**KILMARNOCK HARRIER & ATHLETIC CLUB**

**SCOTTISH CHARITABLE INCORPORATED ORGANISATION (SCO46169)**

**ANNUAL GENERAL MEETING Friday 30 June 2023 – 7pm**

**Location – Ayrshire Athletics Arena**

AGENDA

1. Welcome, Introduction and Opening Remarks
2. Apologies
3. To approve the minutes of the AGM held on 15 June 2022
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 2022/23
8. Member Proposals
9. To elect Trustees
10. To elect Management Committee
11. To elect Club Captains
12. Close

**Item 3 Minutes of 2022 AGM**

 Kilmarnock Harrier & Athletics Club (SCO46169)

 Annual General Meeting 15/6/22

Present:

Jean Youden(minutes); Amanda Bryden(chair); Alasdair Murray (treasurer); Jim Goldie; Colin Crosbie; Douglas Dickson; Natalie Sharp; Kate Todd; Matt Dodds; Suzanne Sharp; Jackie McCulloch; Ian Gebbie; Matt Ferguson; Josh Raeburn; Russell Duncan; Jackie Duncan; Jennifer Beattie; John Speirs; Sandra Dickson; Ian Sloan; Ken Monaghan; Laura Haggerty; Susan Boyd; Billy Roberton; Louise Downey; Salvatore Monachello;

Via Zoom: John Speirs; John Gemmell

Apologies:

Roddy Pugh; Stewart McAllister; Donald McIntosh; Lindsay McMahon; Jane Holt

1. **Minutes of AGM 14/5/2021 –**

Approved by Jim Goldie - Seconded by Jennifer Beattie.

1. **Welcome & Chairman's Remarks:**

Welcome everyone. I am delighted that we are now back in a normal situation. Social distancing and face coverings are no longer required and events and races are well and truly back on the calendar. Despite official training sessions having been affected the previous year, athletes have certainly shown that a pandemic does not affect them and improvement and success within the club is still shown throughout.

I will start with our successful period of track and field events. Things were kicked off in May with the covid friendly event, the together/apart meet at the AAA where I also had my film debut for the club as chair. Following this the club continued its success with track and field with the Age Group Championships and the National Relays where we had record numbers of entries in almost every age group and several medals were won.

For winter track and field we moved indoors and the SAIL Indoor League was upon us. Where we team 10 age groups from under 11 to under 20, there were teams competing in every age group with 6 teams qualifying for the finals. There was success at the National Indoor Relays with teams in every age group and again several medals being won. The participation kept going and more medals were won at the National Indoor Age Groups and the more recent West District Championships.

With all the athlete's participation now on the increase we are expecting to have a good representation at most National events.

In the YDL after gaining promotion to Div. 1 and after 2 meetings now, the youngsters are holding their own against some of the biggest clubs in Scotland, including some composite teams. This is a great achievement for all involved in making this happen. There were great performances in the Combined League also which gave an opportunity to U/17 and U/20 athletes to compete.

Finally for a roundup of our fantastic track and field events, the CSSAL League, which is a league for the whole club to be involved in from U/11's to Masters. The club has done amazingly well and after finishing first in the opening two meets, we have every chance of winning it which is great to hear and again thanks to everyone involved in this especially all the volunteers and those who participate in events which maybe isn't what they train for, which can sometimes make it interesting but fun at the same time.

Roon the Toon was back with a postponed date from June to August where 1140 runners took partwith two wheelchair racers. I am sure everyone will agree that it was great to have our own event return after covid and still be a huge success.

We held our own club championships track and field event in September with 125 athletes aged U/11 - U/17 and 31 U/20/seniors. September also saw the Valley Dash return with the post race buffet from Alisdair Hood. 37 runners attended with an overall win for Calum Haswell.

Cross Country races also made a full return which some more than others were happy about. From juniors to seniors lacing up their spikes and taking part in the races from relays to Nationals and bringing home plenty of medals.

By now most events had made a return including our original xmas handicap held over the road. 80 juniors and 29 seniors/U/20 took part over the week with great racing and fetive fun had by all with the mystery secret santa gift swapping.

With all the success that has happened within the club we were finally able to celebrate this all together at our long awaited presentation night at the Fenwick Hotel in March with awards given out to all age groups for various events amidst some dancing and raffle prizes.

