

TORNADOES KORFBALL CLUB AND ACADEMY

CONSTITUTION

1. NAME

- 1.1. The name of the club shall be the **TORNADOES KORFBALL CLUB AND ACADEMY** (The Club).

2. PURPOSE AND OBJECT OF THE CLUB

- 2.1. The purpose of the Club is to:

- (i) encourage Club members to play Korfball to their full potential
- (ii) promote the sport of Korfball in Medway and the community, in particular for juniors and families

- 2.2. In carrying out the Club's purpose and object the club will strive to

- (iii) provide effective organisation and management through the Executive Committee in support of the players and the teams;
- (iv) provide the means for the continued growth and development of the Club in all respects;
- (v) ensure that the Club's activities remain at all times within the current policies and guidelines of the International Korfball Federation (IKF), the British Korfball Association (BKA) and the Kent Korfball Association (KKA) to which the club will be affiliated

3. POWERS

- 3.1 In fulfilling the purpose and object of the club the executive committee may exercise the following powers

- (i) to authorise and incur such expenditure and enter into such legal agreements as are deemed to be necessary to carry out the purpose and object of the club
- (ii) to appoint and constitute such other committees as the Executive Committee considers necessary from time to time
- (iii) to perform such other lawful activities as are necessary for the achievement of the purpose and object of the club.

4 OFFICERS OF THE CLUB

The activities of the club shall be governed by the Executive Committee.

The Executive committee shall comprise the following

Chairperson
Treasurer
Secretary
Director of coaching
Club Head Coach
Safeguarding & Wellbeing officer
Development coach
Plus elected members

The Executive Committee will be a maximum of eighteen members

- 4.1 Elected Officers of the Club shall be known as an Executive Committee Member.(ECM)
- 4.2 All the ECMs shall serve in an honorary capacity for two years after which they may seek re-election.
- 4.3 ECMs can only be elected at an Annual General Meeting or an Extraordinary General Meeting.
- 4.4 No person under the age of eighteen years may be elected as an ECM.
- 4.5 Anyone wishing to be elected to the Executive Committee must be proposed by an ECM and seconded by a Member of the Club. All applicants to be submitted to the Club Secretary in writing twenty eight days prior to the Annual General Meeting.
- 4.6 In the event of an E C M wishing to resign prior to an Annual General Meeting, then The Executive Committee may appoint a substitute until the next Annual General Meeting.
- 4.7 The Executive Committee shall appoint the Officers of the club. These are to include but are not restricted to the following:-
 - 1) Coaches,
 - 2) Team Managers,
 - 3) Social coordinators
 - 4) Club secretary
 - 5) Other elected officers
- 4.8.1 A member of the Executive committee shall cease to hold office if
 - (i) he or she becomes incapable by means of mental disorder, illness or injury of managing his or her own affairs
 - (ii) the executive committee resolves that his or her office is vacated
 - (iii) he or she notifies the Executive committee of his or her intention to resign provided that at the time at least four members of the Executive office should remain in force

5 MEMBERS OF THE CLUB

- 5.1 Membership should consist of officers and members of the club.
- 5.2 All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club has adopted.
- 5.3 Club Membership fees will be set and agreed by the Executive Committee at the Annual General Meeting, and will be paid annually by the beginning of each season.

6 GENERAL MEETINGS

- 6.1 The Annual General Meeting (AGM) shall be held in July each year, with all members receiving at least forty two days notice in writing of each meeting. The agenda for the AGM will be distributed to members at least 21 days before the meeting and will include
- (i) Approval of the minutes of the previous AGM and the minutes of any Extraordinary General Meetings (EGM's) held since the previous AGM;
 - (ii) Receiving the reports on the previous year's activities to include, but are not limited to Chairperson, Treasurer Secretary, Director of coaching and Development Co-ordinator
 - (iv) Election of officers
 - () Any proposed variations to the Rules and constitution
 - () Any other items in respect of which proper notice in writing has been given.
- 6.2 Any member wishing to raise an issue at the Annual General Meeting, or to propose any changes to the Rules and Constitution, must notify in writing the Secretary at least twenty-eight days before the meeting.
- 6.3. Extraordinary General Meetings may be convened at any time to consider any alteration, amendment or addition to the Rules and Constitution, or any other items considered to be of a significant nature by the Executive Committee. The details in writing must be given to the secretary who shall provide at least twenty-eight days' notice of the EGM to all Club members, together with details of each proposed resolution and the names of the proposer.
- 6.4. The quorum for AGMs and EGMs shall be one quarter of the adult membership of the Club. If the number of members attending such a meeting, and who are eligible to vote, is less than the quorum no decisions shall be taken at the meeting that affect the management of the Club's affairs.
- 6.5 Only fully paid-up members of the Club or officers of the club shall be entitled to vote at any AGMs or EGM. Each such member shall be entitled to one vote on each issue. For a proposed change in the Club's Rules and Constitution to be approved, at least two-thirds of those members entitled to vote must vote for the variation. For other issues requiring a vote to be taken, decisions will be taken based on a straight majority vote. In the event of a tied vote in the latter instance, the Chairperson shall be entitled to exercise a second and casting vote.

