

Aim of this document

To describe the structure policies and functions of Team Bath Athletic Club
This Document was created in 2016 and updated in Jan 2022

Objectives:

- To summarise Club History
- To restate the Club vision and the Club Aims and Objectives
- To list Club policies and where to find them
- To define the committee structure of the Club
- To outline how the Club functions
- To serve as a practical guide to Club operation
- To educate new club members about the club

Name

The Club is called Team Bath Athletic Club (TBAC) and is affiliated to England Athletics.

Club History

The Club was founded in 1976. It was called City Of Bath Athletic Club (COBAC) and was based at Percy Boys Club in New King Street Bath.

In 1990 the Club moved it's training venue to Beechen Cliff School, which enabled expansion of facilities and the addition of a junior section.

In 1996 the Club moved to train at the University of Bath Sports Training Village STV to take advantage of the world-class track facilities

In 2007 the Club entered a partnership with the University of Bath. The Club name was changed to Team Bath Athletic Club and team colours were changed to yellow and blue to reflect the new relationship.

The aims of this partnership were

- Security of tenure at the University
- Increased competitiveness of the Club
- Access to a wider range of university facilities
- Access to additional coaching facilities
- Additional club events
- Being part of a widely recognised 'Team Bath' brand
- Increased investment in facilities

There are many other sporting groups who train at the University of Bath: Badminton Bobsleigh, Football, Gymnastics, Judo, Luge, Modern Pentathlon, Netball, Rowing, Rugby, Swimming and Tennis. The large scale of The Sports Training Village makes it possible to be a world-class facility. The same scale makes competing interests of the different sports for time, space and equipment a continuing challenge.

The reality of this partnership is that many of the initial aims are still works in progress. Unseen challenges have emerged and been dealt with, not Least the Covid Pandemic, and new aims and projects have developed

By 2014 the club, which by then included a 365 Academy for younger athletes, had become too large and complex in membership arrangements for this job to be undertaken voluntarily. In May 2014, Geoff and Tania Davis took on a Job-shared 14 hrs per week contract provide membership services. The Job has since been covered by Lisa Bennet and Lyndsay Redwood. The current Membership Manger, Lucie Osborne, took over in November 2021

In May 2014 a post of **Coach coordinator** was created. This was an 8 hour per week contract taken first by Hannah Gray and then Kevin Brunt. The Job was to assess new athletes and to assign athletes to coaching groups as well as coordinate between coaches and monitor training and standards. In 2021 post Covid this post became vacant and the duties were incorporated within the role of the Club Operational Manager.

In April 2016 TBAC became a **Charitable Incorporated Organisation (CIO)** fully registered with the Charity Commission. This change was made as part of an improvement in governance structure and to enable the Club to be eligible for the benefits of charitable status such as Gift aid and grant eligibility

In October 2016 the original TBAC committee was dissolved: A new constitution was adopted and a new governance structure instituted. This present document was created to compliment the new constitution giving operational information.

In 2018 the Club created a **Club Manager** to push forward the club development agenda. Julia Waldron was recruited to this paid 21-hour position. In March 2020 with the first outbreak of Covid, the STV was shut down and the Club Manager was furloughed for 18 months, as were the paid coaches and coach coordinator. The Club was sustained by continued loyal membership, regular communications from the Club administrator Lynsay Redwood, and virtual events which were sometimes possible depending on the state of Lock down.

In April 2021 the Club Manager post was renamed **Operational Manager** and a new job description was created. The role now focused on the coordinating of coaching services and the organisation of the 365 Academy. Club development tasks became the responsibility of the Trust Board and Executive. As the COVID pandemic eased in Sept 21 a new club administrator was recruited and that job was re-badged as **Membership Manager**

Club finances during the pandemic were severely stressed and club survival was made possible by heavy use of reserve funds

In January 2022 the Club was emerging from the Covid recession. The total club membership was about 600 in various categories. A new 5-year Development Strategy was being written. Immediate priorities were:

- Recovery of membership numbers,
- Return to financial health
- Club standards review as mandated by England Athletics prior to re-affiliation in April 2022.

