



York Karate Organisation & Structure

V1.5

York Karate

24/05/19



1. Ownership

- 1.1. York Karate Club (referred to as 'the Club' throughout this document), including the name, logo and associated assets, are owned wholly by Simon Flint.
- 1.2. As such, any decision taken concerning the club, including its organisation, is the sole responsibility of Simon Flint

2. Purpose/Aims

- 2.1. The Club is a sports club that seeks to further the objectives of Shotokan Karate, and the Japan Karate Shotorenmei (JKS) through excellent standards of practice, coaching and instruction.
- 2.2. The club believes that Karate is a martial art, and a sport, that can be enjoyed by everyone in society that wishes to participate.
- 2.3. The Club is committed to encouraging its members to participate in competitions and will support any members who aspire to represent their country in karate.

3. Management

- 3.1. Simon Flint is responsible for the general administration of the Club. General administration includes, but not limited to, the following:
 - 3.1.1. Arranging for a suitable venue to be used for training and setting the appropriate time for classes.
 - 3.1.2. Setting and collecting the Club/association membership premiums and training fees.
 - 3.1.3. Administering the club website, Facebook account and other social and online media.
 - 3.1.4. Advertising and promoting the club within the local community
 - 3.1.5. Representing the club at official JKS England meetings and events
 - 3.1.6. Liaising with JKS England and JKS Japan on any organisational issues
 - 3.1.7. Administering the club's finances with the exception of the Club's fundraising account.
 - 3.1.8. Simon Flint is responsible for appointing the Club's Instructors.
- 3.2. The welfare committee is responsible for:
 - 3.2.1. upholding the Club's Code of Conduct, disciplinary procedure and Child Protection Policy
 - 3.2.2. raising funds for the club members and managing the account
 - 3.2.3. arranging additional social activities for the club.
 - 3.2.4. ensuring the general welfare of every club member whilst they are participating in Karate or a Club related activity.
- 3.3. The club instructors are responsible for:
 - 3.3.1. Providing all coaching and instruction in all classes
 - 3.3.2. Ensuring that the Instructor's code of conduct and Athlete's Code of Conduct is upheld by all members and instructors
 - 3.3.3. Inspiring and motivating all members to achieve their highest standard and that karate training is enjoyable.

4. Welfare Committee Structure

- 4.1. The executive posts within the Welfare Committee are:
 - Chairperson
 - Secretary



-Welfare Officer

- 4.2. The committee shall consist of 3 executive members, with an additional three non-executive members (where required).
- 4.3. Members of York Karate, or their parents if they are under the age of sixteen, may be appointed to the Welfare Committee but instructors may not.
- 4.4. The committee members are appointed by Simon Flint whenever a seat is available.
- 4.5. The newly formed Welfare Committee will agree, by vote, on the assignment of posts.
 - 4.5.1. If there is a deadlock, or insufficient volunteers for any posts, the current/outgoing Chairperson will assign the posts
 - 4.5.2. If the outgoing Chairperson is unavailable, then Simon Flint will assign the posts.
 - 4.5.3. Reassignment of posts can only be done through majority vote of the committee.
- 4.6. Any Welfare Committee member wishing to resign their post, or committee seat, must do so in writing to the Chairperson two weeks prior to the resignation date.
 - 4.6.1. Simon Flint must appoint a new committee member within six weeks of receiving the resignation date. This must be approved by the existing committee members.
 - 4.6.2. Where an executive post has been resigned, the Welfare Committee must immediately appoint a non-executive member to fill the post by majority vote, if possible.
 - 4.6.3. If a committee member is under investigation for potential breach of the club's code of conduct or child protection policy, they will be immediately suspended from the committee until the conclusion of the investigation. Whilst suspended, they may not attend committee meetings.
- 4.7. The Welfare Committee may hold meetings whenever the Chairperson feels this is appropriate and decisions made, within the limits defined under the management of this constitution, by majority vote.
- 4.8. The Welfare Committee may make recommendations to the Club's instructors regarding training practices, although these would be non-binding unless the committee can demonstrate that such practices contradict the Club's code of Conduct or Child Protection Policy.
- 4.9. The Welfare Committee may make recommendations to Simon Flint regarding the administration of the Club but these would be non-binding, unless the committee can demonstrate that such practices contradict the Club's Code of Conduct or Child Protection Policy.
- 4.10. The Welfare Committee may invite Simon Flint to attend Committee meetings. Simon Flint would have the right to address the Welfare Committee but may not vote.
- 4.11. The Welfare Committee may invite any club member to attend Committee meetings. The member would have the right to address the Welfare Committee but may not vote.
- 4.12. The committee funds will be deposited in an account under the name of ;JKS York Welfare Committee
- 4.13. The Club fundraising account shall have a minimum of 2 signatories
 - 4.13.1. Signatories cannot be related, or have any joint financial or business interests