- 6.6 Voting shall be by a show of hands unless a secret ballot on a particular issue is agreed beforehand by a majority vote.

The Secretary shall circulate minutes of each AGM and EGM as soon as possible thereafter and in any event not more than twenty-eight days after the meeting.

7. ADMINISTRATION

- 7.1 The Executive Committee shall meet within twenty-eight days after each AGM and shall determine the frequency of such meetings during the course of the year. The Executive Committee shall, however, meet at least four times a year.
- 7.2 Decisions at Executive Committee meetings shall be taken by majority voting, with the Chairperson being entitled to a second vote in the event of a tied vote on any issue.
- 7.3 Minutes of every Executive Committee meeting shall be kept by the Secretary and shall be open to inspection by other Club members, on request.
- 7.4 Any vacancy arising on the Executive Committee may be filled by the Executive Committee as a temporary measure until the next General Meeting.
- 7.5 The quorum for the Executive Committee shall be four, one of whom must be the Chairperson.
- 7.6 The Executive Committee shall have the power to co-opt members to the committee, each of whom will have full voting rights.
- 7.7 The Executive Committee shall have the power to appoint the Club coaches.

8 ELECTION OF TEAMS

- 8.1 The Director of coaching will select the teams with the assistance of the team managers.
- 8.2 Player Selection Process

The players will be divided into age groups, and each age group will form a squad of players. The squads will be divided into the number of teams necessary to accommodate the players. The Director of coaching will use his or her experience, expertise and judgement in allocating players to teams. He or she will decide which team best suits each player, by taking into account each player's experience, physical ability, as well as their state of mind. He or she will determine that each player is placed in the correct team by considering how that placement will affect both the individual player and the team.

The player's commitment to the club may also be taken into consideration; a player who misses training will not automatically be selected for a forthcoming match.

Each player will be registered with a team with the British Korfball Association (BKA). Occasionally players will be asked to play for a team that they are not registered with, which may mean playing for a higher age team. In this event the selection process will be followed taking into account the factors already mentioned above, and at the discretion of the Managers and Coaches.

- 8.3. In the event of a selection disagreement or any dissatisfaction over team selection, the Clubs Head Coach shall be the final arbiter.

9. FINANCE

The financial year for the club shall commence on 1 June and end on 31 May the following year.

- (i) The Treasurer will keep adequate accounting records for the Club; recording all financial transactions on a day-by-day basis, with sufficient explanations to enable proper accounts to be prepared at any time
 - (ii) All records must be presented to an Honorary Auditor appointed at the AGM, who shall not be an Officer of the Club; for the purposes of carrying out the audit.
 - (iii) The Treasurer will retain prime documents in support of financial transactions for at least three financial years,
 - (iv)
- 9.1 The Club shall appoint bankers, as recommended by the Executive Committee, and all income shall be deposited in the account(s) opened at the bank.
- 9.2 The Executive Committee shall appoint at least two bank signatories, who must sign every cheque drawn on the Club's bank account(s).

10. LIABILITY

- 10.1. The Club shall take out insurance cover appropriate to its activities, with the level of cover being reviewed by the Executive Committee from time to time. No personal accident insurance cover shall be provided for Club members and individual members shall be advised to arrange their own cover if considered to be necessary.

11. CHILD PROTECTION

- 11.1. The Club shall abide in all respects, and at all times, with the BKA's current Child Protection Policy and recommended practices.

12. BEHAVIOUR OF MEMBERS

- 12.1. The Club expects every member to behave in an exemplary manner when representing the Club in any capacity in accordance with the Club's code of conduct. Any member found to be in breach of the code of conduct may be investigated by the Executive Committee. In the event of behaviour being found to be in violation of accepted standards the Executive committee will determine what sanctions to impose, or action to take and will notify the parties involved within seven days. Any sanction imposed will be in line with the gravity of the misdemeanour.
- 12.2. Every member of the Club will be required to sign an undertaking to abide by any Code of Conduct introduced by the Club.

