

# 2013 AGM & ANNUAL AWARDS

Wednesday 21<sup>st</sup> November 2013, 7.30 PM  
Craigswood Sports Centre, Livingston

## AGM AGENDA

1. Opening remarks
2. Review of season
3. Review minutes of 2012 AGM
4. Review annual financial statement
5. Review membership fees for 2014 (no changes proposed)
6. Consider Proposals
  1. Changes to Club Constitution (page 3)
  2. Codes of Conducts for Coaches and Parents (pages 4 - 6)
7. Election of office bearers and committee for 2014
  - Chairperson – two nominations, vote between:
    1. Alistair Dalgleish (re-nominated by Committee)
    2. Gary Leek (nominated by Jane Kirkwood)

*(Candidate statements on page 2)*
  - Treasurer: Caroline Thomas (nominated by Committee)
  - Asst. Secretary: Nina Marshall (re-nominated by Committee)
  - Welfare Officer: Susan White (re-nominated by Committee)
  - Ordinary Members: Jill Summers (re-nominated by Committee)  
Gail Calvert (re-nominated by Committee)  
Julia Morris (re-nominated by Committee)  
Julie Nicholson (nominated by Jane Kirkwood)  
Marion Fairley (nominated by Jane Kirkwood)  
Debbie Mairs (nominated by Jill Summers)  
Nicola Hamilton (nominated by Jill Summers)
8. Election of club captains for 2014
9. Any other competent business

## PRESENTATIONS

1. Club Championship trophies
2. PB rewards (U17+)
3. Annual performance & endeavour trophies
4. League attendance rewards

## **NOMINATIONS FOR CHAIRPERSON**

There are two nominations for the post of Chairperson. Candidates will be elected by a paper ballot during the AGM. Statements for both candidates are below:

### **Alistair Dagleish (re-nominated by Committee):**

"I've been a loyal committee member for seven years and a club member even longer. With every decision and at every turn I've always had the whole clubs best interest at heart.

I've worked relentlessly with the committee and together we've led the club to increased membership numbers, more volunteers, financial stability and improved team and individual performance.

With the committee I've delivered a very successful series of local competitions.

I'm dedicated, persistent and resourceful, and worked hard with the committee to secure a £30,000 investment this year to develop a strong progressive club at the heart of the community."

### **Gary Leek (nominated by Jane Kirkwood):**

"I was one of the first members of the club as an 11 year old back in May 1972. I have watched the club grow and also go through many difficult times. I have good communication skills combined with management experience to motivate a team ensuring that tasks and targets can be met and encourage a friendly but efficient environment in which to help the development of the club in the future as well as the fun factor. I am compassionate and discreet and have the necessary diplomatic approach to lead the club as part of a strong management team."

## PROPOSAL 1

Clarifications and changes to Club Constitution requested by **sportscotland** as a condition of a recent funding application.

### Change 1 – Incorporate standard membership clauses:

<b>4a</b>	All members joining the Club shall be deemed to accept the terms of this Constitution and any Bye-laws from time to time adopted by the Club, in particular without prejudice to the foregoing generality, the requirement to conduct themselves in accordance with the Club's ethical framework (Code of Conduct) and the bye-laws as to discipline set out therein.
<b>4b</b>	Membership is open to all and no application for membership will be refused on other than 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.

### Change 2 – Clarification of membership categories and associated rights and age limits:

<b>4d</b>	Each fully paid up competing or associate member aged 16 or over shall be entitled to vote at General or Annual General Meetings. A parents or guardian may vote on behalf of a member aged under 16.
<b>4e</b>	<i>[Entire clause removed. Duplicated by Clause 8a.]</i>
<b>4g</b>	Members shall be enrolled on one of the following categories:  i. Junior Competing Member (Aged under 18)  ii. Senior Competing Member (Aged 18 or over)  iii. Associate Member (Non Competing – Coach, Official, Helper or Parent)  iv. Honorary Member
<b>8a</b>	Fully paid up members competing or associate member aged 16 or over may be elected and serve on the Management Committee.

### Change 3 – Incorporate right of appeal should a new membership application be refused:

<b>5a(i)</b>	The management committee shall be entitled to: (i) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club. Should a membership application be refused, the prospective member shall have the right to appeal to the management committee before a final decision is made.
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### Change 4 – Clarify Office bearer roles

The role of the club Chairperson is defined in Clause 6a, 6b, 7b, 9a, 10a, 10b and 11d. The role of President is listed as a role in Clause 9a but has no function and is not listed elsewhere in the Constitution.

