



EASTERN COUNTIES GYMNASTICS ASSOCIATION

THE REGIONAL CONSTITUTION

including

RULES & REGULATIONS FOR MEMBER CLUBS

SEPTEMBER 2019

CONSTITUTION

1. TITLE

The name of the Association shall be the “**Eastern Counties Gymnastics Association**” (“ECGA”)

The Regional boundary shall be as defined by British Gymnastics which area comprises of the following counties; Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk, hereinafter referred to as "The Region".

2. OBJECTS

The objects of the Association shall be to regulate, advise, develop and safeguard the interests of the sport of gymnastics for the benefit of the community and particularly but without affecting the general objects referred to:-

- (a) The affiliation to the Association of all County Associations and Clubs who are willing to abide by the rules of The Region and to British Gymnastics (B.G.);
- (b) The promotion and organization of championships and other regional competitions;
- (c) The promotion of courses for Coaches, Judges, Club Officials and Gymnasts in the Region;
- (d) The provision of Judges and Officials for Regional competitions;
- (e) To co-operate or affiliate with any organization whose objects support but do not conflict with those of the Association;
- (f) Generally, to do such acts, matters and things in connection with, or incidental to, the effective carrying out of any of the objects mentioned in the previous sub-clauses hereof.

3. MEMBERSHIP

This shall be open to any club that is a current member of British Gymnastics.

The club will be considered for membership of the Region provided its main training venue is situated within the regional boundaries. Initially the club must be offered and accept membership of the County Association before applying for regional affiliation.

In accepting membership of the Region, the club agrees to comply with the regional rules and policies which include affiliating all their gymnasts to the Region.

4. MANAGEMENT

The Association shall be managed by an Executive Committee which shall consist of the following voting members who must be members of B.G.

- (a) The Officers who shall comprise the Chairman, Hon. Treasurer and Hon. Secretary;
- (b) One representative from each Technical Committee or from a discipline active in the Region;
- (c) The Associations English Gymnastics Director's representative;
- (d) Executive Member;
- (e) County representative as elected by their own County Association;
- (f) Regional Welfare Officer;
- (g) the Honorary President of the Association or ex-officio members of outside organizations invited by the Management Committee (non- voting).

The Executive Committee shall meet at least three times per year.

- (a) Such sub-committees as are necessary to carry out the work of the Association shall be appointed by such manner as the Executive Committee shall from time to time determine;
- (b) The Executive Committee may until the next Annual General Meeting enlist by co-option, for any special purpose, the services of any person or persons not members of the Executive Committee;
- (c) Financial decisions taken by each the Finance sub-committee or Technical committee must be submitted to the Executive committee before taking effect.

5. APPOINTMENTS

The Executive Committee shall make appointments immediately after the AGM as deemed necessary.

6. FINANCE

- (a) The Management Committee shall employ the funds of the Association for purposes and objects of the Association in such manner as shall be deemed to be in the best interests of the Sport.
- (b) In the event of dissolution of the Association its property shall be placed in the custody of B.G.

7. CHAIRMAN OF A.G.M. OR SPECIAL GENERAL MEETING

The Chairman shall preside at the Annual General Meeting of the Association or at any Special General Meeting thereof.

In the absence of the Chairman, a chairman for the meeting shall be elected from among the members present, by a majority vote on a show of hands.

8. BUSINESS OF ANNUAL GENERAL MEETING

The following business shall be transacted at the Annual General Meeting :-

Approval of Minutes of last A.G.M. and any Intervening General Meeting
Chairman's Report
Honorary Secretary's Report
Honorary Treasurer's Report
English Gymnastics Director's Report
Regional Welfare Officers
A report from each Technical Committee or active discipline
Fix membership fee - individual
Notices of Motion
Election of Officers
Election of Executive Member
Appoint Auditors

9. NOTICE OF A.G.M. AND SPECIAL GENERAL MEETING

- (a) The Annual General Meeting notice convening the A.G.M. shall be issued at least 28 days before the A.G.M;
- (b) Copies of the Management Committee's report and Statement of Account for the previous year shall be circulated to all the Officers, members of the Management Committee and its sub-committees, at least 14 days before the meeting;
- (c) Nominations for office and notices of other relevant business for inclusion on the agenda must be received by the Hon. Secretary at least 7 days before the date of the Annual General Meeting. Nominations and notices duly proposed and seconded may only be submitted for and on behalf of affiliated clubs or the Executive Committee;
- (d) A Special or Extraordinary General Meeting may be summoned at any time by the Chairman or on a requisition signed for and on behalf of not less than six affiliated clubs who shall submit therewith the reason for such a meeting, suggesting a venue within the Region, a time and a date;
- (e) Not less than 28 days' notice of such meeting shall be given and no business other than the business specified in the notice of meeting shall be dealt with at the meeting.

