

# CONSTITUTION

  

# TEAM

  

# SOUTHAMPTON

Cover + vi + 9 pages + Annexes

01 October 2004

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Approval for wider use or release must be sought from:

**THE CHAIRMAN  
TEAM SOUTHAMPTON**

## Record of changes

This is a controlled document.

| Issue   | Date              | Details of changes   |
|---------|-------------------|--|
| Draft A | May 2004          | Whole Document - Initial for comment   |
| Draft B | July 2004         | Whole Document – Amendments from first review  |
| Draft C | September 2004    | Whole Document – Amendments from second review   |
| Issue 1 | 08 September 2004 | Issue of first official Constitution, document date is 01 October 2004 which is the official date of the two former Clubs, Team Solent & Southampton City. |
|         |                   |  |
|         |                   |  |

## Authorisation

Authorised by           Mike Smith

Title                       Chairman

Signature               .....

Date                      .....

## Availability

An ‘up to date’ copy of this document will be readily available in The Club Headquarters, for the membership of Team Southampton to refer to. Individual, or personal copies, are available upon request from the Hon.Secretary of The Club. Personal copies will not be subject to amendment by the Management Committee, it is therefore the responsibility of the individual holder to ensure the accuracy of their personal copy.

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## **1. NAME**

The name of The Club shall be TEAM SOUTHAMPTON hereafter referred to as "The Club".

## **2. HEADQUARTERS**

### **2.1 Facilities Headquarters**

2.1.1 The Headquarters of The Club shall be the Southampton Athletics Track, The Sports Centre, Bassett, Southampton, Hampshire.

### **2.2 Administrative Headquarters**

2.2.1 The administrative Headquarters shall be the contact address of the Hon.Secretary.

## **3. OBJECT**

3.1.1 The object of The Club shall be to foster, promote and encourage participation in amateur athletics at all levels and for the whole community without discrimination of ability, sex, race or creed.

3.1.2 The Club is non profit making, any surplus income or gains shall be re-invested in The Club.

## **4. CLUB COLOURS**

### **4.1 General**

4.1.1 All athlete members competing at National or County Championships, league fixtures and open meetings shall be easily identifiable by wearing the distinctive Club Colours as described below. The only exceptions to this rule are when athletes represent their County, National or International teams when their Colours may be worn. Individual sponsorship identifiers shall not be worn.

### **4.2 Colours Description**

4.2.1 The vest shall be of athletic design and will comprise red & white vertical stripes. It may be worn either as a full vest, crop top or as part of an 'all-in-one' body suit.

4.2.2 Shorts shall be black in colour and can be worn in any style, as long as they are respectable. Shorts may be omitted during cold or inclement weather when full length leggings may be worn.

## **5. MEMBERSHIP**

### **5.1 Membership General**

5.1.1 Membership of The Club is open without discrimination, on application, to anyone interested in the sport. For competition, Rule one (1) of the UK Athletics Rules for competition shall be regarded as definitive.

- 5.1.2 Those who become members of The Club agree to abide by the rules contained in this document, or updates thereof.
- 5.1.3 Application for membership of The Club must be made in writing, using the appropriate Club form, for submission to, and approval by, the Management Committee.
- 5.1.4 Becoming a member of The Club gives automatic consent for their details to be held on computer, unless specific written notice is given. Prospective members shall be warned of this on their membership application form.

## **5.2 Classes of Membership**

- 5.2.1 Membership will be granted in a way that best suits individuals, or groups thereof.
- 5.2.2 Membership subscriptions, for all classes, shall be reviewed annually and when changes are required they shall be set at the Annual General Meeting.
- 5.2.3 Membership shall be provided under the following categories.

## **5.3 Personal Membership**

- 5.3.1 Personal membership applies to the individual who is stated on the request for membership form; he/she must be 11 years of age or older. Membership and subscription will be granted on the age and status at the time of joining.
- 5.3.2 Personal membership is sub-divided into the categories detailed in Annex B.
- 5.3.3 All listed under Personal Membership, less Second Claim, shall be considered as being in full Membership of The Club.

## **5.4 Family Membership**

- 5.4.1 Family Membership will be considered for two or more members of any immediate family.
- 5.4.2 Family membership is sub-divided into the categories detailed in Annex B.
- 5.4.3 All those listed as being included in the Family Membership, less second claim families, shall be considered as being in full Membership of The Club.