The procedures document you are now reading is being revised matched against those EA standards and will accompany the Club Constitution, which is of a particular type required of a Charitable Incorporated Organisation.

Club Vision Revised and agreed June 2015

Athletics for all

A. To provide a safe environment to encourage and enable all over nine years of age within Bath and the surrounding area:

1. To participate in all disciplines of athletics to whatever level they wish or are able
2. To gain enjoyment, fitness, skill and personal and team achievement through athletics and through meeting with others of similar interests

B. For the Club members to compete and be successful at the highest level possible in all disciplines of athletics.,

Aims and objectives of the club are, within its resources:

- To promote community participation in healthy recreation by the provision of facilities, coaching and equipment for Athletics
- To offer competitive opportunities in Athletics
- To promote the Club within the local community and *UK Athletics*
- To work with the University of Bath in making best use of the current facilities and staff talents to mutual benefit of Athletics in Bath and the surrounding area
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone and inclusive

Club Policies.

The club has a full range of up-to-date policies. Links to all of which can be found on the Club website www.teambathac.org

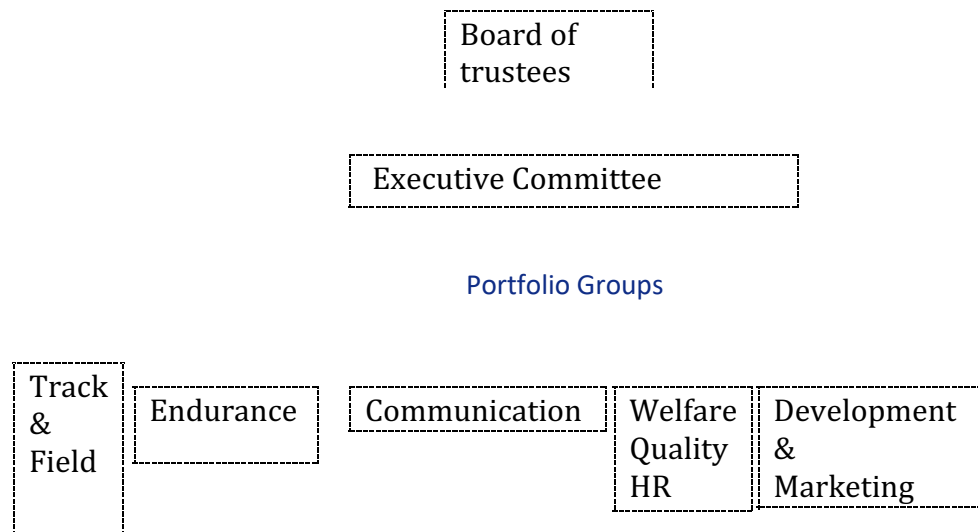
Some policies are individual to the club:

- **Top Tag Run:** addressing runner safety on street club runs
- **TeamBathAC photographic policy**
- **Track safety and etiquette**
- **Welfare and Safeguarding:** Club poster (Also on Club notice board)

Other Policies are adopted or mildly adapted from UKA athletics recommendations they and many more can also be found on <https://www.englandathletics.org/clubhub>

- **Grievance and disciplinary policy**
- **Codes of conduct Policies** <https://www.uka.org.uk/wp-content/uploads/2021/07/codes-of-conduct-booklet.pdf>
- **Club inclusion Policy**
- **Club safeguarding code of conduct**
- **Child safeguarding policy**
- **Child Safeguarding Procedures**
- **Adult Safeguarding policy**
- **Adult Safeguarding procedures**
- **Health and safety risk assessment** <https://www.uka.org.uk/governance/health-safety/>

2022 Club governance structure



People:

Trustees: May or may not be club members but cannot be club employees

Members: Athletes/ Some coaches/ associates

Employees: Membership manager/ Operations Manager/ some coaches

Committees

Board of Trustees (9)

Management Committee (11)

Portfolio Holders / Elected Officers/ Club Administrator/coach coordinator

Portfolio Committees (5)

Track and Field/ Endurance Running/ Welfare HR Quality/ Communications/ Club Development and marketing

The Board of Trustees

Recruited by the foundation trustees and elected at the first AGM. Nine people of whom three retire and are replaced for a three-year term each year. Quorum is 5. Trust board members should bring a range of skills and knowledge to the board.

