**KILMARNOCK HARRIER & ATHLETIC CLUB**

**SCOTTISH CHARITABLE INCORPORATED ORGANISATION (SCO46169)**

**ANNUAL GENERAL MEETING Friday 21 June 2024 – 7pm**

**Location – Ayrshire Athletics Arena**

AGENDA

1. Welcome, Introduction and Opening Remarks
2. Apologies
3. To approve the minutes of the AGM held on 30 June 2023
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 2024/25
8. Member Proposals
9. To elect Trustees
10. To elect Management Committee
11. To elect Club Captains
12. Close

**Item 3 Minutes of 2023 AGM**

Annual General Meeting 30/06/2023 at 7pm

Present: Jean Youden(minutes); Alasdair Murray (treasurer); Amanda Bryden(chair);Jim Goldie; Colin Crosbie; Douglas Dickson; Natalie Sharp; Kate Todd; Suzanne Sharp; Matt Ferguson; John Speirs; Douglas Dickson; Sandra Dickson; Ian Sloan; Laura Haggerty; Susan Boyd; Salvatore Monachello; Lindsay McMahon; Stewart McRoberts; Colin Glencorse; Nick Carter; Brian McLure; Jim Young; Alan Murray; Colin Young;

Apologies: Roddy Pugh; Ian Gebbie; David Barbour; Matt Dodds;

1. Minutes of AGM 15/06/22 - Approved by Jim Goldie - Seconded by Kate Todd.
2. Introduction and Chair's Remarks:

The Chair welcomed the members in attendance and opened the meeting with a review of the year.

1. Treasurers Report:

The annual account for the financial year to 28 February had been published in advance of the meeting showing a surplus for the year from general activities of £2,809. The Treasurer provided some additional commentary on the performance noting that this represented the first financial year where we have operated without Covid restrictions.

No specific questions were raised on the financial statements which have been independently reviewed by a suitably qualified person and will be forwarded to the Charities Regulator as required.

1. Membership Fees:

After initially discussing a proposed increase in membership fees of £1 per month, given increasing costs, a forecast deficit in the 2023/24 financial year and no change in fees since 2019 a vote was taken and an increase of £2 per month to the core track use was agreed (with pro rate increases to other categories. Table below shows effective change.

Given the surplus achieved in last FY the reasons for the increase should be communicated to parents i.e. increased cost of track hire, transport costs, payment of entry fees etc.

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | **Monthly** | **Annual** |
|  |  |  |
| Junior - 1 Child (11 and under) | £16 |  |
| Junior -1 Child (U17) | £18 |  |
| Junior -2 Child (U17) | £29 |  |
| Senior - Full Use | £18 |  |
| Senior Road Running | £8 | £85 |
| Senior (Concessionary) Road Running | £6 | £60 |
| Family (5 person/max 2 adults) | £32 |  |
| Disability | £9 |  |
| Non-resident Membership | £6 |  |
| Associate/2nd Claim |  | £28 |

5. Members Proposals:

None received prior to AGM. The following points were raised and discussed

Stewart McRoberts commended the excellence of the Roon the Toon 10K in comparison to the Mens Glasgow 10K.

Discussion followed regarding Registration and the possibility of it being reintroduced. We still need volunteers to make this happen or an alternative system i.e. Love Admin Version 2 where a wristband can be scanned to a smart device. More work needed on this. For reasons of safety and insurance the club should be aware of all club members and where they are training. This should be the AAA as initial meeting point as a minimum.

Stewart pointed out the number of potential runners we are losing to Killie Striders and Fenwick Striders and discussion ensued. A senior beginners group needs volunteers and structure to try and maintain road runners. Jim Goldie advised there are 11 seniors on the waiting list and nowhere to put them.

Stewart proposed a small working group incorporating Club Together/Club Standards be set up to review and make Club Awards more accessible, especially to female athletes. Discussion took place. Standards should not be lowered simply to make more achievable but if any of the standards are incorrect / out of date then these should be corrected.

