

INDEPENDENT



# **INDEPENDENT KARATE CLUBS**

## **CONSTITUTION**

Reviewed October 2014

**INDEPENDENT KARATE  
CLUBS**

**CONSTITUTION**

Reviewed October 2014

**1. TITLE**

The title of the Organisation shall be known as Independent Karate Clubs (hereinafter referred to as 'IKC' or the 'Organisation') and the 'IKC' logo will be known as the 'IKC logo'.

**2. AFFILIATION**

- (i) IKC shall be affiliated to the 'English Karate Federation' and/or such other bodies hereinafter defined shall in their absolute discretion designate from time to time.
- (ii) IKC shall from time to time be affiliated to other bodies to establish karate style affiliations as required to encourage positive relationships with those bodies and to provide expertise for IKC member organisations.

**3. OBJECTIVES**

- (i) To organise and administrate instruction in Karate including participation in courses and tournaments throughout the United Kingdom and world-wide.
- (ii) to improve the standards of Karate and Self Defence skills of all members within 'IKC'.
- (iii) to encourage and develop Karate in the 'local community' of the 'IKC' member clubs and member organisations.
- (iv) to organise activities which can be of benefit to all members of 'IKC'.
- (v) to establish and encourage the participation of all in the activities organised by 'IKC' regardless of age; race, gender or disabilities.
- (vi) to promote and enhance the image of Karate and encourage participation in the activity.

**4. MEMBERSHIP**

- (i) Any individual person, club or group may be capable of being accepted as a member of 'IKC' at the sole discretion of the committee and on fulfilment of any requirements as specified by the aforesaid committee except on grounds of age, race, gender or disabilities.
- (ii) membership of any individual person, club or group may be withdrawn on the grounds of any disciplinary action being taken relating to those members following any event which may bring 'IKC' or Karate into disrepute.

## 5. ADMINISTRATION

- (i) The officers of the 'IKC' committee shall be elected at the Annual General Meeting (AGM) and consist of the following:-

Chair person  
Vice chair person  
Secretary / Administrator  
Treasurer  
Licence Administrator

Each of the above officers must be an 'IKC' member and hold the grade of Black Belt. However, if the number of members for a committee cannot be attained, IKC members holding the grade of Brown Belt of at least 3 years standing may be nominated.

- (ii) the affairs of the organisation shall be conducted by a 'Technical Committee'. The technical committee shall include the following Instructors and any other senior member group instructors as seen necessary.

Sensei Lesley Darrington  
Sensei Colin Constable

- (iii) representations from the technical committee shall be put to the IKC committee prior to meetings of the IKC committee.
- (iv) the quorum of the committee shall consist of no less than 3 members.
- (v) in the event that a quorum is not present at any meeting arranged by the committee then that meeting will be adjourned and the parties concerned notified in writing of the next committee meeting date.
- (vi) the AGM shall be held as far as practicable in May of each year and in any case, not later than June; the date fixed by the Secretary.

## 6. FUNCTIONS OF THE COMMITTEE

- (i) To meet as necessary;
- (ii) to appoint and deal with all matters of ordinary administration, and all matters affecting interests of the members of 'IKC';
- (iii) to deal with matters of urgency;
- (iv) to appoint sub-committees with the power to co-opt thereon members of the organisation who are not members on the Executive committee;
- (v) to submit a report of its activities to the AGM.

## 7. FINANCIAL YEAR

This shall start on 1 May each year and end on 30 April.

## 8. RULES AND REGULATIONS

Activities of the Organisation will be governed by the rules and regulations. These may be amended by simple majority at any meeting of the Executive.

## **9. CONSTITUTIONAL AMENDMENTS**

Any amendment to the constitution can only be made at the AGM. Any proposed amendments must be put forward at least 30 days before the AGM and agreed by a simple majority at the AGM.

## **10. DUTIES OF OFFICERS**

### **Chairperson (Honorary)**

To chair meetings of the Organisation and in the event of there being equal votes for and against any proposition, then the Chair person shall have the deciding vote.

### **Vice Chairperson (Honorary)**

To assume duties of the Chairperson in their absence.

### **Secretary (Honorary) Administrator**

The Hon. Secretary shall convene, attend and take minutes of all meetings, and conduct the correspondence of the Organisation on any general matters not covered by the duties of other officers.

