first year's subscription fees to Scottish Athletics, the amount of which will be reviewed periodically by the Committee.
- d. Members joining later in the financial year may be eligible for a discount to their annual subscription, with dates and amounts being determined by the AGM.
- e. Any member failing to make the monthly payment will be contacted by the Treasurer and a reminder sent. Further failure to pay should be discussed at a full committee meeting
- f. Dunfermline Track and Field club is an active competing club. We encourage athletes to compete in events appropriate to their abilities and when selected by the club to do so. Failure to do so may result in your membership being reviewed.

g. Membership Suspension Policy

Athletes may request to suspend their membership if they expect to be unable to train for a period of two months or longer. Each request will be reviewed by the committee, and an appropriate payment break will be agreed upon. Membership payments must resume before the athlete returns to training

6. Selection Policy

a. Selection policy for each competition will vary according to several factors:

- Available athletes
- Spaces available for the competition in question
- Specific policies dictated by the competition organisers.
- Athletes must be fully paid up, current members of the club and registered with their home National Association with a valid SA Number

b. At the AGM all registered voting members will be given the opportunity to specify a general selection policy to be used for each competition. The details of the competition will be defined by the club and may be a segment of a recognised competitive league or event. This will be voted upon every AGM.

c. General selection policy choices will consist of, but not be limited or bound by, the following:

- Ability: In line with the factors listed above and all things considered we should select the athletes available based on ability considering the season's best and recent form. The club may define and target entry standards specific to a competition that will state the ideal standards that athlete should meet to qualify for selection. This will consider any competition policies and the clubs stated selection policy to be used for each competition.
- Development: The clubs Team Manager(s) will look at the available athletes with a focus on selections that promote the development of the athlete within a competitive environment. Athletes may be asked, if deemed appropriate, to do events they would not normally focus on to maximise the potential the club sees for the ongoing development of the athlete. First claim athletes will be actively considered for entry.
- ALL: The clubs team manager(s) will look to get as many athletes out as possible and fill the team as best as they can. Priority will be given to athletes not selected for other competitions. This will give more athletes the opportunity to compete and will avoid over competing other athletes.
- Self Entry: Athletes can self enter these competitions and can be asked to enter explicitly by the club. These are excellent events for inexperienced athletes, those wishing to increase their competition experience or to set new personal bests for either personal development or to meet stated entry standards for competitions as defined by the club.
- Other: Other selection policies may be proposed, seconded and accepted by members at the AGM.

d. Second claim members of the club will be considered for competitions that the club decide are “Competitive”. Should the club decide to consider them for “Developmental” competitions that will be at the discretion of the club and does not need to be stated.

Youth Development League: Competitive (best athletes selected in each age group, gender & event)

Forth Valley League: Competitive (best athletes selected in each age group, gender & event)

Central & South Scotland League: Developmental (Athletes not used in the League matches above may be selected here)

SAIL: A Team competitive, B Team Developmental.

U17/20 league: Competitive

7. Management

- a. The management of the Club shall be vested in a Committee that shall consist of the President, Treasurer and Secretary who shall be Officers of the Club together with a maximum of ten other members. All the foregoing shall be elected at the AGM and remain in office until the conclusion of the AGM of the following year.
- b. A majority of the elected Committee members are required for a quorum for a committee meeting to take place providing the President, Secretary or Chair Pro Temp is also present.
- c. Decisions will be ratified by majority vote of Committee members with holdings holding 1 vote.
- d. The Club Management Committee President will only be required to vote where a casting vote is determined. Should the President be unable to attend a Club Management Committee meeting, the Secretary will assume that role and be empowered accordingly. If neither the President nor Secretary can attend a Club Management Committee meeting, then the remaining Committee members will elect a Chair Pro Temp and they will assume the Presidents role and be empowered accordingly for the duration of the meeting. If no clear decisions can be reached on the election of a Chair Pro Temp by the remaining Committee members, then no decisions can be ratified and all will be carried forward to the next meeting.
- e. The Committee shall have the power to fill vacancies if they arise and to co-opt members for projects, but co-opted members shall not have a Committee vote.
- f. The Committee shall also have the power to establish any sub-Committee deemed appropriate to assist in meeting the objectives of the Club, and to delegate to these sub-Committees such duties as may be considered appropriate.
- g. The Committee shall have the power to appoint individuals to perform specific duties on behalf of the Committee, and to delegate to those individuals such duties as they consider appropriate.
- h. At least 14 days notice shall be given to members of the date, venue, and agenda items for the Committee Meeting except when the date of the meeting had been agreed at the previous Committee meeting, in which case 7 days notice shall be given. In an emergency the President may call a meeting at 4 days notice.

