



NORFOLK COUNTY SPORTSHALL ATHLETICS

CONSTITUTION

1 **NAME**

The organisation's name is Norfolk Sportshall Athletics League. It was formed on 8th December 1994.

2 **THE PURPOSES OF THE ORGANISATION ARE:**

- a. To provide Sportshall athletics competition for club and school athletes within Norfolk, organising an annual Sportshall League series, annual County Championships and coordinating the Norfolk county teams for Regional and UK championships.
- b. To promote Sportshall athletics to clubs and schools in Norfolk (and the immediate vicinity) and encourage participation in competition.
- c. To operate on a not-for-profit basis making responsible financial decisions and using funds to support Sportshall athletics in Norfolk.

3 **OFFICERS**

The organisation shall be managed by a management committee who are appointed at the Annual General Meeting (AGM). Roles within the committee include:

President
Chairperson
Treasurer
Equipment & venue booking officer
County team managers
Communications officer – clubs, schools and athletes
Website and social media

Some of these roles can be combined should there be a need.

Additionally, there may be committee members without portfolio.

4 **AFFILIATION AND MEMBERSHIP**

As a competition organiser, the organisation does not have membership and does not receive affiliation fees. All athletics clubs in Norfolk are invited to put forward representatives to join the Management Committee.

The organization does affiliate to England Athletics on an annual basis to provide advice, guidance and event insurance cover.

5 ANNUAL GENERAL MEETING - AGM

- a. The AGM must be held every year, with 14 days notice given to all athletics clubs telling them what is on the agenda. Minutes must be kept of the AGM.
- b. There must be at least 4 committee members present at the AGM.
- c. Every committee member has one vote.
- d. The officers shall present the annual report and accounts.
- e. Officer roles will be elected at the AGM. Existing officers may stand for re-election.
- f. The annual fees for competition will be agreed at the AGM for the league and County matches.

6 MANAGEMENT COMMITTEE

- a. The management committee will meet as needed, at least three times per year.
- b. At least 3 committee members must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- c. If committee members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- d. The committee members may make reasonable additional rules to help run the organization. These rules must not conflict with this constitution or the law.

7 MONEY AND PROPERTY

- a. Money and property must only be used for the organisation's purposes.
- b. The Management Committee must keep accounts. The most recent annual accounts can be seen by anybody on request.
- c. Officers cannot receive any money or property from the organisation , except to refund reasonable out of pocket expenses.
- d. Money must be held in the organisation's bank account. All transactions must be authorised by 2 officers.

8 WINDING UP

- a. Should the organisation not be viable for any reason then any residual funds will be transferred to Athletics Norfolk (agreed at planning meeting 3/7/2025)

Updated 4th July 2025
Clive Poyner – Chair