



**Worcestershire**  
**Athletic Association**

# Handbook



**The aim of this handbook is to inform clubs  
of what the County Association does.**

**Hopefully this will provide useful information  
for affiliated clubs and perhaps convince  
other clubs that it is worthwhile to affiliate.**

## **The Worcestershire Athletic Association exists to promote and support athletics within the County.**

The Committee meets at Stone Manor on the third Monday of alternate months, January, March, May, July, September and AGM November. Each affiliated club is entitled to one voting member to attend, plus any committee member.

Any other club members are welcome, but would not vote.

### **Events held**

- Cross Country Championships on first Saturday in January
- Track & Field Championships in May
- 10K Championship
- Half marathon Championship
- Multi terrain Championship
- The last three are incorporated into races staged in the County and vary from year to year.

### **Awards**

- Individual and team trophies for both sexes at all age groups for cross country, plus medals.
- Individual medals for track & field.
- Trophies for best performances on the track and in the field for both sexes.
- Founder's Award for the best overall performances throughout the year. This can relate to any discipline and any age group.

- The County provides support to the Summer 10K Series of races and to Hereford & Worcester Sports Hall. League.
- The COFSEC can provide help with contacting officials. Officials are requested to ensure that their details are known to the COFSEC.

Information is available on our website, [www.worcaaa.org.uk](http://www.worcaaa.org.uk)

## **Electronic Scales**

The County has a set of accurate electronic scales for field implements. Affiliated clubs can use these for meetings or to check the accuracy of their own stock of implements.

## **County Eligibility**

**Athletes are eligible for County competition by either:**

- Birth within the County
- 9 months continuous residence in the County
- 9 months serving with the Armed forces and stationed within the County

Confusion often exists as the area concerned is the old County Boundary prior to 1974 and the creation of the West Midlands. As a result this includes areas of Dudley, Stourbridge, Halesowen, Oldbury and South Birmingham.

# Constitution and General Rules

## 1. Name

- 1.1 The Association shall be called the Worcestershire Athletic Association, hereinafter referred to as the Association or Worcs. A.A.

## 2. Objects

- 2.1 The objects of the Association shall be:-
  - 2.1.1 The advancement of the moral and physical welfare and development of people through the medium of athletics, and its associated disciplines
  - 2.1.2 The provision or procurement of expert opinion on the suitability of the athletic events and methods of organisation, and the dissemination of this information.
  - 2.1.3 The encouragement of co-operation between schools, athletic clubs and the various parent organisations.
  - 2.1.4 The procurement of training and development of officials to support the competitions provided by the Association.
  - 2.1.5 The organisation and promotion of annual cross country championships.
  - 2.1.6 The organisation and promotion of annual track and field championships.
  - 2.1.7 The organisation and promotion of annual race walking championships.

2.1.8 The promotion of other endurance competitions as may from time to time be deemed appropriate.

### **3. Eligibility for Affiliation to the Association**

3.1 All clubs situated within the geographical boundary of Worcestershire (as defined by boundaries set prior to 1974) shall be eligible for affiliation to the Association

3.2 Any club situated outside the geographical boundary as defined in 3.1 with members born or Resident within the area defined in 3.1 shall be eligible for affiliation to the Association.

3.3 All schools and schools' athletic associations located within the area defined in 3.1 shall be eligible for affiliation to the Association. Such organisations shall have the same status as clubs.

3.4 Worcestershire A.A. shall affiliate annually to England Athletics (or anybody subsequently being the responsible body for athletic competition).

### **4. Affiliation Fee**

4.1 The annual affiliation fee due on 1st October for each club shall be decided at the preceding A.G.M. and will apply equally to all organisations wishing to affiliate to the Association.

4.2 The Honorary Treasurer will issue reminders to all affiliated clubs before the end of the financial year.

4.3 Nonpayment of affiliation fee by 1st December renders clubs ineligible to compete in team events during that financial/competition year.

## **5. Management**

5.1 The Management Committee shall consist of: -

5.1.1 The Officers, who shall be appointed annually, at the Annual General Meeting: -

- i The President, Chairman, Honorary Secretary, Honorary Treasurer;
- ii The President Elect, who shall become the President at the ensuing Annual General Meeting.

5.1.2 The Life Vice-Presidents

5.1.3 One representative from each affiliated club.

5.1.4 The Secretaries for sections of the Association's operations as deemed appropriate, the Management Committee may appoint as deemed necessary.

5.1.5 Up to six co-opted members, such co-opted Members may be co-opted with the agreement of the General Committee during the period as appropriate.

