

1 Name of Club

The club will be called *Tonbridge Flow Ultimate* (Hereinafter will be referred to as The Club). *Tonbridge Flow* will be affiliated to the *UK Ultimate (UKU)*.

2 Aims and Objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in *Ultimate*
- To promote the club within the local community and *Ultimate*
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment

3 Membership

- (a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in *Ultimate*, regardless of sex, gender, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- (b) Membership should consist of officers and members of the club.
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 and the policies and rules of Ultimate in the UK.
- (c) 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 practice that the club has adopted.
- (d) Members in each category will pay membership fees, as determined at the Annual General Meeting (AGM). This will also stipulate if any partial year discount is applicable to members joining part way through the club annual cycle.
- (e)(i) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.
- (e)(ii) Club membership fees will be reviewed each year at the club AGM. Members will be eligible to take part in the business of the Club and/or vote at general meetings.
- (e)(iii) Prior to becoming a member a person may attend 3 club training sessions. No membership benefits are available until the membership fee for the relevant year has been paid.

4 Sports Equity

- (a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

- (b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

5 Committee

- (a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, Secretary, Lead Safeguarding Officer and , Vice Chairman .
- (b) Officers will be elected annually at the Annual General Meeting (AGM).
- (c) All committee members must be members of the Club.
- (d) There is no fixed maximum number of years for which an individual can hold a position on the committee. An individual may not hold a specific position on the committee for more than 3 years. They may move to a different position on the committee at that time.
- (e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- (f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

- (g) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business. As long as it is agreed by the other committee members.
- (h) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (i) The committee meetings will be convened by either the Chair or Secretary of the Club and be held no less than 4 times per year.
- (j) Only the posts listed above will have the right to vote at committee meetings.
- (k) The quorum required for business to be agreed at Management Committee meetings will be 75%. If there are any votes that achieve a split (50% for and 50% against), the Chair is entitled to decide the outcome, off put the outcome or order a re-vote following further discussion.

6 Finances

- (a) The club treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will run from September 1st of the current year and end on 31st August of the following year.
- (c) All club monies will be banked in an account held in the name of the club.
- (d) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (e) Any cheques drawn against club funds should hold the signatures of the treasurer and Chair.
- (f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

7 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) in the month of September:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairman and Secretary.
 - Receive a report from the Treasurer and approve the Annual Accounts.

- Receive a report from those responsible for certifying the Club's accounts.
- Elect the officers on the committee.
- Agree the membership fees for the following year.
- Consider any proposed changes to the Constitution.
- Deal with other relevant business.

(c) Notice of the AGM will be given by the chair or secretary of the club with at least 10 days' notice to be given to all members.

(d) Nominations for officers of the committee will be sent to the secretary prior to the AGM or during the AGM, depending on what the secretary sees fit.

(e) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.

(f) All members have the right to vote at the AGM.

(g) The quorum for AGMs will be *25% of the total current active members of the club*.

(h) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.

(i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

(j) All procedures for an EGM shall follow those outlined above for AGMs.

8 Amendments to the constitution

(a) The constitution will only be changed through agreement by majority vote at an AGM or EGM.

9 Discipline and appeals

(a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures (10). The Safeguarding Officer is the lead contact for all members in the event of any child protection concerns.

(b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

- (c) The Management Committee will meet to hear complaints within *14* days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- (d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within *14* days of the hearing.
- (e) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within *14* days of the Secretary receiving the appeal.
- (f) Any complaint against a committee member should be raised to the chair. If the complaint is about the chair this is to be raised to the vice chair

10 Juniors

- (a) The Club believes that a growth in the number of young 'Junior' Ultimate players locally would be of benefit to the Club itself, Ultimate's growth and development in the West Kent area and the wider Ultimate Community. It also believes that it should seek to make efforts to play a part in driving engagement in Ultimate among these young people.
- (b) The Club recognises that, in order to work with young people, it is necessary to put additional safeguards and processes in place to ensure the physical and emotional wellbeing of young people within The Club. These safeguards and processes will (at least) satisfy guidance issued by the UKU. Breach of these safeguards by any member may be a cause for disciplinary action.
- (c) In line with UK Ultimate advice, and to offer support to the Club and its Executive Committee, regarding Club activities involving juniors, the Club will maintain status as an Affiliated Club of UK Ultimate for as long as it intends to involve juniors in its activities.
- (d) The Club will always have two individuals designated to be its Safeguarding Officers. One of these will always be the current Lead Safeguarding Officer. The other will be either the Club Chairman, or another willing and capable member of the Committee as agreed between said Committee member and the Chairman, and announced at the first formal meeting of the incoming Committee at the start of each new season. It is recognised that such a role carries a high level of responsibility and, as a result, any Club member standing for the role of Chairman should be willing to take on safeguarding responsibility should another willing member of the Committee not be found.

- (e) Both of the Club's designated Safeguarding Officers will be required to obtain DBS clearance with the Club and will be provided with adequate and suitable training in line with their needs and preferences upon entering into their roles. The costs of such training will be covered by the Club unless it is considered to be surplus to that which is necessary in order to perform the role to the required standard. In addition, a number of the Club's selected coaches will also be required to obtain DBS clearance with the Club, in order to ensure that junior members are able to attend appropriate Club training sessions throughout the year.
- (f) The Club's Safeguarding Officers are responsible for monitoring the job activities of the Club (particularly those involving Juniors) and have authority to require reasonable changes to be made to any activity (including the cancellation of, or the removal of Juniors from, the activity) should they feel it may present unnecessary risk to the wellbeing of Club members. In order to manage and communicate regarding the Club's junior-focused activities, a separate Club email account will be used. Access to this account will be restricted to Committee members who have obtained DBS clearance with the Club. It is expected that these individuals will be the two Safeguarding Officers and the General Secretary (should they also have obtained DBS clearance).
- (g) All electronic confidential documentation concerning juniors will be stored on the password-regulated cloud storage attached to the juniors-specific email account. All hard copy confidential documentation concerning juniors will be stored in a locked container within a secure and safe place at all times. Any suspected breach of either of these locations should be reported to the Club's Juniors & safeguarding Officer for investigation and escalation to the relevant authorities as appropriate.
- (h) The Club will provide contact numbers to act as an emergency contact number for the parents and guardians of junior members. These will be for the members of the safeguarding committee.

11 Dissolution

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of *UK Ultimate*.

12 Declaration

Tonbridge Ultimate hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name		Position	Chairman
Sign		Date	

Name		Position	Secretary
Sign		Date	

Name		Position	Treasurer
Sign		Date	

Name		Position	Lead Safeguarding Officer
Sign		Date	

Name		Position	Vice Chairman
Sign		Date	