The funds raised by the Welfare committee are for the benefit of the club members, and to be spent on events, trips, transportation and any other club related activity deemed to be of benefit to the club members by the committee. Any decision on the allocation of funds, not including Committee expenses, must be communicated to the whole club immediately following the decision to supply funding. Decisions on funding must adhere to the following:

4.14.1 The funding must be given to, or be available to, all members of the York Karate squad and/or the entirety of the club.

4.14.2 Or, funding can be provided to a select group of individuals, in contradiction to 4.14.1, providing the decision for funding is made prior to the selection of individuals for the given event and the funding decision has been ratified by Simon Flint.

4.14.3 The committee **is not** permitted to directly fund a named individual under any circumstances.

4.14.4 All funding decisions must be approved by a majority vote of the Committee.

4.14.

4.15. Should the club be dissolved, any funds deposited in the account will be given to a closely connected Karate Club whose aims and objectives are aligned with York Karate.

5. Post descriptions

5.1. Chairperson

5.1.1. To arrange Welfare Committee meetings when required.

5.1.2. To delegate any roles or responsibilities that fall within the remit of the Committee in order to ensure it fulfils its responsibilities.

5.2. Secretary

5.2.1. To take minutes at Welfare Committee meetings

5.2.2. To manage the fundraising account and ensure additional events are fully funded

5.2.3. To communicate the Welfare Committee's decisions and agenda with the Club

5.3. Welfare Officer

5.3.1. To ensure the Code of Conduct, disciplinary procedure and Child Protection Policy is upheld and enforced.

5.3.2. To make suitable contact with authorities should the need arise.

5.3.3. To gather the necessary information and present the findings at a disciplinary hearing.

Disciplinary action

1. As outlined in the Disciplinary procedure.

Amendments to the organisational structure

1. Amendments to the organisational structure of York Karate can only be made by Simon Flint and must be ratified by the Welfare Committee.

Review of the Club's Organisation and Structure

1. The Welfare Committee, in conjunction with Simon Flint, will meet during the month of January to review this policy and all other policies to ensure that they are current and up to date. The Welfare Committee and Simon Flint will undertake a thorough review of this policy and all other policies once every three years to ensure they conform to current legal regulations and Sport England's codes of best practice.



Dissolution of the Club

1. The Club can only be dissolved by Simon Flint.
2. Simon Flint may dissolve the Club at any time.

Amendments

20/11/2018

4.13 The Club fundraising account shall have a minimum of 3 signatories

Amended to:

4.13 The Club fundraising account shall have a minimum of 2 signatories

Authorised by the Welfare committee (Colin Roe, Dawn Chaplin, Anna Holmes-Ellerker)

15/02/2019

4.14 additional content:

Any decision on the allocation of funds, not including Committee expenses, must be communicated to the whole club immediately following the decision to supply funding. Decisions on funding must adhere to the following:

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4.14.2 Or, funding can be provided to a select group of individuals, in contradiction to 4.14.1, providing the decision for funding is made prior to the selection of individuals for the given event and the funding decision has been ratified by Simon Flint.

4.14.3 The committee **is not** permitted to directly fund a named individual under any circumstances.

4.14.4 All funding decisions must be approved by a majority vote of the Committee.

Authorised by the Welfare committee (Colin Roe, Dawn Chaplin, Anna Holmes-Ellerker)

24/05/2019

Addition of the section 'Review of the Club's Organisation and Structure'

Authorised by the Welfare committee (Colin Roe, Dawn Chaplin, Anna Holmes-Ellerker)