With winter finishing and spring/summer well and truly on its way the club captains Robert and Jennifer put their heads together and re-vamped the senior summer road racing championships which started in April. Great to see so many athletes already involved and gaining points and hope it continues.

Bringing things right up to date I must mention Roon the Toon 2022. It just keeps getting bigger and better with 1343 runners and 3 wheelchair racers. This year it was host to the Scottish 10K Road Race Championships and the Scottish 10K Wheelchair Race Championships. I also cannot forget to mention we had the famous Calum Hawkins joining us all on the start line. It was brilliant to see so many blue and white vests running on the course too, showing us the joy of running and athletics brings to us, which sometimes we forget about.

This event and every other event that happens within the club cannot happen without the help we receive from absolutely everyone from coaches to volunteers to athletes and I cannot thank you all enough in making Kilmarnock Harriers the club that it is.

1. **Annual Accounts and Examiners Report**

The annual accounts for the year to 28/2/22 had been distributed prior to the meeting and showed a surplus of £6,125 for the year (excl Roon the Toon). This was similar to previous years and was in a period where the club did not operate for 2 months due to Covid restrictions. The reduced number of events and competitions meant that transport and event entry fees for the year were lower, and although membership numbers had fallen through the year as junior inductions were suspended these had now began with a healthy waiting list.

Roon the Toon generated a surplus of £5,940 in the year although the 2022 event was expected to make a small loss due to increased costs.

The treasurer forecasts a break even position for 2022/23 although discussions are ongoing with Est Ayrshire Leisure re an increase in let costs and the Trustees are considering the appointment of a new paid post to support admin, promotion and compliance.

The Treasurer also noted that the Club financial position is reported at each Trustee and general committee meeting through the year.

1. **Appointment of Independent Examiner**

As in previous years the Trustees will request a qualified examiner to review the annual accounts and look for a volunteer from Club membership towards the end of the financial year.

1. **Membership Fees 2022/23**

The Trustees recommended that membership fees are unchanged for 2022/23 reflecting the surplus in FY 2021/22, bank balance and the break even forecast for 2022/23.

It was noted however that the forecast contained some uncertainties and in holding fees at the same level this year increased the likelihood of an increase next year.

1. **Member Proposals**

There were no member proposals.

A general discussion ensued regarding how to move the club forward and encourage athletes to compete and provide more volunteers to assist at events etc. Jim Goldie stated that there used to be the incentive of training weekends away for competing athletes with volunteer parents. Douglas Dickson suggested a working group be formed to find solutions and plans. Jennifer Beattie suggested young athletes need to have a parent with them when competing as a starter re volunteering. Josh Raeburn commented there are not enough seniors competing and no structure to the road runners, they can volunteer too. Matt Ferguson feels the club is too fragmented, although covid hasn't helped, and would like to see it brought back together.

It was agreed that a draft guide was required to inform parents and club members what is involved in volunteering and an outline of roles required to promote the club and make it more positive and possibly have a Volunteer of the Week award.

Registration will be re-introduced on training nights to try and bring the club members together. The Trustees have a good club structure slide that should be seen. Jim Goldie to work on wording an email re registration.

Working Group: Jennifer, Natalie, Josh, Matt.

Club Standards:

Kate Todd has agreed to collect the relevant information from Scott Martin so these awards can be revised and backdated. Russell Duncan and Josh Raeburn have agreed to work on the Club Standards to make sure all eligible runners get their awards.

1. **Election of Trustees:**

All existing Trustees with the exception of Jane Holt are willing to remain and there were no objections to this.

There are potentially 2 trustee vacancies at this time (Max 10). The Club would welcome new trustees with suitable skills to develop the Club.

1. **Election of Committee Members:**

All existing general committee members, with the exception of Jane Holt, are willing to remain and there were no objections to this.

Natalie Sharp was nominated by Jean Youden and seconded by Alasdair Murray. There are a few gaps to be filled ie admin, comms, marketing. All other members re-elected.

Club Captains: Jennifer Beattie and Robert Lindsay re-elected.

1. **AOB:**

Matt Ferguson asked about coaches at various levels obtaining club clothing and what if anything should happen if they didn't stay at the club for long. Discussion ensued however the general consensus is that clothing is effectively issued and there is limited instance of volunteers leaving shortly after having received Club clothing. Generally clothing is provided after a period of commitment is evidenced.

