



# Sport RCT Example [CLUB NAME]

## Constitution

### 1. Name of Club

The name of the club shall be: [Insert Full Club Name]

### 2. Aims and Objectives

The aims of the club are to:

- Provide participation opportunities for all members as well as coaching competition opportunities to those members who wish to play competitive [insert sport]
- Promote [insert sport] and community engagement to [insert target audiences]
- Provide a safe and inclusive environment for all members; ensuring the club and its members comply to its safeguarding policy and follow guidance from any governing bodies.
- [Add any other aims or objectives]

### 3. Affiliation

The club shall be affiliated to: [Insert relevant governing body/leagues/other required affiliations specific to your sport and area]

### 4. Membership

- Membership is open to all individuals regardless of age, gender, race, disability, religion, or sexual orientation.
- Categories of membership: [e.g., Junior, Senior, Social, Volunteer, Official]
- Membership fees will be set annually by the Committee.
- Members must adhere to the club's code of conduct and given voting rights at AGM and/or other club meetings when required.
- All junior and adult playing members will be signed up and registered to the [insert NGB and/or league details] to ensure both the club and individual is covered through required insurance and policies. Please note the [insert NGB and/or league details] will have access to club and individuals' details during this registration process.



## 5. Management Committee

- The club shall be managed by a committee consisting of:
  - Chairperson [insert name – optional]
  - Vice Chairperson [insert name – optional]
  - Secretary [insert name – optional]
  - Treasurer [insert name – optional]
  - Welfare Officer [insert name – optional]
  - General Committee Members x5-10 [insert names – optional]
  - [Add any other relevant roles]
- Other sub-committees may be set up as and when required at the discretion of the management committee
- Committee members shall be elected annually at the AGM and added during the year if it deems necessary.
- All committee members must be club members.
- A quorum for committee meetings is [insert agreed eg 3 members] and produce records of such meetings to management committee along with members when required.

## 6. Meetings

- An Annual General Meeting (AGM) shall be held once per year.
- Notice of the AGM will be given to all members at least 14 days in advance.
- The AGM will include:
  - Chair's Report of club activities for previous year
  - Treasurer's Report of club's financial position and accounts
  - Election of Committee
  - Discussion of any proposals
- Committee meetings shall be held [weekly/monthly/quarterly] and any relevant information recorded and shared to club members when required.
- Any special committee meetings including disciplinary meetings should be conducted and recorded appropriately to ensure hearings are fair and dealt with according to club constitution/code of conduct/rules.

## 7. Finance

- All club monies will be banked in an account held in the club's name.
- The Treasurer will keep accurate records of income and expenditure.
- The accounts will be produced and examined annually by club committee.
- All payments must be authorised by at least two committee members.
- Club may provide remuneration and expenses to any official, member or other persons for services to the club if agreed by the management committee.



## 8. Amendments to the Constitution

- The constitution can be amended at the AGM or at a specially called meeting.
- Any amendment requires a two-thirds majority vote of members present.

## 9. Discipline and Complaints

- All concerns or complaints should be submitted in writing to the Secretary.
- The committee will investigate and respond fairly. Sanctions may include warnings, suspension, or termination of membership.
- Any disciplinary meetings should be conducted and recorded appropriately to ensure hearings are fair and dealt with according to club constitution/code of conduct/rules.
- The outcome of any disciplinary hearing should be notified in writing by the secretary to the person who made the complaint and member against whom the complaint was made within 7 days of hearing.

## 10. Dissolution

- In the event of the club being dissolved, any remaining funds and or property will be donated to member or a local charity/another club with similar aims, as agreed by the membership.
- A resolution to dissolve the club shall only be proposed at a general committee meeting and shall be carried out by a majority of at least three quarters of the members entitled to a vote. A specific date for dissolution should be included in the resolution.

## 11. Equality and Safeguarding

- The club is committed to ensuring equality and inclusion in all its activities.
- The club will follow safeguarding guidelines and policies as required by its governing body [insert NGB and/or other governing body].

## 12. Declaration and Date of Adoption

[Name of Club] hereby adopts and accepts this Constitution.

This constitution was adopted at the meeting held on: [Insert date]

### Signatures

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_