## **5.5 Associate Membership**

- 5.5.1 Associate Membership will be granted to any person who acts in the management, coaching or officiating activities of The Club. Equally, Associate Membership shall be granted to non-active members who wish to be involved in The Club. In all respects Associate Members shall be considered as being in full Membership of The Club.

## **5.6 Second Claim Membership**

- 5.6.1 Second claim membership will be granted to individuals, or groups, who are first claim members of another UK club. Membership will be approved as personal or family membership.

## **6. Subscriptions**

- 6.1.1 The subscription year is defined as the period 01 January to 31 December inclusive.
- 6.1.2 Each member shall pay a subscription. The cost will respect the amount of time remaining within The Club subscription year and will reflect the appropriate type of membership and



subscription as approved at the AGM. Initial or joining subscriptions will be rated at full rate unless less than three months exists to the end of year when the rate will be no charge.

- 6.1.3 Subscriptions are required to be paid before an athlete is permitted to compete for The Club.
- 6.1.4 Renewal subscriptions will exist on a continuous basis and must be paid within 1 calendar month of the start of the subscription year. They will be deemed to automatically continue into the next term of membership unless a written resignation is received by the Management Committee not less than one calendar month before the end of the subscription year.
- 6.1.5 At the discretion of the Management Committee, renewal notices may not be issued. Responsibility, therefore, resides with the member for prompt payment.

## **6.2 Arrears**

- 6.2.1 Any member whose subscription is in arrears may be barred, at the discretion of the Management Committee, from taking part in any competition promoted by The Club.
- 6.2.2 The Management Committee shall have the power to expel any member whose subscription is greater than twelve months in arrears provided a written 'notice of arrears' has been sent by Registered or Recorded Delivery Letter to the member in arrears informing him/her of the proposed action. All correspondence shall be addressed to the members last known address.
- 6.2.3 In compliance with South of England A.A. rules, "The name and address of any person so expelled from a Club in the Southern area shall be sent to the Hon.Secretary of the South of England A.A. who shall enter his/her name into the Suspensions Book. Every person whose name has been entered into the Suspensions Book shall be suspended from competing at any meeting held under UKA Laws until the liability causing his/her said expulsion, which shall not exceed one year's subscriptions, is discharged".
- 6.2.4 Appeals to expulsion must be made in writing to The Club for consideration by the Management Committee. Appellants may be asked to explain in person their reasons for not being expelled.
- 6.2.5 Any ex-member wishing to rejoin The Club must discharge any debt owed to The Club before their membership will be granted.

## **7. RESIGNATIONS**

- 7.1.1 A Member intending to resign from The Club shall give notice in writing to the Management Committee for consideration at the next Management Committee meeting. Membership shall be terminated on the date of that notice unless he/she or family is financially indebted to The Club, in which case, the Management Committee may withhold acceptance of the resignation until he/she or family has discharged such liability. In all cases, the resignation must be considered by the Management Committee or its delegated authority within one calendar month of receipt of the notice.

## **8. OFFICERS OF THE CLUB**

### **8.1 General**

- 8.1.1 The Officers of The Club shall be elected annually at the Annual General Meeting of The Club and shall comprise: President, Chairman, Vice-Chairman, Hon.Secretary, Membership Secretary & Hon.Treasurer.

- 8.1.2 Each post carries responsibilities and by accepting election into the post, each Officer agrees to carry out the responsibilities to the best of their ability.
- 8.1.3 Responsibilities aligned to each post will be detailed and agreed by the Management Committee. These responsibilities can be subject to frequent amendment and are deemed to sit outside of the constitution and therefore are not subject to the requirements for change by General Meeting.
- 8.1.4 All Officers shall retire from office at the Annual General Meeting, but they shall be eligible for immediate re-election without restriction. The retiring Officers shall remain in office until the end of the Annual General Meeting for the smooth conduct of the meeting, and until a handover of office is made.
- 8.1.5 In the event of any office becoming vacant, the Management Committee shall, as soon as possible, fill the vacancy by appointment, without the need to call a General Meeting.

## **8.2 Chairman**

- 8.2.1 The Chairman will remain ex-officio to all voting except when a casting vote is required.
- 8.2.2 Excluding exceptional circumstances, the Chairman shall preside over all Club Management Committee and General Meetings.
- 8.2.3 The Chairman shall ensure all members of The Club implement the utmost professional conduct.

