**KILMARNOCK HARRIER & ATHLETIC CLUB**

**SCOTTISH CHARITABLE INCORPORATED ORGANISATION (SCO46169)**

**ANNUAL GENERAL MEETING**

**Location – Online Web / teleconference**

**12 June 2020 – 7pm**

AGENDA

1. Welcome, Introduction and Opening Remarks
2. Apologies
3. To approve the minutes of the AGM held in April 2019
4. Chair’s Report
5. To receive and adopt the Annual Accounts and Examiners Report
6. Appointment of Independent Examiner
7. To approve membership fees for 2020/21
8. Member Proposals
9. To elect Trustees
10. To elect Management Committee
11. To elect Club Captains
12. Close

**Item 7 – Membership Fees for 2020/21**

**Kilmarnock Harrier & Athletic Club (SCO46169)**

**Membership Fees – 2020/21**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Kilmarnock | Cumnock *(Note 1)* |  |
|  | Notes | Monthly Fee | Monthly Fee | AnnualFee |
| Junior - 1 Child (11 and under) |  |  £ 14  |  £ 8  |  Nil  |
| Junior -1 Child (U17) |  |  £ 16  |  £ 9  |  Nil  |
| Junior -2 Child (U17) |  |  £ 25  |  £ 16  |  Nil  |
| Senior - Full Use  | 2,3 | £ 16 |  |  Nil  |
| Senior Road Running  | 2,4 | £ 7 |  | £75  |
| Senior (Concessionary) Road Running | 2,4,5 | £ 5 |  | £50 |
| Family (5 person/max 2 adults) | 6 | £ 28 |  |  Nil  |
| Disability | 9 | £ 8 |  |  Nil  |
| Non-resident Membership | 7 | £ 5 | Nil | Nil |
| Coach Membership |  | Nil | Nil | Nil |
| Volunteer Membership |  | Nil | Nil | Nil |
| Associate/2nd Claim | 8 | Nil |  Nil  |  £ 25  |

**Club membership is managed and administered via www.loveadmin.com:**

**Notes**

1. Cumnock operates on Wednesday only therefore the fees are reduced accordingly. If this increases to two sessions the same fees at Kilmarnock will apply.

2. Senior Membership Category applies to all age groups beyond U17.

3. Senior membership - Full Use - Use of any of the facilities at AAA (outdoor track, indoor track, equipment (including for warm up purposes, changing and showers)) at any Club training time will require membership under for this category.

4. Senior membership - Road Running - Use of the AAA facilities is limited to registration, toilets (not changing or showering) and training group meeting. Membership fees may be paid monthly or annually

5. Concessionary refers to Full Time Students, unemployed and Over 60's. Students must provide current matriculation card as proof of student status.

6. Family Membership - Full Use - Up to a max of 5 persons (Max 2 Adults (18 and over)). This category applies to existing members. All new members added to this category must register and complete current joining procedures before joining the club which may be subject to a Waiting List at that time. It is not possible to co-opt other new members to this category before joining procedures are complete.

7. Non-resident membership applies to 1st claim athletes who train at alternative venues i.e Schools of Sport, Universities or overseas etc. Therefore these athletes do not use the facilities provided by Kilmarnock Harrier & AC but can access the other benefits provided.

8. Associate membership is available for members who wish to maintain an association with the Club, but are not actively training with the Club (participation at social/club events permitted)2nd Claim fee applies to athletes who train at another facility and are 1st Claim members of another club. However, 2nd Claim athletes who train at any of Kilmarnock Harrier & AC facilities during club nights require payment of the monthly fee.

9. For long periods of illness please contact treasurer@kilmarnockharriers.com  for assistance.

In cases of financial hardship please contact treasurer@kilmarnockharriers.com  for assistance.

**Terms and Conditions of Membership Fee payment**

* Monthly fees are payable monthly in advance, by the 5th of the month via LoveAdmin system.
* Fees paid annually must be paid by 31 May, or on joining, if later. The Club membership year is 1st May to 30th April.
* Age group is determined by age as at 1st May in membership year.
* All payments, monthly or annually are non refundable.
* After payment, no concession / discount/ refund in the event of non attendance (eg holiday / injury).
* Non payment of fees will lead to termination of membership (max 28 day payment window for late payment).
* In the event of non payment re-joining of the Club will be subject to the Club joining requirements, which may include a waiting list at that time.
* Any member who ceases to be a member through non payment of fees can only re-join and attend from 1st May (waiting list permitting). If a member wishes to re-join before May they will be subject to payment of all outstanding monthly fees since leaving the club in that calendar year.
* Membership fee includes payment by the Club of entry fees to a range of National / District and County events as specified on the membership fees schedule.
* Payment of fee as a single annual payment is permitted (no discount). Please consult treasurer@kilmarnockharriers.com .