The Hon. Secretary shall also assume the role of General administrator and co-ordinator for all matters arising concerning the publicity and marketing of the Organisation; Overseeing and ensuring that the role of the Treasurer and the Licence Administrator is carried out as required by the Governing Body: Organising and implementing Social and club activities as required: Liaising with member Associations and other Organisations as required.

### **Treasurer (Honorary)**

The Hon. Treasurer shall be responsible for the safety and security of the Organisations funds and shall render to the AGM a precise account of the receipts and expenditure for the financial year.

### **Licence Administrator**

The Licence Administrator shall control the issuing of licence receipts and record books and any other related material to members, and liaise with anybody as designated by the committee.

### **Child Protection Officer**

Children have the right to be protected from harm; The Child Protection Officer will provide a clear set of guidelines about how they will keep children safe and to respond to child protection concerns.

They will ensure that all appropriate members are provided with the most up to date information regarding the safeguarding of young people within our organisation and the procedures needed to protect children from harm. (Appendix 1)

## **11. MISCELLANEOUS**

- (i) The constitution, rules and regulations are binding on all members of the organisation.
- (ii) All practising Karate members should be aware that they run the risk from injury and the Committee accept no responsibility from any injury received at any time.

## **RULES AND REGULATIONS**

1. The Chair person or any other member acting with the Chair persons approval, shall act as the Organisation representative to the EKF or any other bodies to which the Organisation may, from time to time, be affiliated.
2. The Organisation may arrange competitions and may permit non-members of the Organisation to participate therein at the sole discretion of the Executive provided they are an EKF member organisation, club or individual.
3. The Executive may publish rules applicable to competitions arranged by the Organisation, and these rules will be in accordance with the National Governing Body (EKF).
4. Any member of the IKC Organisation shall be answerable to the Executive committee. A disciplinary sub-committee may be convened at any time if those members have committed a breach of the constitution, regulations or to have brought the IKC Organisation or Karate into disrepute.
5. All members involved in the instruction of activities must have a recent/current DBS (CRB) check and have relevant training in the Safeguarding of young people.
6. A disciplinary sub-committee shall consist of at least three people nominated for the purpose of hearing the members' case.
7. Any member who is found to have breached the rules or regulations or who has brought the IKC Organisation or Karate into disrepute may be asked to leave the Organisation or reprimanded and may be reported to the EKF.
8. Individual Instructors are responsible for ensuring that the training methods deployed in IKC clubs are safe.
9. Individual Instructors are responsible for ensuring that their members are holders of current Governing Body licence receipt slips.
10. No person below the age of sixteen years shall be allowed to adjudicate in Gradings or any proficiency or skills awards.
11. The Executive committee may, in their absolute discretion, at the AGM or when appropriate, confer any honorary award or grading of distinction upon any person, whether or not they are a member of the Organisation. Only in the most exceptional circumstances will a person be awarded an Honorary 1st dan.
12. The Executive Committee may, at their discretion, amend the licence fees from time to time as appropriate.
13. The Organisation shall have an account - the account name being 'IKC' (Independent Karate Clubs).
14. No monies shall be distributed without the prior authority of the committee or in exceptional circumstances a quorum may be called. All cheques issued shall be signed by the IKC secretary and/or any other designated signatories as required.
15. Nothing herein contained in the Constitution or Rules and Regulations shall prevent the committee making decisions retrospectively.
16. Any rule or regulation may be amended at any meeting of the Executive by a simple majority.

## APPENDIX

Appendix 1 Child Safeguarding Policy

## **(Appendix 1) IKC SAFEGUARDING POLICY – 2015**

### **1. Our Safeguarding Policy**

This policy applies to all staff including instructors, committee members, volunteers or anyone working on behalf of Independent Karate Clubs (IKC).

The purpose of this policy is:

- To protect children and young people who receive IKC services. This includes the children of adults who use our services;
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

IKC believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

### **2. Legal Framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant Government guidance on safeguarding children

#### **We recognise that:**

- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

#### **We will seek to keep children safe by:**

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support and training
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practices with children, parents, staff and volunteers
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on 23<sup>rd</sup> JANUARY 2016 and agreed. Signed:



C Constable  
(IKC Secretary/Admin)