## **8.3 Vice-Chairman**

- 8.3.1 The Vice-Chairman is a supporting and assisting role to the Chairman. And therefore the office carries the same responsibilities as those described for the Chairman.
- 8.3.2 During exceptional circumstances which dictate the absence of the Chairman, the Vice Chairman will automatically 'step-up' to the office of Chairman.
- 8.3.3 Voting rights are unrestricted except when stepping up as Chairman.

## **8.4 Hon.Secretary**

- 8.4.1 The Hon.Secretary shall conduct such correspondence as may be necessary on behalf of The Club.
- 8.4.2 The Hon.Secretary shall issue notice of Management Committee, Annual & Extraordinary General Meetings and he/she shall record minutes of the aforementioned meetings
- 8.4.3 Voting rights are unrestricted.

## **8.5 Membership Secretary**

- 8.5.1 The Membership Secretary shall administer The Club membership. He/She shall maintain a register of names, addresses and contact details for all members.
- 8.5.2 The Membership Secretary shall collect all subscriptions and pass all monies to the Hon.Treasurer. Once members have paid their subscription the Membership Secretary shall provide them with Membership cards.

## **8.6 Hon.Treasurer**

- 8.6.1 The Hon.Treasurer shall be responsible to the management committee to account for all monies held by The Club, in whatever account they may be located. He/She shall ensure the Management Committee is regularly informed of the status of Club funds.

- 8.6.2 The Hon.Treasurer shall receive and make payments on behalf of The Club. He/She is required to maintain a record of accounts, as decreed by the Management Committee, to record all transactions for proper control of The Club finances. The record of accounts shall remain accurate, clear, legible and thorough. A statement showing The Club finances shall be prepared and presented at each of the Management Committee meetings, AGM, for handover to a replacement and when required by the Management Committee.
- 8.6.3 The Club accounts shall be audited on an annual basis and immediately prior to the AGM. Auditors, who are not members of the Management Committee, shall be appointed by the Management Committee to validate all accounts; their report shall be presented at the AGM.
- 8.6.4 Payments by cheque are required to be signed by two from three named Officers.

## **9. MANAGEMENT COMMITTEE**

### **9.1 General**

- 9.1.1 The Management Committee shall comprise the Officers of The Club together with: Fixtures Secretary and a minimum of seven committee members. The Officers and the Committee shall be elected at the Annual General Meeting of The Club.
- 9.1.2 In the event of any non Officers post becoming vacant, the Management Committee shall, as soon as possible, fill the vacancy by appointment, without the need to call a General Meeting
- 9.1.3 The Management Committee shall endeavor to appoint a Child/Athlete Welfare Officer who shall be ex-officio to the management of The Club. They need not be a member of The Club but they will be responsible for advice to all as well as dealing with welfare matters.
- 9.1.4 The Management Committee will be responsible for the appointment of Team Managers. They need not be members of the committee, but they shall not be excluded if they choose to stand for election.

## **10. SUB-COMMITTEES**

### **10.1 General**

- 10.1.1 Sub-committees may be formed at the discretion of the Management Committee. These will be utilized to manage fixtures, meetings and other events which the Management Committee decree necessary to have that level of support.
- 10.1.2 The Management Committee may also co-opt additional personnel from outside their domain to assist with organization when required.
- 10.1.3 All duly formed sub-committees shall report, and be accountable, to the Management Committee.

## **11. MANAGEMENT OF THE CLUB**

### **11.1 General**

- 11.1.1 The Club financial year is defined as 01 October to 30 September of the following year.

- 11.1.2 The management of The Club between General Meetings is vested in the elected Management Committee. It shall administer its day-to-day business by holding a series of management meetings throughout the year.
- 11.1.3 Decisions made at the Management Committee meetings shall be by majority decision. In all cases a quorum of one half of the Management Committee shall exist for all decisions made. The quorum must include not less than two Officers. In the event of an equal number of votes the Chairman shall have the casting vote.
- 11.1.4 The Hon.Secretary shall give notice of the time and place of any Management Committee Meeting and the business to be dealt with.
- 11.1.5 All members may submit points to the Management Committee for consideration at their meetings. All points must be submitted in writing to the Hon.Secretary not less than 7 days prior to the meeting on the Management Committee, for inclusion to their agenda. Where possible, a representative of those submitting a point shall attend the meeting.