Meeting closed 8.29pm.

**Item 4. Chair Report**

**To Follow**

**Item 5. To receive and adopt the Annual Accounts & Examiners Report.**

**Kilmarnock Harrier & Athletic Club**

**(a Scottish Charitable Incorporated Organisation (SCIO))**

**Scottish Charity No – SC046169**

**Annual Report and Financial Statements**

**For the period 1 March 2022 to 28 February 2023**

**Trustees’ Annual Report**

**For the period ended 28 February 2023**

The trustees have pleasure in presenting their report together with the financial statements for the period 1 March 2022 to 28 February 2023.

**Reference and Administrative Information**

**Charity name**

Kilmarnock Harrier & Athletic Club

**Charity no**

SC046169

**Address**

Ayrshire Athletics Arena, Queens Drive, Kilmarnock KA1 3XF

**Current Trustees**

* Amanda Bryden- Chair
* Colin Glencorse
* Alasdair Murray - Treasurer
* John Gebbie
* Douglas Dickson
* Kate Todd
* Laura Haggarty

**Structure, Governance and Management**

**Constitution**

Kilmarnock Harrier & Athletic Club (the Club) is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 2 December 2015. It has a single tier structure and as such the trustees are the members of the charity.

**Appointment of trustees**

The Trustee Board are the charity’s trustees. Membership of the Trustee Board is open to all members (including parents and guardians of children in the Club). To allow for some external knowledge and input to the running and development of the Club appointment as a Trustee is also open to interested members of the community, who the Club or the Board consider their participation will be of benefit to the Club.

Trustees are elected at the annual general meeting. There must be a minimum of three and a maximum of ten trustees.

**Independent Examiner’s Report to the Trustees of Kilmarnock Harrier & Athletic Club**

I report on the accounts of the charity for the period ended 28 February 2023 which are set out on pages 6 to 9.

**Respective responsibilities of trustees and examiner**

The charity’s trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

**Basis of independent examiner’s statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner’s statement**

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:

• to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations

• to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

1. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: …………………………………………Fiona Docherty

Relevant Professional qualification/professional body:

Address: c/o Ayrshire Athletics Arena, Queens Drive, Kilmarnock.

Date:

**Objectives and Activities**

**Charitable purposes**

To provide promote and develop track and field activities, road running, cross country and related activities. In doing so the Club supports participation in sport and contributes to the wellbeing of the Community

**Activities**

The Club provides athletic coaching and competition to members of the community from age 9 upwards, based at the Ayrshire Athletics Arena, Kilmarnock.

The Club primarily operates on 4 nights a week with ancillary training groups taking place at other times throughout the week.

The Club operates an online membership database hosted by LoveAdmin which also supports the collection of membership fees on a monthly or annual basis. This gives the Club visibility over active membership numbers at all times rather than single point annual payment. At end of February 2023 membership was stable at 347 (345) comprising - Junior 153, Senior (incl Veterans &U20) 167, and Associate 27. Our ability to bring in Junior athletes is at times limited due to available coaching capacity.

The Club’s activities are made possible by the commitment and enthusiasm of a number of volunteers who deliver coaching and support the administration and organisation of the Club and events. Coaches are supported by the Club in their attendance and achievement of appropriate coaching qualifications.

In addition, the Club, along with financial support from SportScotland, East Ayrshire Leisure and the East Ayrshire Athletics Partnership continued to employ, on a part time basis, an Athletic Pathways Development Officer.

The Ayrshire Athletics Arena and its staff provide an excellent facility from which the Club operate

**Financial review**

The Club’s main sources of funding is annual membership fees.

After the disrupted activity through Covid in 2020 and 2021 the Club operated for a full 12 months this year and achieved a surplus of £2,809.

Relative to 2019/20 – the last comparable financial year, pre Covid disruption, membership income is lower at £44,715 (£48,006), although membership numbers were c 40 higher then.

AAA let costs remain the Clubs largest outlay and represent c 43% of Membership fees. This is higher than previous years (c36%) as a result of increased let rates and charges for additional use of the AAA facilities, together with membership fees remaining at unchanged levels.

The Club has commenced submitting claims for Gift Aid on membership fees to HMRC. We are entitled to back date and so far claimed to 2019/20. Claims for subsequent years continue to be progressed.