These are examples

- University of Bath representative
- B&NES Sport and Active Lifestyle council representative
- Sport England or England Athletics representative
- Local high profile business person /former athlete / sports person
- Current club athlete disability
- TBAC management committee members
- financial skills
- Other skills talents or experiences un specified

The board meets quarterly, either face to face or on-line

Management committee: Membership 11; Quorum Six

Elected (except for employees) at the AGM. Must resign after 3 years but may be re-elected. New members may be co-opted to replace vacancies between AGMs but must stand for election at the next AGM

Officers

- Chair
- General Secretary
- Treasurer
- Human resource Lead

Portfolio Leads

1. Track and Field
2. Endurance Running
3. Communications
4. Welfare Safety and Quality
5. Club Development and marketing

Employees

1. Operations Manager
2. Membership manager

Portfolio groups**1 Track and Field****Membership**

- Track coach
- Jumps/ throws coach
- 365 coach
- Junior T and Field athlete
- Senior T and Field athlete
- Junior competition team manager
- Senior competition team manager

Responsibilities :

- Annual competition strategy
- Track league entry
- Organising home meetings
- Team management
- Recruitment and organisation of match officials
- Supporting the coach coordinator
- Match reports to Club newsletter
- Monitoring equipment
- Keeping track and field records up to date
- Working towards devolved budget responsibility

2 Endurance Running**Membership**

- team organiser (s)
- Junior team manager
- Endurance running coach

- Training group leader in running and fitness
- Junior endurance athlete
- Senior endurance athlete
- Race director (s)

Responsibilities

- Organisation of endurance running training
- Park Run club competition and club endurance events
- Hosting occasional events
- Season strategy for targeted races and relays
- Appoint team captains for selected events
- Cross country league entry
- Working towards devolved budget responsibility
- Cotswold way relay

3 Welfare Safety and Quality

Membership

- Male welfare officer
- Female welfare officer
- Senior or club member
- junior club member
- Parent of young athlete

Responsibilities

- Management of the welfare safety and quality issues
- Athlete bursary and incentives
- Health and safety issues
- Athlete injury support
- Critical incidents
- DBS status of coaches and officials
- Adherence to England Athletics Standards
- Organised club social events and prize giving

4 Communications

Membership

- TBAC Plug editor
- TBAC Website editor
- Social Media: (Facebook and Twitter Instagram) gatekeepers
- Club Development lead or deputy
- Publicity (sponsorship) officer
- Publicity (schools) officer
- Records archivist
- Senior club member
- Junior club members
- Parent of young athlete

Responsibilities

- Manage the Club communication on social media
- Liaison with newspapers, EG Evening Chronicle
- Publicity
- Archives
- Website updates
- Club information and records management

5 Club Development and marketing

Membership

- Communications and Marketing lead
- Senior club member
- Parent of young club athlete
- Sponsorship champion
- Other club members, dependant on the nature of developing projects.

Responsibilities

- To work up new agreed initiatives to promote the development of the club
- To produce an annual development plan
- To liaise with outside partners / stakeholders / agencies where appropriate
- To liaise closely with other portfolio leads around new developments.
- Grant applications
- Sponsorship development

Salaried staff

1 Membership Manager

Responsibilities

- All matters to do with membership

Full Job description appendix 1

2 Operational Manager

Responsibilities

- All matters to do with Athlete participation and coaching

Full Job description see appendix 2

3 Coaches

Responsibilities

- Coaching groups of athletes
- Working cooperatively with other coaches and the operational manager
- Maintaining and developing coaching skills
- Maintaining England Athletics accreditation and DBS checked status
- Welfare and safety of athletes in their groups

Operational Features

The Trust Board

This will be responsible for ensuring the running of the charitable incorporated organisation with regard to its probity, organisational aims and future development.

Executive Committee EC

The EC will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

The EC will have powers to appoint portfolio groups as necessary and appoint advisers to the EC as necessary to fulfil its business.

The EC will focus on club administration and month by month club business, reviewing the actions of the portfolio groups and any other major issues that may arise.