## **11.2 Annual General Meeting**

- 11.2.1 An Annual General Meeting shall be held during the first month of The Club financial year. It shall receive the Management Committee's report and financial statement, elect officers and committee and deal with any other item specified on the agenda.
- 11.2.2 The Hon.Secretary shall give notice, which shall state the date, time and venue of the Annual General Meeting. It is to be posted on the notice board, in the accommodation, at The Club Headquarters at least 21 days prior to the Annual General Meeting.
- 11.2.3 Nominations for Officers and Management Committee must be given in writing to the Hon.Secretary at least 14 days prior to the meeting. Nominations shall be accompanied by written consent of the nominee and the names of a Proposer and Secunder. In the event of no nominations being received by the date specified, but not otherwise, nominations may be made at the meeting.
- 11.2.4 Proposed alterations to the Constitution and notice of any business which it is desired be placed on the agenda must be given in writing to the Hon.Secretary not less than 14 days prior to the meeting.
- 11.2.5 A copy of the agenda and details of the proposals will be posted on the notice board by the Hon.Secretary at least 7 days prior to the meeting.

## **11.3 Extraordinary General Meeting**

- 11.3.1 An Extraordinary General Meeting must be called by the Hon.Secretary upon receipt of a requisition signed by not less than twenty members of The Club, which shall state the business, to be brought before the meeting.
- 11.3.2 An Extraordinary General Meeting is considered to be extraordinary in nature. For guidance, it shall only be used for serious matters affecting The Club as a whole.
- 11.3.3 The Extraordinary General Meeting shall be called by the Hon.Secretary and notified to all eligible members without delay.
- 11.3.4 The meeting shall be held within four weeks, but not less than fourteen days, from receipt of the written request.
- 11.3.5 Only the stated business for which the meeting was called shall be discussed.

## **12. VOTING AND REPRESENTATION**

- 12.1.1 The Officers and Management Committee shall be entitled to attend and vote at any Club meeting.
- 12.1.2 Life Members are entitled to attend, speak and vote at Annual and Extraordinary General Meetings. They may also attend and speak at routine Management Meetings but cannot vote.
- 12.1.3 All 'Paid-up' Members over the age of fifteen (15) on the date of the meeting, less second claim members, shall be eligible to vote at an Annual or Extraordinary General Meeting.
- 12.1.4 A quorum of not less than 75% of the Management Committee is to exist, and be added to by those paid-up members with voting rights attending the meeting, for decisions to be taken at either an Annual or Extraordinary General Meeting.
- 12.1.5 For decisions to be 'carried' they must have the support of more than a simple majority of the number of votes cast.

## **13. AMENDMENT TO THE CONSTITUTION**

- 13.1.1 No amendment to the main body of the constitution may be made except at the Annual General Meeting or an Extraordinary General Meeting called for that purpose. Annexes and appendices are excluded from this necessity and, as such, may be amended without the need for a General Meeting. Written notice of any proposed amendment must be submitted to the Hon.Secretary not less than 14 days prior to an Annual General Meeting or at the time of request for an Extraordinary General Meeting.

## **14. HONORARY MEMBERS**

### **14.1 General**

- 14.1.1 The Management Committee may, at their discretion, nominate members for honorary membership. Such positions are voted upon and accepted by a majority decision at the AGM. Such positions are listed below.
- 14.1.2 All nominations, less Life Membership, shall be confirmed at each Annual General Meeting of The Club.

### **14.2 Patron & Vice Patron**

- 14.2.1 To be awarded to individuals who make repeated and/or significant donations in cash or kind to The Club.

### **14.3 President**

- 14.3.1 Only the Management Committee shall nominate the President and put the nomination before the Annual General Meeting.

### **14.4 Vice Presidents**

- 14.4.1 This post is open to all members of The Club who have given exemplary service to The Club. Nominations shall be at the discretion of the management committee; the post need not be filled and therefore can be left vacant if a candidate is not easily identifiable.

## **14.5 Life Vice Presidents**

14.5.1 To be regarded as an exceptional honor. It may be awarded to a Vice President who has given The Club distinguished service.

## **14.6 Life Members**

14.6.1 To be awarded for outstanding performances, for example being selected for and representing the national squad, as a senior, or better. Equally, it can be granted for exemplary service as Officials or Coaches. Once awarded the honor of Life Membership shall remain and will not affect the individuals first claim rights.

14.6.2 Life Membership will be automatically reviewed if the individual is subject to a disciplinary matter.

## **15. DISCIPLINE**

15.1.1 The Management Committee may choose to caution or expel a member from The Club whom they deem guilty of conduct detrimental to the interest of The Club or athletics generally. Any such member may claim the right of appeal by giving written notice within 7 days of the receipt, by him/her, of a notice of caution or expulsion.