**Competitions included in the Club Fee**

|  |  |  |  |
| --- | --- | --- | --- |
| Competition | U11 | U13-U17 | Senior |
| 3 Ayrshire Open Graded T&F Meetings | X | X |  |
| Ayrshire XC Individual | X | X | X |
| Ayrshire XC Relay | X | X | X |
| Kilmarnock XC | X | X | X |
| Indoor League | X | X |  |
| U12 Superteams | X |  |  |
| West District XC Relay |  | X | X |
| West District XC (Individual) |  | X | X |
| National XC Relay |  | X | X |
| National XC (Individual) |  | X | X |
| West District Indoor T&F Championship (1 event) |  | X | X |
| West District Outdoor T&F Championship (1 event) |  | X | X |
| National Indoor T&F Championship (1 event) |  | X | X |
| National Outdoor T&F Championship (1 event) |  | X | X |
| National Track Relays (1 event) |  | X | X |

**Notes**

There are no West District or National competitions for U11’s.

Where you have advised that you wish to participate in any of the events listed above where the Club has paid the entry fee if you do not attend and participate the Club reserves the right to obtain reimbursement for the entry fee paid.

 You must indicate to the club that you wish to enter many of these events as they are pre-entry by the Club. For West and National competitions you must have a valid SA number (<http://www.scottishathletics.org.uk/membership/>).

Track and Field competitions are required to be entered by the individual and one event can then be reclaimed back from the club. Every effort must be made to participate if entered. In the case of repeat offenders your entry fee may not be reimbursed.

**Item 8 - Member Proposals**

If any member wishes to submit a proposal this would be required to submission 7 days before the meeting in writing to a Trustee or Committee member or by email to agm@kilmarnockharriers.com. Each proposal must have a proposer and seconder and have a clear justification and any approx. potential costs incurred. Any member proposals will be distributed prior to the AGM.

**Item 9 – To Elect Trustees (minimum three)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Role | Current Holder | Nominations |
| 1 | Chair |  Kate Todd 2 |  |
| 2 | Vice Chair |  Ian Gebbie 2 |  |
| 3 | Treasurer |  Alasdair Murray 2 |  |
| 4 | Trustee |  Eddie Tonner 2 |  |
| 5 | Trustee |  Graham Short 2 |  |
| 6 | Trustee |  Alan McMahon 2 |  |
| 7 | Trustee | Douglas Dickson2 |  |
| 9 | Trustee |  Jane Holt 2 |  |

**Notes**

¹ Standing Down from current position

² Willing to stand for re-election

Trustees are deemed to formally retire at each AGM, but are deemed to be re-elected unless:

* They formally intimate they do not wish to be reappointed.
* There is an election process and they are not re-elected

The constitution permits a maximum of 10 trustees.

To aid proceedings on the evening please could nominations (including a proposer and seconder) be sent to agm@kilmarnockharriers.com prior to the meeting. If nominating please check with the nominee to ensure they wish to be considered.

Nominations will still be accepted on the evening but again please check with the nominee to ensure they wish to be considered.

**Main Responsibilities of Trustees**

* Maintaining effective club governance
* Formation of the future strategy
* To act on behalf of the club in a fair and unbiased manner
* To continually adapt and deliver the Club Development/Business Plan

**Item 10 - To elect Office Bearers (Management Committee)**

|  |  |  |
| --- | --- | --- |
| Role | Current Holder | Nominations |
| Chair | Chair of the meeting could be trustee chair, one of the trustees or general committee leads. |  |
| Vice Chair | As above |  |
| Minute Secretary | Lynn Smith 2 |  |
| Finance Lead | Alasdair Murray 2 |  |
| Admin/Comms Lead |  |  |
| Athlete and Welfare Lead | Margaret Chalmers |  |
| Volunteer Lead |  |  |
| Events Lead |  Ian Gebbie 2 |  |
| Competition Lead | Suzanne Sharp2 |  |
| Ayrshire Harriers Rep | Jean Youden2 |  |

**Notes**

¹ Standing Down from current position

² Willing to stand for re-election

Positions can be held on a joint basis and we would encourage more people to join to assist these roles.

To aid proceedings on the evening please could nominations (including a proposer and seconder) be sent to agm@kilmarnockharriers.com prior to the meeting. If nominating please check with the nominee to ensure they wish to be considered.

Anyone who has an interest in aiding the Lead person in their role to help carry out development or day to day activities at the club (but does not wish to attend monthly meetings) please contact the Lead person or email volunteering@kilmarnockharriers.com

|  |  |
| --- | --- |
| Part Time Roles (Paid, not elected) |  |
| Club Together Officer | Billy Roberton |
| Athletics Pathways Development Officer | Jim Goldie |

**Item 11 - To elect Club Captains**

|  |  |  |
| --- | --- | --- |
| Role | Current Holder | Nominations |
| Senior Captain - Female |  Amanda Bryden2 |  |
| Senior Captain - Male |  Robert Lindsay 2 |  |

**Notes**

¹ Standing Down from current position

² Willing to stand for re-election

To aid proceedings on the evening please could nominations (including a proposer and seconder) be sent to agm@kilmarnockharriers.com prior to the meeting. If nominating please check with the nominee to ensure they wish to be considered.