Colin Young mentioned Safeguarding and Self Identification asking the club's views on this. He was advised Scottish and UK Athletics are currently working on this and will produce guidelines once decided which we should follow.

Sal Monachello suggested we do some fundraising to help pay for the cost of buses for athletes and requested more social events for juniors. The potential is there and will be considered.

1. Election of Trustees:

Alan McMahon stepped down as a Trustee during the year and we now have 7 trustees who remain in post. We are allowed 10 trustees. There were no nominations for new trustees on the night but will be looked into by the current trustees.

1. Election of Committee Members:

There are a few gaps to be filled ie admin, comms, marketing. All other members re-elected. Junior members welcome. It was suggested that a junior male and female captain be appointed.

No new nominations for any positions and all existing role holders continue unchanged

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

1. AOB:

Welfare Officer - Laura Haggarty is looking for someone to join her in the role.

Meeting closed 8.49pm.

**Item 4. Chair Report**

**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 2023 to 29 February 2024**

**Trustees’ Annual Report**

**For the period ended 29 February 2024**

The trustees have pleasure in presenting their report together with the financial statements for the period 1 March 2023 to 29 February 2024.

**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 29 February 2024 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. At end of February 2024 membership was lower at 336 (347) comprising - Junior 142, 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 introduced a Jog Squad group in late 2023 to provide a pathway for senior runners into the Club

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 continued to employ, on a part time basis, an Athletic Pathways Development Officer. The ADPO resigned his post shortly after the year end. The Trustees are assessing the role requirements for paid roles going forward.

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.

AAA let costs remain the Clubs largest outlay and represent c 38% of Membership fees. This is slightly lower than the prior year following the increase in membership fees implemented during the year.

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 £30k per annum.

Unrestricted Reserves are in excess of this at £57k. 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.

The appointment of new paid roles supporting (1) the management and administration of the Club, and (2) the community engagement and development is being progressed by the Trustees to support the structure and development of the Club. The financial implications of these roles have considered the level of reserves held by the Club together with the expectation that the efficiencies and growth the roles will support will be revenue positive in the medium term.

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 1/3/23 to 29/2/24**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Income | Expenditure | Net 2024 |
|  | Note |  |  |  |
|  |  |  |  |  |
| **General Income & Expenditure** |  |  |  |  |
|  |  |  |  |  |
| Membership fees |  | 45,648 |  | 45,648 |
| Jog Squad Income |  | 1,592 | 566 | 1,036 |
| Membership collection fees |  |  | 617 | (617) |
| Gift Aid |  | 3,053 |  | 3,053 |
| Grants / Donations |  | 400 |  | 400 |
| Let costs |  |  | 17,447 | (17,447) |
| Event Expenses – Race entry | 1 |  | 4,299 | (4,299) |
| Transport |  | 592 | 2,137 | (1,545) |
| Club Together Fees |  |  | 7,256 | (7,256) |
| SAF annual levy |  |  | 2,277 | (2,277) |
| League fees & subscriptions | 2 |  | 1,415 | (1,415) |
| Club Kit members |  | 2,704 | 3,479 | (775) |
| Club Kit - Volunteers |  |  | 225 | (225) |
| Coaching courses |  |  | 1,851 | (1,851) |
| Kilmarnock hosted events |  | 255 | 966 | (711) |
| Race / Event materials & Equipment |  |  | 499 | (499) |
| Annual Awards event |  | 1,597 | 3,502 | (1,905) |
| Social events |  |  | 1,681 | (1,681) |
| IT Costs |  |  | 922 | (922) |
| Volunteer Expenses |  |  | 313 | (313) |
| Jim Young event |  |  | 1,189 | (1,189) |
| Miscellaneous | 3 | 501 | 907 | (406) |
|  |  |  |  |  |
| **Sub Total – Surplus from normal activities** |  | 56,342 | 51,548 | 4,804 |
|  |  |  |  |  |
| Designated Reserves Income & Expenditure |  |  |  |  |
| Roon the Toon Event | 5 | 58,611 | 45,371 | 13,240 |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL INCOME & EXPENDITURE** |  | **114,953** | **96,919** | **18,044** |

