

UK YOUTH DEVELOPMENT LEAGUE

CONSTITUTION

1. Name

- 1.1 The name of the League shall be UK Youth Development League (hereinafter referred to as "the League"). The name of any commercial sponsor may be incorporated into the name of the League for such period as the Management Group shall consider appropriate.

2. Objects

The objects of the League shall be:

- 2.1 To provide inter club competition for Clubs for athletes who are in the under 20, under 18, (herein after referred to as "Upper Age Group") and under 16 and under 14 age groups (hereinafter defined as "Lower Age Group") as defined in the UKA Rules of Competition, with the exception of school teams who cannot be a member.
- 2.2 To provide a premier, club based competitive pathway from young athletes to under 20. Offering a high quality competition accessible to athletes of all standards, and an opportunity to retain athletes in the sport to senior level.
- 2.3 To encourage the development, from a whole sport perspective, of athletes, clubs, officials, and other volunteers, by working with our governing bodies.
- 2.4 To do all things that are incidental or conducive to the attainment of the objects of the league or any one of them.

3. Membership

Membership of the League shall comprise:

- 3.1 Such Clubs and Composite Teams as have been admitted to membership of the League by the Management Group and who have paid the annual subscription from time to time determined by the Management Group and who continue to participate in the competitions organised by the League to the minimum level from time to time determined by the Management Group.

4. Termination of Membership

The membership of a Club or Composite Team shall be terminated upon the first to occur of the following:

- 4.1 The receipt by the Administrator of a written resignation signed by or on behalf of the Club or Composite Team.
- 4.2 The failure of the Club or Composite Team to pay any annual affiliation fee or other sums decided by the Annual General Meeting by 1st February following the Annual General Meeting. The Finance Officer shall give written notice to any Club or Composite Team whose fees remain unpaid by 1st January following the Annual General Meeting.
- 4.3 The notification in writing to a Club or Composite Team by the Management Group that the Club or Composite Team have failed to reach the minimum level of participation in the League determined from time to time as being a condition of membership of the League.
- 4.4 The expulsion of the Club or Composite Team from the League following the disciplinary process set out in paragraph 23.

5. General Meetings

- 5.1 One General Meeting of the League shall be held each year in November (to be called the Annual General Meeting) General Meetings shall be convened by the Administrator.

6. Extraordinary General Meetings

- 6.1 At the direction of the Officers or the Management Group or upon receipt of a requisition signed by not less than ten Clubs or Composite Teams who are members of the League, the Administrator

shall promptly convene an Extraordinary General Meeting. Any requisitions must be in writing and must state the purpose of the Extraordinary General Meeting.

7. Notice of General Meeting & Short Notice of Urgent Matters

- 7.1 At least 56 clear days' notice of every Annual General Meeting shall be given in writing to every person who is entitled to attend and shall be placed on the League's website. The Notice shall specify the place, day, and hour of the Meeting.
- 7.2 At least 21 clear days' notice of every Extraordinary General Meeting shall be given in writing to every person who is entitled to attend and shall be placed on the League's website. The Notice shall specify the place, day, and hour of the Meeting.
- 7.3 At least 14 clear days before any General Meeting the Administrator shall give notice in writing to every person who is entitled to attend. Notice may also be given by putting it on the League's website of the business to be transacted at that General Meeting. For the avoidance of doubt, the notice of a General Meeting may contain business that indicates that the meeting is to consider the subject matter of such item and to take such decisions in respect thereof as the meeting shall approve including changes to the constitution or Competition Rules but in the case of changes to the Constitution or Competition Rules only if the requisite majority present and voting shall approve.
- 7.4 The inadvertent failure to give notice to all those entitled to receive it under this rule shall not prevent the meeting from proceeding to consider such matter or pass any resolution thereon.
- 7.5 Any notice to be given in writing can be given electronically but any member may upon notice to the Administrator require a hard copy.

8. Votes at General Meetings

At General Meetings members shall be entitled to votes as follows:

- 8.1 Each Club or Composite Team shall be entitled to one vote if they have a team either in the Upper Age Group or (b) the Lower Age Group.
- 8.2 Each Club or Composite Team shall be entitled to two votes if they have a team in both the Upper Age Group and in the Lower Age Group.
- 8.3 Each of the Officers shall be entitled to one vote.
- 8.4 No one else shall be entitled to vote.