**Management**

The activities, strategic development and finances of the Club are overseen by a Board of trustees who meet periodically to consider the Club development plan, financial position and any material matters arising from the administration committee.

A management committee meet monthly to consider the day to day activities of the Club including membership, capacity, events, competition, member welfare and general administration issues.

**Reserves policy**

The Trustees’ policy is to retain approximately 6 months’ worth of core running costs – facility lets, Club Together Fees, race entry fees and our Scottish Athletics annual affiliation - in order to meet commitments and to cover any unexpected expenditure. This expenditure stands at around £30,000 per annum

Unrestricted Reserves are in excess of this at £51k. The Trustees believe that this is an acceptable range but will continue to monitor the position.

**Plans for future period**

The trustees intend to continue to pursue the growth and development of the Club on a managed and controlled basis building on our recent successes.

We continue to support and develop the capabilities of our coaches and look to expand the pool of coaches. In doing so this assists our objective of managing the membership waiting list, building schools partnerships and other connections in the community.

**Income & Expenditure Account – Period 1/3/22 to 28/2/23**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Income | Expenditure | Net 2023 |
|  | Note |  |  |  |
|  |  |  |  |  |
| **General Income & Expenditure** |  |  |  |  |
|  |  |  |  |  |
| Membership fees |  | £44,715 |  | £44,715 |
| Membership collection fees |  |  | £1,318 | -£1,318 |
| Gift Aid |  | £2,513 |  | £2,513 |
| Grants / Donations |  | £50 |  | £50 |
| Let costs |  |  | £19,528 | -£19,528 |
| Event Expenses – Race entry | 1 |  | £3,512 | -£3,512 |
| Transport |  | £760 | £1,965 | -£1,205 |
| Club Together Fees |  | £1,750 | £7,000 | -£5,250 |
| SAF annual levy |  |  | £2,317 | -£2,317 |
| League fees & subscriptions | 2 |  | £1,324 | -£1,324 |
| Club Kit members |  | £1,935 | £2,051 | -£116 |
| Club Kit - Volunteers |  |  | £3,148 | -£3,148 |
| Coaching courses |  |  | £1,775 | -£1,775 |
| Kilmarnock hosted events |  | £700 | £550 | £150 |
| Race / Event materials & Equipment |  |  | £618 | -£618 |
| Annual Awards event |  | £935 | £3,304 | -£2,369 |
| Social events |  |  | £1,120 | -£1,120 |
| IT Costs |  |  | £254 | -£254 |
| Volunteer Expenses |  |  | £260 | -£260 |
| Miscellaneous | 3 | £693 | £1,198 | -£505 |
|  |  |  |  |  |
| **Sub Total – Surplus from normal activities** |  | £54,051 | £51,242 | £2,809 |
|  |  |  |  |  |
| Designated Reserves Income & Expenditure |  |  |  |  |
| Roon the Toon Event | 5 | £49,306 | £41,870 | £7,436 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL INCOME & EXPENDITURE** |  | £103,357 | £93,112 | £10,245 |

**Balance Sheet as at 28/2/23**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assets** | £ | 2023 |  | £ | 2022 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Bank – Current Account |  | 3,077 |  |  | 10,268 |
| Bank – Deposit Account |  | 50,000 |  |  | 40,000 |
| Bank – Roon the Toon (Note 4) |  | 61,376 |  |  | 53,940 |
|  |  |  |  |  |  |
| **Liabilities** |  |  |  |  |  |
|  |  |  |  |  |  |
| Creditors |  | - |  |  | - |
|  |  |  |  |  |  |
| NET ASSETS |  | 114,453 |  |  | 104,208 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Reserves** |  |  |  |  |  |
|  |  |  |  |  |  |
| Balance as at 1/3/22 |  | 104,208 |  |  |  |
| Surplus of Income over Expenditure 2022/23 |  | 10,245 |  |  |  |
|  |  |  |  |  |  |
| RESERVES TOTAL |  | 114,453 |  |  | 104,208 |

(Reserves include £63,376 of designated reserves – See Note 4)

Prepared by …………………………………. Alasdair Murray (Treasurer)