<b>9a</b>	<i>[President removed]</i>
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## PROPOSAL 2

### CODE OF CONDUCT FOR COACHES

#### As a responsible athletics Coach you will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete above the development of performance
- Be appropriately qualified including obtaining CRB/Disclosure Scotland clearance, update your licence and education as and when required by UKA and adhere to the terms of the coaching licence
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
- At the outset clarify with athletes (and where appropriate, with parents or carers) exactly what it is that is expected of them and what athletes are entitled to expect from you
- Never try to recruit, either overtly or covertly, athletes who are already receiving coaching. If approached by an athlete receiving coaching refer immediately to the coach currently providing coaching support.
- Try to observe a recommended maximum ratio of 1 coach to 12 athletes at a training session or work in partnership with another coach/coaching assistant.
- Cooperate fully with others involved in the sport such as technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Encourage and guide athletes to accept responsibility for their own performance and behaviour
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or vulnerable adults
- Do not exert undue influence to obtain personal benefit or reward
- A coach MUST strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- In particular, you MUST NOT allow an intimate personal relationship to develop between yourself and any athlete aged under 18 years. Any violation of this could result in a coach licence being withdrawn. It may also be a criminal offence to conduct a relationship with an athlete aged under 16 years. It may also be a violation of your coaching licence to form an intimate personal relationship with a vulnerable adults.

#### As a responsible coach, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others

- Be aware that your attitude and behaviour directly affects the behaviour of athletes under your supervision
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

**In addition, coaches should follow these guidelines on best coaching practice, in particular with young athletes or with vulnerable adults**

- Avoid critical language or actions, such as sarcasm which could undermine an athlete's self esteem.
- Avoid spending time alone with young athletes unless clearly in the view of others to protect both yourself and the young athlete. In special circumstances, for example when coaching elite young athletes, one to one coaching sessions may form part of the required training schedule. In this circumstance, parental/guardian consent must be sought and obtained prior to sessions taking place. The coach must inform the parent/guardian of the venue for training and an emergency contact number should be provided by both the coach and parent/guardian.
- Avoid taking young athletes alone in your car
- Never invite a young athlete alone into your home
- Never share a bedroom with a child
- Always explain why and ask for consent before touching an athlete
- Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue
- Work in same-sex pairs if supervising changing areas
- Respect the right of young athletes to an independent life outside of athletics
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and club Welfare officer as soon as possible.
- Report any suspected misconduct by other coaches or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

## CODE OF CONDUCT FOR PARENTS

### **As a responsible parent/person with parental responsibility you will:**

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Never place undue pressure on children to perform, participate or compete
- Check out the qualifications and licences of people who are coaching or managing your child or offering a service connected to athletics such as physiotherapy, massage or nutritional advice.
- Take an active interest in your child's participation
- Attend training or competitions when ever possible
- Know exactly where your child will be and who they will be with at all times
- Never make assumptions about your child's safety
- Ensure that your child does not take any unnecessary valuable items to training or competition
- Inform your child's coach or team manager of any illness or disability that needs to be taken into consideration for athletic performance
- Provide any necessary medication that your child needs for the duration of trips
- Assume responsibility for safe transportation to and from training and competition
- Return any necessary written consent forms to the club/team manager or appropriate person, including next of kin details, health and medical requirements before your child goes to any away events or trips
- Report any concerns you have about your child's or any other child's welfare to the Club Welfare Officer, Regional, National or UKA Welfare Officers. (This does not affect your right to contact your local social services or the police if you feel it is necessary)

### **As a responsible parent/person with parental responsibility for a young athlete, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:**

- Act with dignity and display courtesy and good manners towards others
- Challenge inappropriate behaviour and language by others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Be aware that your attitude and behaviour directly affects the behaviour of your child and other young athletes
- Avoid destructive behaviour and leave athletics venues as you find them
- Never engage in any inappropriate or illegal behaviour
- Not carry or consume alcohol to excess and/or illegal substances.
- Not carry any items that can be dangerous to yourself or to others excluding athletics equipment used in the course of your child's athletics activity.