**Balance Sheet as at 29/2/24**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assets** | £ | 2024 |  | £ | 2023 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Bank – Current Account |  | 6,747 |  |  | 3,077 |
| Bank – Deposit Account |  | 51,134 |  |  | 50,000 |
| Bank – Roon the Toon (Note 4) |  | 74,616 |  |  | 61,376 |
|  |  |  |  |  |  |
| **Liabilities** |  |  |  |  |  |
|  |  |  |  |  |  |
| Creditors |  |  |  |  | - |
|  |  |  |  |  |  |
| NET ASSETS |  | 132,497 |  |  | 114,453 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Reserves** |  |  |  |  |  |
|  |  |  |  |  |  |
| Balance as at 1/3/23 |  | 114,453 |  |  |  |
| Surplus of Income over Expenditure 2023/24 |  | 18,044 |  |  |  |
|  |  |  |  |  |  |
| RESERVES TOTAL |  | 132,497 |  |  | 114,453 |

(Reserves include £76,617 of designated reserves – See Note 4)

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

Notes to Accounts

Note 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Entry** | | | |
|  |  |  |  |
| National Track Relays |  | 132 |  |
| Ayrshire Open Graded |  | 2,460 |  |
| West XC Relays |  | 213 |  |
| Ayrshire XC Relays |  | 391 |  |
| Ayrshire XC |  | 202 |  |
| West XC |  | 261 |  |
| National XC |  | 281 |  |
| National XC Relays |  | 359 | 4,299 |

Note 2

|  |  |  |  |
| --- | --- | --- | --- |
| **League Fees & Subscriptions** | | | |
|  |  |  |  |
| Ayrshire Harriers |  | 20 |  |
| East Ayrshire Sports Council |  | 40 |  |
| CSSAL |  | 400 |  |
| YDL |  | 530 |  |
| Scottish National League |  | 350 |  |
| Glasgow Jaguars |  | 75 | 1,415 |

Note 3

|  |  |  |  |
| --- | --- | --- | --- |
| **Miscellaneous Income / Expenses** | | | |
|  |  |  |  |
| Bank Interest |  | 433 |  |
| Other |  | 68 | 501 |
|  |  |  |  |
|  |  |  |  |
| Athlete Recognition |  | 300 |  |
| Tent |  | 261 |  |
| Stationery |  | 106 |  |
| AAA shelter blind |  | 130 |  |
| Other |  | 110 | 907 |
|  |  |  |  |
|  |  |  |  |

Note 4

**Designated Reserves**

|  |  |  |  |
| --- | --- | --- | --- |
| a. Other |  |  |  |
| Balance Cfwd |  | 2,000 |  |
| Addition |  | - | 2,000 |
|  |  |  |  |
| b. Roon the Toon | |  |  |
| Balance Cfwd | | 61,376 |  |
| 2023/24 Surplus (Note 5) | | 13,240 |  |
| * Allocation to Jim Young Award Fund | | (5,000) | 69,616 |
|  | |  |  |
|  | |  |  |
| c. Jim Young Award Fund | |  |  |
| Allocation from Roon the Toon | | 5,000 |  |
| Donation from Mrs C Currie | | 701 |  |
| Awards made | | (700) | 5,001 |

Note 5

**Roon the Toon – Income & Expenditure**

This represents the income / expenditure for the period of this financial statement. The 2023 Roon the Toon was held in June 2023. Some income for the 2023 event was recorded in the 2022/23 financial statement, and the income recorded this year includes income received from entries for the 2024 event as entry opened on 1 January 2024.

