**BASINGSTOKE AND MID HANTS ATHLETIC CLUB**

**ANNUAL GENERAL MEETING**

**FEBRUARY 18TH 2022**

**REPORT BY HONORARY GENERAL SECRETARY**

**Legal Status and Club Structure**

Currently we are an unincorporated association, which is the simplest, cheapest and most informal way of running a club. The members of an UA are contractually bound together by the rules of the club. The club itself isnot a legal person, which means it cannot enter into legal relationships in its own right. i.e., the club cannot:

* hold property (either land or other assets)
* employ staff
* enter contracts

As an UA if we wish to enter into contracts this must be done by one (or more) authorised individual for, and on behalf of, the club - usually a committee member. This individual could then be held personally liable on an unlimited basis. Similarly, if the club is negligent and causes personal injury, the claim will be made against that individual.

The club does own property and enter into contracts but the arrangements for this are not clear within our current Club Rules.

With the upcoming work on the new stand and club house, it was agreed by the Committee that our governance structure should be revisited to ensure that the Club and its Committee members are adequately protected. This is being undertaken by Anna O’Neill and myself.

The status of the existing club cabin and its trustees will be addressed at the same time.

Other legal forms the Club that we could adopt include:

* unincorporated association (current position)
* charitable incorporated organisation (CIO)
* company limited by guarantee
* company limited by shares.

Anna and I took advantage of the EA arrangement whereby they facilitate 30 minutes free advice from Muckle LLP. After much discussion it was agreed that the Club would apply to become a Company Limited by Guarantee.

* We have an estimate from Muckle LLP as to the cost of acting on this on our behalf.
* I have a meeting with Phillips Solicitors in Basingstoke on 24/2/2022 to discuss their potential involvement.
* I applied to Dechert LLP, a large US law firm, which runs a substantial pro-bono programme. I have followed this up 3 times and have had no reply, so I think we can assume they are not prepared to help us at this point in time.

**Policies and Frameworks**

Club Policies have been revised or created where necessary by Anna O’Neill and me. These will all be presented to the Committee for approval in the next month or two:

Club Constitution

DPR that includes

* Privacy Policy
* Membership Form
* GDPR Framework document
* Subject Access Request Process
* Breach Reporting Process

Discipline and Appeals Policy

Health and Safety Policy

Safeguarding and Welfare Policy

Welfare Framework Document

Athlete Support Policy

Track Etiquette Policy

Codes of Conduct

Coach Support Policy

Expenses Policy

Social Media Policy

Photography Policy

**Basingstoke Sports Council**

We are continually asked to support initiatives the Sports Council are involved with. Unfortunately, we have had to decline these appeals (which is a great shame as we are one of the largest clubs on the Sports Council Committee) as we do not have a school/college development role and other Committee members are already overwhelmed with all that they do. The main ones for us would have been:

2022 Commonwealth Games Legacy – initiative planned for this summer and it is hoped that many local sport clubs will get involved. Includes having a stand at a sport themed event at Queen Mary College on 14/7/2022.

Basingstoke Get Active – developing School/Club links in partnership with the School Games Organiser.

Encouraging clubs to have taster days or sessions and to encourage more volunteering, coaching and officiating, plus increase school and club links etc.

This Girl Can – celebrates active girls and women who are ‘doing their thing’ no matter how they do it, how they look or even how sweaty they get! Our involvement could have included offering introductory sessions, mentoring and encouragement to reach a level of fitness etc.,

Other initiatives we have been unable to participate in include: [Volunteers Week](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvolunteersweek.org%2F&data=04%7C01%7C%7Cdfcc9c3d5dba470636e508d99ac3aca0%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637710989138533079%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=0dSnkVI6swXz99XhLGHl%2B9a4ztjTtycDSvUsI5%2BiGUM%3D&reserved=0), [Coaching Week](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.awarenessdays.com%2Fawareness-days-calendar%2Fcoaching-week-2020%2F&data=04%7C01%7C%7Cdfcc9c3d5dba470636e508d99ac3aca0%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637710989138533079%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=v2D0nMX4zjz4HEemr%2Bw%2BezRw%2F%2FrAt3osiFXr%2BpXBiqM%3D&reserved=0), [School Sports Week](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youthsporttrust.org%2Fnational-school-sport-week&data=04%7C01%7C%7Cdfcc9c3d5dba470636e508d99ac3aca0%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637710989138543030%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=jeQVcuYP2H0pm0tofes1mXFWqqikVS6WvAUjWfwpYL0%3D&reserved=0), Sport England strategy – ‘[Uniting the Movement](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sportengland.org%2Fwhy-were-here%2Funiting-the-movement&data=04%7C01%7C%7Cdfcc9c3d5dba470636e508d99ac3aca0%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637710989138543030%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=eX9X5qBlpn35q7hWpm%2FfmqR5IbUi%2Bd%2Bx0ysv9JX4JTA%3D&reserved=0)’,  Volunteering promotions - [Do-It](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdo-it.org%2F&data=04%7C01%7C%7Cdfcc9c3d5dba470636e508d99ac3aca0%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637710989138552990%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=EmBQmrdT2bNP99JjsfXmpfJGvSRKERFIeD8keeCT4Vg%3D&reserved=0), [Join In](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sportandrecreation.org.uk%2Fpages%2Fvolunteering%2F&data=04%7C01%7C%7Cdfcc9c3d5dba470636e508d99ac3aca0%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637710989138552990%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=OX6IMAtCAb2adyIUOiIRjQA0z0aWWqqrpPB59oorzkw%3D&reserved=0) and [Volunteer North Hants](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.volunteernorthhants.org%2F&data=04%7C01%7C%7Cdfcc9c3d5dba470636e508d99ac3aca0%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637710989138552990%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=SUgFLhyI2ljoGLgfhCKBx1kFs7TzEsPdzj9in3tDQYE%3D&reserved=0), [Uniting the Movement](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sportengland.org%2Fwhy-were-here%2Funiting-the-movement&data=04%7C01%7C%7Cdfcc9c3d5dba470636e508d99ac3aca0%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637710989138562941%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=dxLUjqbMyuQvCAuwJNTDcdP0O54oc9imAEBzZeLKvj4%3D&reserved=0).

