

# Fareham School of Gymnastics



## Fareham School of Gymnastics Constitution 2009/2010

### Contents

- 1 Name
- 2 Aims and Objectives
- 3 Compliance
- 4 Membership
- 5 Subscriptions and Finance
- 6 Club Officials
- 7 Duties of Club Officials
- 8 Meetings
- 9 Constitutional Changes
- 10 Club Complaints Procedure
- 11 Discipline
- 12 Dissolution
- 13 Declaration

### **1 Name of the Club**

The Name of the club shall be “Fareham School of Gymnastics”, or “FSG”. Referred to hereafter in this document as “FSG”.

### **2 Club Mission Statement**

The club is a non-profit making organisation which aims to cater for all abilities, from complete beginner to advanced competitive gymnast. The club aims to provide a safe, friendly, environment for the individual to develop his or her skills. The club is governed by the good practice guidelines of British Gymnastics.

### **3 Compliance**

- (i) The Club shall effect and maintain registration to British Gymnastics, the National Governing Body; purchase any insurance cover which the national body makes available and make every effort to comply with all the safety procedures which the National body prescribes or recommends as good practice.
- (ii) The Club shall ensure that all paid Club administrative and coaching appointments are ratified by FSG Management Committee and that all coaches are registered with any relevant national governing body; and that all paid coaches are accredited by such body.
- (iii) The Club shall observe the Code of Conduct on Safety matters, ensure compliance with the Code by the members of the Club, and follow a procedure for risk assessment which is recommended by British Gymnastics.

### **4 Membership of FSG**

- (i) Membership of FSG is open to **all** children.
- (ii) Coaching members are those members who hold coaching awards and who coach at least one session per week. It is the Head Coaches’ responsibility to ensure that they are appropriately qualified, properly insured and have been CRB checked. The coach must present the necessary certification to the Head Coach before coaching membership is granted.
- (iii) Helpers who are not qualified coaches, but are in possession of appropriate insurance and have been CRB checked, can be appointed at the committee’s discretion.

## **5 Club Subscriptions and Finance**

- (i) All gymnasts are required to pay session fees based on an hourly rate. This rate is to be set by the committee each year. All gymnasts are also required to pay an Annual Membership fee to British Gymnastics. This payment is set by the British Gymnastics Association.
- (ii) All fees can be increased, by a reasonable amount, if decided by the committee.
- (iii) All fees are non-refundable. Except in exceptional circumstances when agreed by the committee and the Coaching Staff.
- (iv) FSG funds shall be used to benefit the whole club, i.e. for new equipment and for hiring or training club coaches.

## **6 Club Officials**

- (i) A Management Committee will oversee the FSG's administration. Planning activities, buying equipment, and administering other FSG matters should always be in the best interest of all FSG members.
- (ii) The quorum for a Committee meeting shall be 4 members present in person. When any financial business of FSG is to be transacted there must be present the Treasurer, or a member of the Committees deputed by the Treasurer to represent his or her views to the Meeting.
- (iii) The committee may spend FSG funds without the discussion of a general meeting in the following two cases:
  - minor admin charges - stationary / printing etc.
  - purchases of less than £50
- (iv) FSG must have a Head Coach, Chairperson, Secretary, Treasurer, Welfare Officer and Parent Representative. These officers constitute 'the committee'.
- (v) Committee elections will take place at the AGM at the end of the Summer Term (July). The committee changeover will happen at the start of the Autumn Term (September). The committee will have a term of office of one year.

## **7 Duties of Club Officials**

- (i) The Head Coach's responsibilities includes, but are not limited to:
  - Ensuring that there is a properly qualified coach at every session.
  - Ensuring that the club follows this constitution and the good practice guidelines as published by British Gymnastics. In particular, ensure that the club is run in a safe manner and that the code of conduct is followed.
  - Keeping FSG's code of practice up to date.
  - Ensuring that each of the committee positions, named in section 6, is filled (and ensure all relevant documentation is passed on to the newly elected committee)
  - Ensuring that each officer knows their role.
  - Administering FSG's insurance policies.
  - Organising all general meetings.
  - If for any reason any of the positions are not filled the Head Coach must ensure that the duties of that official are carried out until a suitable person can be found to permanently fill the role.
  - Ensuring that all equipment is serviced regularly.
  - Ordering new equipment, as agreed by the Management Committee
- (ii) The Secretary's responsibilities include, but are not limited to:
  - Keeping a record of FSG's activities.
  - Compiling introductory material for new members of FSG.
  - Keeping a full list of FSG members, and ensuring that all members have paid the relevant fees, and signed the relevant forms.
  - Providing secretarial support to the FSG committee and issuing minutes of meetings to FSG members and other interested parties (e.g. the sports council, regional development officer).
  - Keeping the club constitution up to date.