The EC will be responsible for disciplinary hearings in cases of alleged serious Misconduct or contravention of club rules/ regulations/ constitution. The EC will be responsible for taking any action of suspension or discipline following such hearings.

Each member of paid staff will have an identified individual on the EC as their Line manager and mentor. There will be a separate EC member with overall responsibility for HR as a whole, including recruitment, monitoring of work load, leave management and the working of an annual appraisal process

Portfolio groups:

Portfolio groups undertake week by week responsibility for their area of interest with EC review and guidance. It is normally expected that the portfolio lead will chair any group meetings arranging to keep written notes of decisions and report back to the MC. There should be a deputy portfolio lead elected from within the portfolio group. Portfolio groups should decide how they best communicate.

Annual meetings cycle:

Can be varied by the individual committees according to need but as a default:

AGM: October Half Term

Trustee board: September (prepare for AGM and 6 month finance review) December (membership fees) March (review of Full years membership and finances) June (Club development plan annual review)

Management committee: 4-6 weekly depending on the pressure on the agenda

Portfolio group meetings (as required): Minimum of two face-to-face or on-line meetings per year

Executive Core Group ECG

An Executive Core Group ECG comprising the Chair, Secretary, Treasurer, HR lead and one other can take urgent decisions and appropriate actions between EC meetings as required. It will not take strategic decisions without recourse to the EC. The quorum for this group is three members and will call on relevant portfolio leads as necessary. The purpose of the group is to enable business to be dealt with speedily (for example in the case of a serious incident or a complaint) but to ensure responsibility does not rest entirely on portfolio leads.

Facilities

TBAC Has a contract with the University of Bath, which is regularly renewed and defines the relationship between the University STV and Team Bath AC. Prices of the services defined in the contract are determined year on year by the University and are attached as an appendix to the contract.

Training

Regular club training at present takes place on Tuesday and Thursday at the STV between the hours of 1800 and 2030. There are Sunday morning sessions between 0930 and 1100

Membership

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Members will be enrolled in one of the following categories: (Numbers as of Jan 2022)

- Full member 364 (350 first claim 14 second claim)
- Basic member 31
- University of Bath Student member 24 (19 first claim 5 second claim)
- 365 Academy member (enrolled and paid in three terms) 105
- Total Paying members 563
- Non training or competing members (Employees, some coaches and some trustees 39
- Life members About 10
- Guest member (up to 6 per year individual passes into STV)

Membership fees

Membership fees will be agreed and set annually by the Trust Board.

Fees will be paid annually from the start of the Club membership year, or monthly by standing order from the month of joining: Reduced Pro Rata for members joining later in the year

Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club. The financial year of the club will end on 31 March.

The Treasurer will present an audited statement of annual accounts at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other agreed Club signatory.

Annual General Meetings

The club secretary will give notice of Annual General Meetings (AGM). Not less than 21 clear days notice to be given to all members.

The AGM will receive a report from officers of the Executive Management Committee, the Portfolio Leads and a statement of the audited accounts.

Nominations for officers of the Executive Committee will be sent to the Club Secretary prior to the AGM.

Elections of EC officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs set in the Constitution is the greater of 5% of adult members or 25

The Executive Committee has the right to call an Extraordinary General Meetings (EGM) at any time giving 4 weeks notice. Procedures for EGMs will be the same as for the AGM.

Amendments to these procedures

The document will only be changed through agreement by majority vote at a Club Executive Committee meeting and will need to be agreed by the Trustees

Declaration:

Team Bath AC hereby adopts and accepts this document as a current operating procedure regulating the actions of members.