## **16. DISPUTES AND INTERPRETATION**

16.1.1 The Management Committee shall decide any questions as to the interpretation of this constitution and decide any matter not definitely provided for therein. The Management Committee shall arbitrate in any dispute and its decision will be final.

## **17. DISSOLUTION OF THE CLUB**

17.1.1 The Club shall not be dissolved except at an Extraordinary General Meeting specifically called for that purpose. A notice to dissolve The Club must be signed and supported by a minimum of 20 'paid-up' First Claim members. A motion of dissolution must be supported by more than three quarters of the votes cast.

17.1.2 On dissolution, any funds and net assets remaining, after all debts are paid, shall be used for approved sporting or a charitable purpose as agreed by members of The Club in a General Meeting or by The Club's governing body.

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## **ANNEX A - GUIDELINES FOR SUB COMMITTEES**

### **General**

Sub-committees formed at the discretion of the Management Committee will be utilized to manage fixtures, meetings and other events which the Management Committee decree necessary to have that level of support.

The Management Committee may also co-opt additional personnel to assist with organization when required.

All duly formed sub-committees shall report, and be accountable, to the Management Committee.

### **Secretariat**

The Secretariat shall comprise: Hon.Secretary, Membership Secretary, Fixtures Secretary, Officials Secretary and Coaching Secretary as applicable. At the discretion of the Hon.Secretary, additional members may be co-opted, such as may be necessary to assist with the secretarial requirements of The Club.

The Secretariat shall collate and distribute information around other members that compliment their respective activity.

The Secretariat shall be responsible to the Management Committee and shall ensure that the Management Committee is kept regularly informed of the secretarial activities and requirements of The Club.

### **Coaching**

The Coaching Sub-Committee shall be an informal group and shall comprise all qualified Coaches of The Club. They shall appoint one of their group to be the Coaching Secretary. This group may also incorporate non-qualified Coaching assistants.

The Coaching Sub-Committee shall be responsible to the Management Committee for their individual activities, the safety and welfare of athletes during attended training sessions. They shall ensure that the Management Committee is kept regularly informed of coaching activities and needs to fulfill the requirements and objectives of The Club.

All Coaches are required to agree to, and sign, The Club Child Protection Policy.

### **Officials**

The Officials Sub-Committee shall be an informal group and shall comprise all qualified Officials of The Club. They shall appoint one of their group to be the Officials Secretary. This group may also incorporate non-qualified Officials assistants.

The Officials Sub-Committee shall be responsible to the Management Committee for their individual activities and the safety of athletes during fixtures. They shall ensure that the Management Committee is kept regularly informed of their officiating activities and needs to fulfill the requirements and objectives of The Club.

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## **ANNEX B - CLASSES OF MEMBERSHIP**

### **Personal Membership**

Personal membership applies to the individual who is stated on the request for membership form; he/she must 11 years of age or older. Membership and subscription will be granted on the age and status at the time of joining.

Personal membership is sub-divided into the categories detailed in Annex B.

1. Senior membership. Available for those aged 18 and over and not in full time education.
2. Student membership. Available for those aged 18 and over and who are in full time education.
3. Junior membership. Available for those aged between 11 and 17 inclusive.
4. Second Claim. Available to all ages, as one class, joining The Club whilst they are first claim members of another UK club.
5. Associate membership.

All, less Second Claim, listed under Personal Membership shall be considered as being in full Membership of The Club.

### **Family Membership**

Family Membership will be considered for two or more members of any immediate family and is sub-divided into three classes, Total Family, Senior and Junior as detailed below:

1. Total Family membership. Available for three or more immediate family members made up of seniors and juniors.
2. Senior Family membership. Available for two or more senior members from the immediate family, defined as husband & wife or living partners, paying the senior rate of subscription.
3. Junior Family membership. Available for two or more junior members from an immediate family, defined as siblings, paying the junior rate of subscription.
4. Second Claim Family Membership. Available to a family group consisting of all ages, as one class, joining The Club whilst they are first claim members of another UK club. The subscription shall be determined, by the management committee, at the time of application and shall reflect the quantity and composition of the family.

### **Associate Membership**

Associate Membership will be granted to any person who acts in the management, coaching or officiating activities of The Club. Equally, Associate Membership shall be granted to non-active members who wish to be involved in The Club. In all respects Associate Members shall be considered as being in full Membership of The Club.

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