- Maintaining the waiting list of prospective new members.

(iii) The Treasurer's responsibilities include, but are not limited to:

- Administering FSG's finances in accordance with the Management Committee's wishes.
- Collecting Session fees and British Gymnastics Membership fees.
- Keeping a record of member payments, and prompting members for fees where necessary.
- Producing a financial plan for the coming academic year.
- Producing FSG's annual budget proposal.
- Ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate.
- Make all records, procedures and accounts available on request to the Management Committee

(iv) The Welfare Officer's responsibilities include, but are not limited to:

- Ensure FSG adopts the British Gymnastics Health, Safety and Welfare guidelines.
- Ensure FSG adopts the British Gymnastics guidelines for the Protection of Children and Vulnerable Adults.
- Ensure Coaching Staff and Helpers are suitably trained in Child Protection and Health, Safety and Welfare issues.
- Ensure FSG members know who to contact if such an issue should arise.

(v) Other duties can be added to all the positions if agreed by the FSG management committee.

(vi) The members of the Committee shall be elected by responsible adults (parents / carers representing gymnasts) in attendance at FSG's Annual General Meeting. Committee Members shall be eligible for re-election.

(vii) If during the period between the annual elections to Offices, vacancies occur amongst the members of the Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by co-option.

## **8 Meetings**

- (i) An annual general meeting will be held at the end of the Summer Term (July). At which the new committee will be decided. FSG members must be given at least one weeks notice of the AGM.
- (ii) The Head Coach must call regular coaches meetings, with a minimum of one weeks notice required.
- (iii) Management Committee meetings are required to discuss all FSG matters. All FSG members (or their representatives) must have access to copies of the minutes accompanying these meetings.
- (iv) A Parents Association Committee will be elected at the AGM and will meet independently of the Management Committee to organise support / plan events to enhance the provision offered by FSG. A member of the Parents Association will be elected to the Management Committee.

## **9 Changes to the club constitution**

- (i) The constitution may be amended at any general meeting. Any amendment must have a proposer and a seconder and will only be enforced if it is supported by two thirds of members present.
- (ii) Any minor amendments to the constitution require the amendments to be initialled by two officials.
- (iii) Any major amendments require a new constitution to be signed by all committee members.

## 10 FSG complaints procedure

- (i) This procedure has been created to allow FSG members to raise complaints about issues which may include, but are not restricted to, the following:
- The safety of the FSG.
  - The safety of FSG activities.
  - Poor standards of instruction or leadership.
  - The standard of equipment used for FSG activities.
  - Poor administration.
  - The lack of suitable facilities for their level of participation.
  - Disregard to the equal opportunities policy.
- (ii) Complaints about safety which require immediate attention or rectification should be addressed to the current coach who must endeavour to resolve the issue.
- (iii) If the complaint does not require immediate attention or the outcome proved to be unsatisfactory, then a complaint should be made to the Head Coach as soon as possible. If that complaint isn't resolved within 10 days then a complaint should be made to the Welfare Officer.

## 11 Discipline

- (i) FSG shall at all times be governed by the regulations set by British Gymnastics, the Centre being hired and those set out in FSG own 'Rules & Regulations'.

## 12 Dissolution

- (i) FSG may only be dissolved at an Extraordinary General Meeting and to effect a dissolution at least three quarters of those present must vote in favour of the dissolution.
- (ii) In the event of FSG being dissolved, its assets shall not be distributed amongst the members, but shall be disposed of for charitable purposes in connection with the enrichment of the lives of young people in socio-economically deprived area(s), through gymnastics.

## 13 Declaration (all officers must sign)

All FSG Management Committee officials must sign the following declaration indicating that they are willing to uphold this constitution and abide by the rules herein. The constitution is only valid if there are five valid signatures below. It is valid from the latest date shown.

**As a FSG official I agree to abide by the rules of the FSG constitution and office which I hold.**

**HEAD COACH** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SECRETARY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TREASURER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**WELFARE OFFICER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PARENT REP** \_\_\_\_\_ **DATE** \_\_\_\_\_