10. VOTING

- (a) Where two or more nominations are received for one office the voting shall be by ballot unless the meeting and nominees agree to a show of hands. The person presiding may, at their discretion, direct a ballot to be taken and shall direct if required to do so by a simple majority.
- (b) At Annual General Meetings and Special General Meetings each affiliated club shall be entitled to two votes. Clubs who affiliate by name shall be entitled to a total of two votes only, not per discipline.
- (c) At meetings of the Executive Committee each voting member shall have one vote only.
- (d) At all Executive Committee Meetings, the person presiding shall be a casting, as well as a deliberate vote.

11. QUORUM

- (a) No business shall be transacted at a meeting of the Executive Committee unless a quorum of five of the voting members is present and this must include two officers.
- (b) No business shall be transacted at a meeting of any sub-committee unless at least one half of the whole number of the sub-committee is present, provided that in no case shall the quorum be less than three members of which at least one must be a voting member of the Executive Committee.

12. ALTERATIONS TO RULES

No alterations or additions to the Constitution shall be made except at an A.G.M. or S.G.M. and only by 2/3rds of the members present which shall include not less than 50% of the members of the Executive Committee.

Notice of any such proposal must be sent to the Regional Secretary at least 7 days prior to any General Meeting and the proposal shall be set out on the notice convening such a meeting.

The procedure in respect of Special General Meetings is set out in Rule 9(c).

RULES AND REGULATION GOVERNING COUNTY ASSOCIATIONS AND AFFILIATED CLUBS

MEMBERSHIP

All gymnasts of member clubs aged between 6 years old and 18 years old* and current members of British Gymnastics and the Region are required to pay the regional affiliation fee.

Temporary members of British Gymnastics are not required to pay this fee.

Whilst Level 1 and above coaches, judges and club officials of member clubs are not required to pay the regional affiliation fee, they must hold current B.G. membership and be in receipt of a current DBS, if so required.

Date for Renewal is 1st October of each year based on clubs' bronze and silver membership figures provided to British Gymnastics as at 31 July.

Fee for Regional Affiliation, as agreed at an A.G.M.

Fee for B.G. Membership as notified.

Clubs who do not register all their gymnasts as required will be treated as 'non-affiliated' for the purpose of reduced course fees, rebates and competition entry

** Any gymnast who will not attain their 6th birthday during the current affiliation year and a gymnast who will become 18 years old during the current affiliation year is not required to pay an affiliation fee.*

CLUB MEMBERSHIP

The County committee will provide a responsible person for visiting and approving any new club that wishes to become a member of the Region.

The county will provide the Regional Secretary with a report of the visit and confirm that the club has been offered and accepted membership of the County Association.

On receipt of this report the Regional Secretary will offer regional membership to the club.

The following is a list of committees and roles which assists the Region in achieving its aims and objectives

EXECUTIVE COMMITTEE & ROLES OF OFFICE

PRESIDENT

Non-voting member of the committee.

CHAIRMAN

To preside at the Annual General Meeting, Special General Meetings and at the Executive Committee Meetings.

In the event of a vote being taken ending in a tie, the Chairman shall have a casting vote.

To prepare an Annual Report.

HON. SECRETARY

To act at all times in consultation with the Chairman and carry out the instructions of the Regional Executive Committee.

To call the General and Executive Meetings, prepare the agenda, arrange a convenient venue and advise all members entitled to attend.

To ensure that all notices of meetings are notified within the times laid down in the constitution.

To be responsible for preparing the minutes of all such meetings and circulating them to all concerned.

To deal with correspondence either by answering it or passing the information to the people concerned. Distribute information to county secretary's, clubs, committees or members by the various means available.

To prepare an Annual report .

HON. TREASURER

To be responsible for the funds of the association and in order to do this will keep such books of account as are necessary.

To ensure that such records are kept and passed to the approved accountant each year for examination.

To receive all monies due to the Association and to pay such other fees and monies as have been authorised by the Executive Committee.

To provide a report on the finances of the association at the Executive meetings and Annual General Meeting.

REGIONAL WELFARE OFFICER – (NON-ELECTED)

COUNTY REPRESENTATIVE

To attend all Executive Meetings or to nominate a deputy.

To represent their County's view at all Executive Meetings as and when appropriate.

To provide a county report including any decisions made during their management meetings.

To ensure that Executive Committee directives and requests are communicated to the County and are acted upon.

TECHNICAL COMMITTEE REPRESENTATIVE

To provide a report to the Executive Committee and to ensure that the Executive Committee's requirements of the Technical Committee are complied with.

