

CIC Operation Procedure



1. **Name and registration of Club:** Walters Family School of Taekwondo CIC was registered as a Community Interest Company Limited by Guarantee with Companies House on 19th December 2017 (company number 11080903).

2. **Aims and objectives:** The aims of this facility and club are:
 - To support children, adults, and families in Southwark (London) through martial-arts, sport, fitness, education, and provide opportunities
 - To provide a timetable of martial-arts (mainly taekwondo) and fitness classes, tournaments, school provisions, after school provisions and holiday camps
 - To provide opportunities to people from underprivileged backgrounds
 - To provide the community with a well-equipped martial-arts and fitness hub, an academy style structure with links into high level performance programmes and grass root connections into the community
 - To provide coaching, referee, and fitness qualifications along with work experience and other social outputs
 - To bring people together from all walks of life
 - To promote discipline, education, work ethic, and facilitate a healthy mind & body
 - To promote the teachings and ethos of World Taekwondo within the community
 - To provide all its services in a way that is fair and inclusive to everyone

3. **Membership:**
 - (a) Membership to the Taekwondo club is open to anyone interested in promoting, coaching, volunteering, or participating in Taekwondo, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or beliefs, and social economic status
 - (b) Taekwondo membership shall consist of membership packages and members will fall in to one of the following:
 - Full member
 - Pay-as-you-go member
 - (c) 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
 - (d) Full members will pay membership fees monthly via direct debit. Pay-as-you-go members will pay lesson fees via bank transfer or cash payment. Membership packages and pay-as-you-go pricing can be re-evaluated and set during Annual General Meetings or at Club committee meeting.

Walters Family School of Taekwondo CIC

Address: 1st Floor, 135 Rye Lane, Peckham Rye, London. SE15 4ST. Phone: 07854 021 311.

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CIC Operation Procedure

- (e) Members and individuals who show an interest shall be eligible to take part in the business of Walters Family School of Taekwondo CIC, vote at General meetings and support with events, general tasks, and day-to-day operations

4. Sports Equity:

- (a) This facility and Taekwondo club are committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:
Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- (b) The facility and our Taekwondo club respect the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality, or social/economic status.
- (c) The facility and our Taekwondo club are committed to members having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse
- (d) All club members and facility users have a responsibility to oppose discriminatory behaviour and promote equality of opportunity
- (e) All incidence of discriminatory behaviour will be taken seriously, and perpetrators will be disciplined in accordance with disciplinary procedures

5. Committee:

- (a) The affairs of the club shall be conducted by a committee which shall consist of the Directors, Chair, Treasurer, Secretary, and Committee members
- (b) All committee members must be official members or volunteers of the club
- (c) The committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation and day-to-day operation of the facility and club
- (d) The committee will have voting powers, influence over all aspects of the club's business endeavours and the right to appoint advisors & consultants where necessary to fulfil its business obligations
- (e) The committee will be responsible for disciplinary hearings of members and/or facility users who infringe the club rules, regulations, or constitution. The committee will be responsible for taking any action of suspension or discipline following such hearings.
- (f) The committee meetings will be convened by the Chair of the club and will be held no less than Four times per year.
- (g) Only the posts listed above will have the rights to vote at committee meetings

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6. Finances:

- (a) The club treasurer will be responsible for the finances of the club
- (b) The financial year of the club will run from 1st April and end on 31st March each year
- (c) All club monies will be banked in an account held in the name of Walters Family School of Taekwondo CIC
- (d) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting
- (e) Any funds drawn from the club's bank account should be withdrawn via bank transfer, debit card or PayPal transaction once permitted by the club directors
- (f) If the club makes a financial surplus this will be reinvested into the facility/club and its projects
- (g) All members of the committee shall be jointly and severally responsible for the financial liabilities of the club and its facility

7. Annual General Meetings and Extraordinary General Meetings:

- (a) General meetings are the means whereby the members of the club exercise their democratic rights in conducting the club's affairs
- (b) The club shall hold the Annual General Meeting (AGM) in the month of September each year with the following objectives:
 - Approve the minutes of the previous year's AGM
 - Receive reports from the Chair and Secretary
 - Receive a report from the Treasurer and approve the annual accounts
 - Elect officers on the committee
 - Agree membership fees and other fixed pricing for the following year
 - Consider any proposed changes to the constitution
 - Deal with any other relevant business
- (c) Notice of the AGM will be given by the Chair or Secretary at least 14 days prior
- (d) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate to committee members at least 2 days prior for review
- (e) All members have the right to vote at the AGM
- (f) The chair shall hold a deliberative as well as a casting vote at general and committee meetings
- (g) Proxy votes shall be honoured if in accordance to procedures
- (h) All procedures shall follow as outlined above for AGM's

8. Discipline and appeals:

- (a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately

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in accordance with the club's child protection policy and procedures. The club welfare officer is the lead contact for all members in the event of any child protection concerns.

- (b) All complaints regarding the behaviour of members should be presented and submitted in writing to the secretary.
- (c) The management committee will meet to hear complaints within 14 days of a complaint being logged. The committee has the power to take appropriate disciplinary action including the termination of a committee position and/or membership where appropriate.
- (d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made, within 14 days of the hearing
- (e) There will be the right of appeal to the management committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the secretary receiving it.

9. Dissolution:

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through majority vote of the membership
- (b) In the event of dissolution, all debts should be cleared with any club funds and where appropriate liquidation of assets. Any assets of the club that remain following this will become the property of another club/facility with similar objectives or they will be given to British Taekwondo for re-distribution.

10. **Declaration:** Walters Family School of Taekwondo CIC hereby adopts and accepts the above procedure as a current operating guide regulating the actions of our committee and members.



Daniel Walters
Director



Shakira Gabriel-Lovell
Director

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