Notes to Accounts

Note 1

|  |
| --- |
| **Event Entry** |
|  |  |  |  |
| National Relays |  | 214 |  |
| National Track Relays |  | 150 |  |
| National Indoor Relay |  | 48 |  |
| West T&F |  | 210 |  |
| Ayrshire Open Graded |  | 1,196 |  |
| West XC Relays |  | 315 |  |
| Ayrshire XC Relays |  | 304 |  |
| Ayrshire XC |  | 228 |  |
| West XC |  | 373 |  |
| National XC |  | 226 |  |
| Superteams |  | 248 | 3,512 |

Note 2

|  |
| --- |
| **League Fees & Subscriptions** |
|  |  |  |  |
| Ayrshire Harriers |  | 20 |  |
| East Ayrshire Sports Council |  | 40 |  |
| SAIL |  | 600 |  |
| YDL |  | 525 |  |
| Scottish Junior League |  | 139 | 1,324 |

Note 3

|  |
| --- |
| **Miscellaneous Income / Expenses** |
|  |  |  |  |
| Bank Interest |  | 73 |  |
| Catering surplus |  | 280 |  |
| Equipment Sale |  | 250 |  |
| Other |  | 90 | 693 |
|  |  |  |  |
|  |  |  |  |
| Athlete Recognition |  | 300 |  |
| Photo Finish Equip Insurance |  | 280 |  |
| Stationery |  | 84 |  |
| Other |  | 534 | 1,198 |
|  |  |  |  |
|  |  |  |  |

Note 4

**Designated Reserves**

|  |  |  |  |
| --- | --- | --- | --- |
| a. Other |  |  |  |
| Balance Cfwd |  | 2,000 |  |
| Addition |  | - | 2,000 |
|  |  |  |  |
| b. Roon the Toon  |  |  |
| Balance Cfwd | 53,940 |  |
| 2022/23 Surplus (Note 5) | 7,436 | 61,376 |
|  |  |  |

Note 5

**Roon the Toon – Income & Expenditure**

This represents the income / expenditure for the period of this financial statement. The 2022 Roon the Toon was held in June 2022. Some income for the 2022 event was recorded in the 2021/22 financial statement, and the income recorded this year includes income received from entries for the 2023 event as entry opened on 1 January 2023.

On a stand alone basis the 2022 event incurred a small deficit of £1,444. See Appendix 1 for details of the 2022 event financial statement

|  |
| --- |
| **2022 financial year statement** |
| **INCOME** | £ |
|  |  |
| Race Entry Fees | £37,481 |
| Event Sponsor Income | £11,825 |
|  |  |
| Total income | £49,306 |
|  |  |
| **EXPENDITURE** |  |
|  |  |
| SA Levy | £2,608 |
| Race Timing | £6,134 |
| Traffic Management | £9,853 |
| Portaloo Hire | £1,152 |
| Event Safety Riders | £750 |
| First Aid | £568 |
| T Shirts | £7,819 |
| Medals | £2,573 |
| 5 Year Hoodies | £422 |
| Prize Money | £4,810 |
| Event promotion | £2,142 |
| Empire Biscuits & Water | £1,273 |
| Donations | £700 |
| Other | £1,066 |
|  |  |
| Total Expenditure | £41,870 |
|  |  |
| **NET INCOME** | **£7,436** |

**Basis of accounting**

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

 **Nature and purpose of funds**

Unrestricted funds (General Reserves) are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain several Bank accounts for the day-to-day running of the club. A separate Bank account is maintained for the financial administration of the annual “Roon the Toon” event

Restricted funds (Designated Reserves) may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

Appendix 1

**Kilmarnock Harrier & Athletic Club (SC046169)**

**Roon the Toon 2022 Event – Income & Expenditure**

|  |
| --- |
|  |
| **INCOME** | £ |
|  |  |
| Race Entry Fees | 28,601 |
| Event Sponsor Income | 11,000 |
| Team prize sponsor income | 825 |
|  |  |
| Total income | 40,426 |
|  |  |
| **EXPENDITURE** |  |
|  |  |
| SA Levy | £2,608 |
| Race Timing | £6,134 |
| Traffic Management | £9,853 |
| Portaloo Hire | £1,152 |
| Event Safety Riders | £750 |
| First Aid | £568 |
| T Shirts | £7,819 |
| Medals | £2,573 |
| 5 Year Hoodies | £422 |
| Prize Money | £4,810 |
| Event promotion | £2,142 |
| Empire Biscuits & Water | £1,273 |
| Donations | £700 |
| Other | £1,066 |
|  |  |
| Total Expenditure | £41,870 |
|  |  |
| **NET INCOME** | **(£1,444)** |