No overall sponsor for this year’s Sports Awards, therefore it was agreed to not run this event.

I completed a survey for the Sports Council on behalf of the Club. The aim of the survey was to establish which clubs engage with schools etc.

The Sports Council will probably change its name to Sports Forum officially at the next AGM but will start using the name unofficially. The AGM scheduled for September 2021 was cancelled. Their contract expires in 2023

**England Athletics – Club Standards and new Club Hub**

EA have produced a set of Standards to help us understand, implement and access resources in order that we may operate within minimum requirements for governance and duty of care. We will be required to complete a Club Standards checklist as part of our 2022/2023 affiliation process

The aim of the Standards is to help clubs – they have not been designed to make it harder for us to affiliate, therefore it is acceptable to answer ‘no’ to some of the questions. Various Committee members have attended appropriate webinars for their roles over the past few weeks.

The data collected from the checklists will be used to enhance EA support to affiliated clubs.

On 12th January 2022 a new digital support offer, Club Hub, was launched and replaces the previous resource section.

**Club Kit**

A button for the Club Shop has been added to the Club website menu bar, to make it more visible. The Club has provided coaches and team managers customised polo shirts to those who opted for them. New items are continually being added to the Club Shop e.g. bobble hat, coaches storm jacket, customised water bottles, red technical fleece.

**Basingstoke and Deane Community Lottery**

23 supporters have raised £1170 for the Club since 13/2/2021.We have had 44 winners since 27/2/2021.

40p from every £1 ticket from our page on the website goes directly to the Club. Every week players of the lottery can win a £25,000 jackpot, plus smaller prizes.

**Down Grange Track**

The track will be shut from 16/8/2021 for approximately 10 weeks.

The track is now booked from 17.30-20.30 on Tuesdays and Thursdays.

**Female welfare officer**

EA have confirmed we can specify a role of female WO as this does not contravene the law.

**Hosting a training camp for Commonwealth Games 2022**

After being advised that the Commonwealth Games organisation were looking for satellite clubs to host training camps I applied and offered the use of Down Grange – no reply received.

**Basingstoke Voluntary Action Survey**

Aim of survey was to examine the impact of the pandemic on the voluntary sector. I completed this on behalf of the Club.

**Basingstoke and Deane Borough Council – Leisure and Recreational Needs survey**

BDBC have appointed Continuum Sport and Leisure to support them in “reviewing and updating the assessment of needs for Leisure & Recreational Needs, green spaces and community facilities in the borough”.  The Council want to understand how the expected population growth will impact the Borough’s existing facility provision. They want sport and leisure facilities to remain a key area for investment and to ensure the needs and demands for its current/future residents are met. They asked that 1 member of the Club complete the survey, which I did. To be honest not many of the questions were appropriate for us, it was very much about traditional team sports.

**Voluntary Sector Strategic Partnership (VSSP)**

A new partnership that aims to create a clear mechanism for collective capture and dissemination of information from across the Voluntary Community and Social Enterprise (VCSE) sector. This partnership is made up of 6 networks and will act as the vehicle for strategic engagement with the VCSE sector amongst statutory partners and other key stakeholders. I will be the Club representative on this partnership.

**EA Regional Volunteer Award nominations**

I wrote 2 submissions for these awards: Liz Flitcroft Volunteer of the Year and Alfie Wells for Young Volunteer of the Year Award. Both won the Regional competition, with Alfie going through to the National awards where he did not win.

**Basingstoke Sport & Physical Activity Alliance / Health & Wellbeing Strategy**

The last meeting of SPAA was 23rd February 2021 and the previous [Health & Wellbeing Strategy](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbasp.basingstoke.gov.uk%2Fhealth-and-wellbeing-partnership&data=04%7C01%7C%7C62bc7a7897bb440d140808d925c2fc43%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637582341651649316%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=pgbNVmv0YeBxpnTbbdhLJ%2FrbifzXNbgtvuNOL4JGAjc%3D&reserved=0) ended September 2020, with new objectives and priorities still to be agreed and communicated. A decision by BDBC as to whether the SPAA will continue and in what format is outstanding.

**UKA Representative Roles**

Earlier this Autumn the President of UK Athletics, Jason Gardener, wrote to all UK track and field clubs through each of the Home Countries inviting nominations for one of the UKA Representative roles on UKA Members from Track & Field Clubs. Following the closure of the nomination window there were two nominations but as neither were well known to anyone on the Committee we decided to not vote.

**Equalisation of Distances**

A request from SEAA on behalf of ECCA asking clubs to complete a survey – the survey was put on our website for members to complete if they wanted to.

**Dedicated post box once stand is built**

I was asked to investigate this possibility. We will have to provide and pay for our box. We need to be listed on the post code file (contact 08456 011110). Our post code currently shows as Down Grange Sports Pavilion, which both the hockey club and we use. I imagine we will have to discuss names of our respective stand/pavilion with the hockey club? If we are listed on the post code file with a different name, the Royal Mail should sort and deliver our mail separately.

**Insurance has been renewed**

**Fire Extinguisher Service**

I have renewed our agreement for the servicing and provision of our fire extinguishers – one new cannister was needed.

Ann Henderson

February 2022