EXECUTIVE MEMBER

To attend Executive meetings and have voting rights in respect of any disputes that are raised.

ENGLISH GYMNASTICS DIRECTOR

The Chair of the Eastern Region is expected to be a director of the English Gymnastics Association. The person chosen will attend the English Gymnastics committee meetings to represent the views of the Region and report back all relevant matters to the Executive.

CO-OPTED MEMBER

Non-voting member of the committee.

Invited to attend by the Officers of the Executive, to assist with any task or role that may help the Executive or its sub committees to achieve its aims

1. AIMS OF REGIONAL COMMITTEES

- 1) *To develop and improve standards of gymnasts in the Region;*
- 2) *To develop and improve coaching standards in the Region;*
- 3) *To develop and improve the standards of judging in the Region;*
- 4) *To provide a wide variety of levels of competition and events so that as many gymnasts as possible can participate;*
- 5) *To provide County Associations and member clubs with information relating to Technical, Welfare or Financial matters.*

2. SUB COMMITTEES & ROLES

TECHNICAL COMMITTEE

The Technical Committees shall have a minimum of five members and be elected annually.

The appointment of the committee members must be ratified by the Executive following the Technical committee AGM.

The officers of the Technical Committee e.g. Chair, Secretary, Judge Convenor and Competition Organiser, (Regional coach, if appropriate) are appointed by the Technical Committee.

Each County Association will elect a Representative to serve on the Technical Committee.

Each member of the committee is entitled to one vote each apart from co-opted members who do not have a vote. In the event of a tie the Chair will also have a casting vote.

The role of the committee is to:

Organise and administer regional competitions.

To ensure any change to rules and regulations governing their discipline is distributed to all member clubs.

To encourage participation in competition and events at all levels:

- (a) Through an appointed Regional Coach provide a structure of training sessions for gymnasts and, where appropriate coaches, to develop and improve standards in the Region.
- (b) To arrange for the number and appropriate level of judges at regional competition.
- (c) Provide advice to the executive on technical matters.
- (d) Selection of teams and squads whenever necessary.

FINANCE COMMITTEE

The Hon. Treasurer shall be the Chairman of this committee which shall be appointed by the Executive Committee.

To agree the cost of regional competition entry fee, regional affiliation fee , regional squad fee and present these to the Executive for ratification

To approve grant rebates to affiliated counties/ clubs/ regional members

SPECIFIC ROLES OF SUB-COMMITTEE MEMBERS

CHAIR

- To chair all meetings of the Technical Committee
- To submit the names of the Technical Committee to the Regional Executive for ratification every year following the technical committee A.G.M.

COMMITTEE SECRETARY

- To prepare the Agenda for each meeting including the Technical AGM and circulating to members entitled to attend.
- To be responsible for preparing the minutes of all such meetings and to circulate them to the committee members with a copy to the Regional Secretary.

COMPETITION SECRETARY

The organisation of Regional competitions as approved by the Executive Committee.

To be responsible for arranging the following :-

- Confirm current BG membership of the required level and regional affiliation of each gymnast at the time of competition entry, Venues, Entries, Programmes, Running order, Starting Times, Judges Requisites, Score Sheets, Score Boards, Medals and Trophies, Medal Presenter, Registration Steward, Score Controller, First Aid details of the day, Welfare Event Officer of the Day, Certificates and Badges;
- To arrange for the publication of competition programmes and results from those competitions.

JUDGING CONVENOR

- To keep a list of all current regional judges.
- Arrange the number and level of judges for each regional competition based on information supplied by the Competition Organiser
- Provide technical advice to the committee

REGIONAL COACH*

- The Regional Coach appoints his own assistants/development coaches or if a paid coach, may have an assistant assigned, to him/her from the management panel;
- To set the criteria and arrange squad trials for gymnasts;
- To arrange dates and venues for squad sessions, regional or national team training;
- To assist with the selection of gymnasts for inter-regional and National competition as required;
- To attend National competitions as required;
- The preparation and implementation of a coaching and training programme for gymnasts including training camps;
- The selection of individuals, officials and coaches to accompany regional teams if so required;
- To circulate and update when necessary all changes to training schedules.

** If the Regional coach is not a volunteer of the Region, the management panel may instruct the coach in other than the above duties. If the Regional coach is not a volunteer his/her role on the committee will be considered co-opted*

Amendments made to the Constitution document at the AGM meeting on Sunday 18th August 2019.

Signed: DMorgan

Debbie Morgan, Chair

Dated: 24th September 2019

Working together
to develop
and improve the
standard of
Gymnastics
in the region