Note 1

Event Sponsor Income

|  |  |
| --- | --- |
| Specsavers | 3,000 |
| East Ayrshire Leisure | 4,000 |
| Monarch FS | 3,000 |
| Fascia Wright | 1,000 |
|  |  |
| TOTAL  | 11,000 |

Note 2

Team Prize Sponsor Income

|  |  |
| --- | --- |
| Barnetts | 150 |
| J Guthrie & Co | 150 |
| Mackintosh & Wyllie | 150 |
| McSherry Halliday | 150 |
| Ayrshire Sportsability | 225 |
|  |  |
| TOTAL | 825 |

Note 3

Donations

|  |  |
| --- | --- |
| East Ayrshire Churches Homelessness | 400 |
| Centrestage | 100 |
| Salvations Army | 100 |
| Killie Cheerleaders | 100 |
|  |  |
| TOTAL | 700 |

**Item 7 – Membership Fees for 2023/24**

The Trustees recommend that membership fees are increased to the levels in the table below with effect from the month following this meeting.

For most classes of membership this represents an increase of < 10%. The first increase in fees since 2019.

Without this increase the Club forecast a deficit in the year ahead following increase in our let costs at the AAA (the first in many years) and higher transport costs in the year.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | 2022/23 | 2023/24 |
|  | Notes | Monthly Fee | AnnualFee | Monthly Fee | AnnualFee |
| Junior - 1 Child (11 and under) |  | £14 |  Nil  | £15 |  Nil  |
| Junior -1 Child (U17) |  | £16 |  Nil  | £17 |  Nil  |
| Junior -2 Child (U17) |  | £25 |  Nil  | £27 |  Nil  |
| Senior - Full Use  | 1,2 | £16 |  Nil  | £117 |  Nil  |
| Senior Road Running  | 3 | £7 | £75  | £8 | £80  |
| Senior (Concessionary) Road Running | 3,4 | £5 | £50 | £6 | £55 |
| Family (5 person/max 2 adults) | 5 | £28 |  Nil  | £30 |  Nil  |
| Disability |  | £8 |  Nil  | £8 |  Nil  |
| Non-resident Membership | 6 | £5 | Nil | £5 | Nil |
| Associate/2nd Claim | 7 | Nil |  £25  | Nil |  £27  |
| Coach Membership |  | Nil | Nil | Nil | Nil |
| Volunteer Membership |  | Nil | Nil | Nil | Nil |

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

**Notes**

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

2. 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.

3. 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

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

5. 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.

6. 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.

7. 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.

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 within 30 days of the AGM, 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.

**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  |  | X | X |
| West District Outdoor T&F Championship  |  | X | X |
| National Indoor T&F Championship  |  | X | X |
| National Outdoor T&F Championship  |  | 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 | Amanda Bryden |  |
| 2 | Vice Chair | Colin Glencorse |  |
| 3 | Treasurer |  Alasdair Murray  |  |
| 4 | Trustee |  Kate Todd |  |
| 5 | Trustee | Douglas Dickson |  |
| 6 | Trustee | John Gebbie |  |
| 7 | Trustee | Laura Haggarty |  |
| 8 | Trustee |  |  |
| 9 | Trustee |  |  |
| 10 | Trustee |  |  |

1. Alan McMahon stood down as trustee during the year.

**Notes**

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 |  |  |
| Finance Lead | Alasdair Murray |  |
| Admin/Comms Lead |  |  |
| Athlete and Welfare Lead | Laura Haggarty  |  |
| Volunteer Lead |  |  |
| Events Lead |  Ian Gebbie  |  |
| Competition Lead | Suzanne Sharp |  |
| Ayrshire Harriers Rep | Jean Youden |  |
| Club Captains  | Jennifer Beattie / Robert Lindsay |  |

**Notes**

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) |  |
| Athletics Pathways Development Officer | Jim Goldie |

**Item 11 - To elect Club Captains**

|  |  |  |
| --- | --- | --- |
| Role | Current Holder | Nominations |
| Senior Captain - Female |  Jennifer Beattie |  |
| Senior Captain - Male |  Robert Lindsay  |  |

**Notes**

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.