5.2 The Management Committee shall deal with all matters concerning the Association and appeals against its decisions shall be made only at a General Meeting.

5.3 The under mentioned secretaries shall be appointed by the Management Committee at its first meeting following the A.G.M:-

- 5.3.1 Officials Secretary
- 5.3.2 Coaching Secretary
- 5.3.3 Facilities Secretary
- 5.3.4 Track and Field Organising Secretary
- 5.3.5 Cross Country Organising Secretary
- 5.3.6 Race Walking Secretary
- 5.3.7 Road Race Organising Secretary
- 5.4. The Management Committee may set up any other sub-committees that it deems to be necessary for the operation of the objectives of the Association.
- 5.5 The Officers as defined in 5.1.1 shall be ex-officio members of all sub-committees that may be formed.
- 5.6 The Management Committee shall meet every two months, or more frequently as deemed appropriate.
- 5.7 A quorum shall be 5 members including one officer.
- 5.8 Any meeting deemed to be inquorate may continue to discuss business, with any decisions being subject to ensuing approval by sufficient members of the Management Committee as if the meeting had then been quorate.

## **6. Annual General Meeting**

6.1 An Annual General Meeting shall be held during November of each year.

6.2 Those entitled to attend shall be: -

6.2.1 The Management Committee.

6.2.2 Fully paid up members of affiliated clubs.

6.3 All present shall be entitled to speak, but the right to vote shall be limited to: -

6.3.1 The Officers as defined in 5.1.1

6.3.2 The President Elect

6.3.3 Three nominated representatives from each affiliated club.

Any member may require that a card vote is taken, such requirement to be carried out in respect of a particular identified item of business.

6.4 The business shall be transacted in the following order: -

6.4.1 Minutes of the previous Annual General Meeting;

6.4.2 Adoption of Standing Orders, and any revisions thereof proposed;

6.4.3 Correspondence;

6.4.4 Adoption of Annual Reports;

- 6.4.5 Adoption of Balance Sheet;
- 6.4.6 Subject to prior submission and endorsement by the Management Committee, any proposed alteration to General and Competition Rules;
- 6.4.8 Appointment of Hon. Auditor.
- 6.5 Resolutions passed at an Annual General Meeting shall operate until the next Annual General Meeting, unless changed at a Special General Meeting called for that purpose.
- 6.6 Nominations for Officers, President and President Elect, and notices of proposals to alter General and Competition Rules, shall be received by the Association's Hon. Secretary not later than 30th September. Such proposals shall be in the hands of Club Secretaries at least 14 days before the Annual General Meeting, and must bear the signatures of the proposer and seconder, who should be present at the A.G.M. In the event of no nominations for particular Officers of the Association being received by the above date, nominations may be accepted from the floor at the AGM. If the above action fails to bring forward an Officer for any position, the Management Committee shall be empowered to fill any vacancy; and to also be able to fill any vacancies occurring between General Meetings.
- 6.7 A quorum shall be 6 persons entitled to vote at an Annual General Meeting, to include retiring officers and other members, such other members should represent at least 4 separate affiliated clubs or bodies.

6.8 The Honorary Auditors shall be entitled to attend and report to the meeting.

## **7. Special General Meeting**

7.1 A Special General Meeting shall be called by the Association's Honorary Secretary on the instruction of the Management Committee, or on receipt of a requisition from at least THREE of the affiliated clubs or bodies. All such requisitions must bear the signatures of the proposer and seconder and other persons supporting the requisition representing those clubs.

## **8. Finance**

8.1 All funds accruing from the activities of the Association shall become the property of the Association.

8.2 All expenditure shall be authorised by the Management Committee, with the Treasurer being authorized, following consultation with the Chairman and Hon. Secretary, to settle any urgent payment requisitions and subject to a report being made to the next meeting of the General Committee.

8.3 The financial year shall end on 30th September.

## **9. Dissolution**

- 9.1 In the event of the dissolution of the Association, any assets remaining after the satisfaction of all debts and liabilities shall be distributed to an organisation, or organisations having similar aims to those of the Association. The distribution to be decided at a General Meeting by those entitled to vote.
  
10. The Association shall ensure that a full list of all officials, as licensed by UKA (or any subsequent governing body appointed to fulfil the duties currently assigned to UKA) to cover all disciplines is maintained. All championships, and other competition sponsored by the Association shall be under the rules of competition as currently set out in the UKA Rules of Competition, and all officials shall be licensed.

# County of Worcestershire

## Past and Present



**Present day**



**Ceded Territory**