8. Annual General Meeting

- a. The AGM shall be held in the months of January or February as dictated by the practical circumstances applicable at that time and may be held physically or remotely.
- b. At the AGM the meeting will:
 - Receive the annual report of the President.
 - Receive the financial statements and the Treasurer's report.
 - Elect the officers and the Committee for the ensuing year.
 - Consider any amendment to the constitution of which due notice has been given to all members. Any proposed change to the constitution must be received by the Secretary at least 14 days preceding the meeting in order that all members shall have sufficient notice of the proposal.
 - Transact any other notified business.
- c. At least 21 days notice shall be given to members of the date, venue and agenda items for the AGM.
- d. All registered members of the Club represented at the meeting shall have one vote. Members can appoint any other member who is eligible to vote as their Proxy at their sole discretion. Notification of the proxy nomination must be done in writing and signed at or before the meeting by the nominating member. If the member subsequently attends their proxy nomination will be rescinded to allow them to vote in person. In the case of an equality of votes the President will have a second, casting, vote. Voting shall be by a show of hands except where the President decides voting shall be by ballot.
- e. Twenty Five Percent (25%) of the registered members of the Club must be represented at the AGM for it to be considered quorate.

9. Extra-Ordinary General Meeting

- a. An EGM may be called by the Committee to discuss changes to the Constitution and Rules or any other Club business too urgent to wait for the AGM.
- b. An EGM must be called if 25% of voting members so petition the Secretary in writing.
- c. Three weeks' notice of an EGM must be given to all members by email or in writing together with the motion/s to be discussed. No other business shall be conducted.
- d. Procedures for voting shall be as used for the AGM.

10. Finance

- a. The financial year of the Club shall end on 31st January.
- b. All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club title. All accounts shall have three signatories to the account. The account can operate on two of those signatories, one of whom will be the Treasurer and the other will be either the President or the Secretary.
- c. Expenditure above agreed budget levels may only be authorised at a Committee meeting.

11. Property and Funds

- a. No portion of the income and property shall be paid or transferred directly or indirectly by way of dividend, distribution, bonus, honoraria or otherwise howsoever by way of profit to the members. All surplus income or profits are reinvested in the Club.
- b. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, travel expenses and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- c. The Club may also in connection with the sports purposes of the Club:
 - Sell and supply food, drink and related sports clothing and equipment.
 - Employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.
 - Pay for reasonable hospitality for visiting guests.
 - Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- d. The Committee will have due regard to the law on disability discrimination and child protection and shall appoint a trained Wellbeing and Child Protection Officer. The club policy can be found on our website.

12. Winding Up

- a. The members may vote to wind up the Club if not less than three quarters of eligible members or their representatives support that proposal at a properly convened general meeting.
- b. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - To another Club with similar sports purposes which is a registered charity and/or
 - To another Club with similar sports purposes which is a registered CASC and/or
 - To the Club's national governing bodies for use by them for related community sports.

13. Alterations to the Constitution

The Constitution may be altered but only by a resolution passed by two-thirds of those present and voting at an AGM or an EGM called for that purpose.

14. Priority

Interpretation of all the above rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).

15. Revision History

This Constitution was formerly adopted at the AGM held on February 28th 2023 and replaces the club's existing Constitution dated February 2022.

Document history

Version	Issue date	Review due	Reviewer	Change description
1.0	01/03/2023	01/03/2024	JP	Review due to AGM
1.1	27/01/2024	27/01/2025	JP	Annual review. Minor changes to wording
1.1	27/02/2025	27/02/2026	JP	Annual review no changes