Signed:

Date:

Name:

Position: Club Chair

Signed:

Date:

Name:

Position Chair of trustees

Appendix 1 Membership manager Job descriptions

Job title:	Team Bath Athletic Club Membership Manager
Job purpose	
To manage administrative affairs for Team Bath Athletic Club. This includes, but is not limited to: Membership, Junior 365 programme, basic enquiries, club front of house during training sessions, maintain membership and incoming financial records. Club surveys and reports to management boards	
Reports to:	
Team Bath Executive committee monthly and board of Trustees bi-monthly Line manager is the member of the Executive committee with HR responsibility	
Special conditions	
The manager will be expected to attend the majority of TBAC training sessions (Tuesday and Thursday evenings, and monthly Sunday 365 mornings) in order to fulfil duties relevant to membership and 365 issues.	
Main duties and responsibilities	
1	Administration of the club's membership: renewals, new members, leavers, registration with England Athletics, membership payments and deposit to banks , maintaining financial records of membership payments.
2	Managing the termly enrolment process of junior athletes to the clubs Athletics 365 programme, including the provision of the waiting list, maintaining financial records of enrolment payments
3	Responding to basic membership enquiries and forwarding others to the club manager for further advice and allocation to appropriate coaching groups
4	Be the visible front of house presence for Team bath Athletic Club on training nights, Tuesdays and Thursdays 17:50 p.m. to 20:20 p.m. and once monthly 365 attendances on Sundays 08.45-11.15
5	Collect timesheets, registers and other records of work written and electronic. Administer club payroll and generate payment schedules for the payment of staff. This work is done jointly with the manager and may evolve
6	Meet regularly with Club Manager and other club meetings including coach meetings as needed Manage bank income receipts and maintain financial records for membership and payroll.
7	Update the Customer Relation Database (known as Cobble) in liaison with David Bewick the Club IT consultant
8	Regular reports to executive and trustee meetings
9	Membership mailouts for special occasions
10	Administration and analysis of membership surveys
11	Management of the athlete booking system
12	Liaison with the STV over access to the STV
You may from time to time be required to undertake other duties of a similar nature as reasonably required by the board of trustees	

Appendix 2 Main Duties and responsibilities of Operational manager

Main duties and responsibilities: Operational Manager	
1	Work with the Trustees and Executive Committee to adhere to the Club's financial plan and support as appropriate with regard to identified development projects. Aim to ensure the continued growth of the Club by increasing active participation and retention of athletes.
2	Support the administration of the Club within the framework of TBAC's Operating Procedures, documented policies, development/business plan and approved budgets. Plan and maximise resources and deliver cost effective, efficient support services to the members of the Club.
3	Line Manager for TBAC coaches (paid and unpaid). Help recruit, retain, reward and develop all volunteers for the Club.
4	Clerk to the Executive Committee, supporting the Club Secretary with agenda, minutes, the AGM, preparing reports for the Trust Board and other items as needed
5	Clerk to the Board of Trustees supporting the Chair of Trustees with meeting agendas and minutes and other items as needed.
6	Attend club training sessions where possible on Tuesday and Thursday evenings and Sunday mornings aiming to provide a visible 'trackside' presence for athletes and coaches engaged in the various activities of the Club.
7	Work closely with the Club's Membership Manager in ensuring a good experience for new and existing members during training sessions. The Operations Manager will be familiar with the Membership Manager duties and processes and will be able to provide support during peak times and cover duties during Membership Manager leave.
8	Liaise and work alongside the University's STV staff during club training sessions and any other time in the working week as necessary. It is the intention of the Club to continue fostering a closer working relationship with the University for mutual gain. It is anticipated that the Operations Manager would play a key role in any future discussions and developments in this area.
9	Work with the club welfare officers to ensure there are policies and quality assurance systems in place for identifying and dealing with health safety and welfare issues.
10	May from time to time be required to undertake other duties of a similar nature as reasonably required by the Executive Committee or Trust Board.
11	Coaching co-ordination and development: <ul style="list-style-type: none"> Managing and communicating with all TBAC coaches Recruiting new and retaining existing coaches Arranging trials for new athletes and identifying suitable group and coach Moving 365 athletes up into mainstream club sessions Organising and arranging coaches meeting Sign posting coaches to CPD and supporting with funding where possible Identifying workshops within England Athletics which coaches can attend to develop as coaches Manage time sheets for paid coaches for submission to treasurer for payroll
12	365 co-ordination and development: <ul style="list-style-type: none"> Recruiting and retaining 365 members for future progression through the club Plan termly schedule for all 365 group sessions Organising athletes into groups based on age and ability Maintain regular communications with 365 parents Moving 365 athletes up into mainstream club sessions Organising specific 365 coaches meetings