On a stand alone basis the 2023 event achieved a surplus of £6,265. See Appendix 1 for details of the 2023 event financial statement

|  |  |
| --- | --- |
| **2023/24 financial year statement** | |
| **INCOME** | £ |
|  |  |
| Race Entry Fees | 45,386 |
| Event Sponsor Income | 13,225 |
|  |  |
| Total income | 58,611 |
|  |  |
| **EXPENDITURE** |  |
|  |  |
| SA Levy | 3,238 |
| Race Timing | 7,697 |
| Traffic Management | 9,978 |
| Portaloo Hire | 1,152 |
| Event Safety Riders |  |
| First Aid | 1,315 |
| T Shirts | 10,271 |
| Medals | 2,667 |
| 5 Year Hoodies | 894 |
| Prize Money | 3,280 |
| Event promotion | 540 |
| Empire Biscuits & Water | 990 |
| Donations | 1,600 |
| Other | 1,749 |
|  |  |
| Total Expenditure | 45,371 |
|  |  |
| **NET INCOME** | **13,240** |

**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 2023 Event – Income & Expenditure**

|  |  |
| --- | --- |
|  | |
| **INCOME** | £ |
|  |  |
| Race Entry Fees | 38,075 |
| Event Sponsor Income | 12,000 |
| Team prize sponsor income | 825 |
|  |  |
| Total income | 50,900 |
|  |  |
| **EXPENDITURE** |  |
|  |  |
| SA Levy | 3,238 |
| Race Timing | 6,965 |
| Traffic Management | 9,977 |
| Portaloo Hire | 1,152 |
| First Aid | 1,315 |
| T Shirts | 10,271 |
| Medals | 2,667 |
| 5 Year Hoodies | 893 |
| Prize Money | 3,280 |
| Event promotion | 1,142 |
| Empire Biscuits | 990 |
| Donations | 1,600 |
| Other | 1,145 |
|  |  |
| Total Expenditure | 44,635 |
|  |  |
| **NET INCOME** | **6,265** |

Note 1

Event Sponsor Income

|  |  |
| --- | --- |
| Specsavers | 3,000 |
| East Ayrshire Leisure | 4,000 |
| Monarch FS | 3,000 |
| MKM | 1,000 |
| Fascia Wright | 1,000 |
|  |  |
| TOTAL | 12,000 |

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 | 500 |
| Centrestage | 150 |
| Salvation Army | 150 |
| Rock Choir | 300 |
| Ayrshire Film Co | 500 |
|  |  |
| TOTAL | 1,600 |

**Item 7 – Membership Fees for 2024/25**

The Trustees recommend that membership fees are maintained at current levels, as detailed below.

Jog Squad fee introduced. Covers introductory block, to be followed by conversion to appropriate Senior membership

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | 2024/25 | |
|  | Notes | Monthly  Fee | Annual Fee |
| Junior - 1 Child (11 and under) |  | £16 | Nil |
| Junior -1 Child (U17) |  | £18 | Nil |
| Junior -2 Child (U17) |  | £29 | Nil |
| Senior - Full Use | 1,2 | £18 | Nil |
| Senior Road Running | 3 | £8 | £85 |
| Senior (Concessionary) Road Running | 3,4 | £6 | £60 |
| Family (5 person/max 2 adults) | 5 | £32 | Nil |
| Disability |  | £9 | Nil |
| Non-resident Membership | 6 | £6 | Nil |
| Associate/2nd Claim | 7 | Nil | £28 |
| Coach Membership |  | Nil | Nil |
| Volunteer Membership |  | Nil | Nil |
| Jog Squad – 12 week intro block | £30 | | |

**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](mailto:treasurer@kilmarnockharriers.com%20)  for assistance.

In cases of financial hardship please contact [treasurer@kilmarnockharriers.com](mailto:treasurer@kilmarnockharriers.com%20)  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 |
| Ayrshire XC Individual | X | X | X |
| Ayrshire XC Relay | X | X | X |
| Indoor League | X | X |  |
| U12 Superteams | X |  |  |
| West League XC |  | X | 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](mailto:chairman@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. Amanda Bryden and Colin Glencorse have notified that they are standing down as Trustees effective from the date of the AGM.

**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](mailto:chairman@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](mailto:chairman@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](mailto:volunteering@kilmarnockharriers.com)

**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](mailto:chairman@kilmarnockharriers.com) prior to the meeting. If nominating please check with the nominee to ensure they wish to be considered.