9. Attendance at General Meetings

Persons entitled to attend, speak, propose and second motions at General Meetings are as follows:

- 9.1 Clubs and Composite Teams admitted to membership in accordance with paragraph 3. Each Club or Composite Team may send up to two delegates. Each delegate attending a General Meeting may only represent one Club or one Composite Team. The second delegate of a Club or Composite Team may not vote, or speak unless they are the proposer or seconder of the motion.
- 9.2 The Officers.

10. Persons entitled to attend and speak at General Meetings

As follows:

- 10.1 Members of the Management Group.
- 10.2 The President.
- 10.3 Such other persons who may be invited by the Officers.
- 10.4 Entitlement to attend a General Meeting does not confer any voting rights beyond those set out in Paragraph 8.

11. Business of General Meetings

11.1 The business of General Meetings shall be:

- 11.1.1. To consider and approve the Minutes of the previous General Meeting.
- 11.1.2. Presentation and approval of the Management Group's Annual Report.
- 11.1.3. Presentation and approval of the Finance Officer's Report with annual Financial Accounts which will include any recommendations for the league's financial assistance to Clubs.
- 11.1.4. To agree the membership subscription levels for the following year.
- 11.1.5. To consider and if thought fit to approve any Resolutions concerning the Constitution and The Competition Rules.
- 11.1.6. To confirm the Management Group's nomination of the President.
- 11.1.7. To elect such of the Officers as are due for re-election.
- 11.1.8. To elect up to eight other members of the Management Group.
- 11.1.9. To set a date of the next Annual General Meeting.
- 11.1.10. To transact any other business that may properly be transacted at a General Meeting.

11.2 Every motion including nominations for Officers or the Management Group to be placed on the Agenda shall be sent in writing to the Administrator at least 28 days before the date of the meeting. All motions (other than those brought forward by the Management Group) must be signed by at least six Clubs or Composite Teams. Any nominations for the Management Group or motions must be on club headed notepaper signed by any two Officers of the Club or the YDL representative and one other Officer of the Club and must have the agreement of the Club's Management Committee. Composite teams are considered to be one Club and any resolutions from a Composite team must be signed by any two representatives of that Composite team one of whom may be its YDL representative but must have the agreement of the majority of the members of that Composite.

11.3 In the event that two or more motions are proposed relating to the same or similar subject matter the Management Group may after consultation with the proposers of the motions consolidate or combine the motions in such way as the Management Group considers may assist discussion and the ability of the General Meeting to decide the issue.

11.4 Proxy voting is not allowed.

11.5 No business may be transacted at any General Meeting unless a quorum is present. A quorum shall be one tenth of the total membership personally present and entitled to vote. If, within half an hour from the time appointed for the Meeting, a quorum is not present, the Meeting if the Annual General Meeting shall be adjourned to such time date and place as the Chair of the Meeting shall determine being not less than seven days into the future. The Administrator shall give notice in writing to all those entitled to receive notice of the Annual General Meeting of the time date and place when the adjourned meeting shall be resumed. At such resumption if a quorum of one tenth of the membership is present the meeting shall continue to consider the agenda. If there are less than one tenth of the membership present, the quorum shall be two Clubs or Composite Teams, and the meeting shall solely consider (a) whether the League should be dissolved or (b) the election of any Officers. In the case of an Extraordinary General Meeting if a quorum is not present within half an hour from the time appointed for the meeting the meeting shall be dissolved.

12. Management of the League

Subject to any resolution passed at a General Meeting, the management of the League shall be delegated to the Management Group who shall without limiting their general power of management have the powers to:

12.1 Control the Finances of The League.

- 12.2 Deal with all matters relating to budgeting and finance, membership, competition, and day to day management of the League.
- 12.3 Organise "The League." (On major matters the Management Group may solicit opinion from all member clubs and bring recommendations to the Annual General Meeting or an Extraordinary General Meeting).
- 12.4 Call Annual and Extraordinary General meetings in accordance with paragraph 7.
- 12.5 Make proposals to General Meetings relating to the Constitution and / or The Competition Rules.

13. Officers

- 13.1 The Officers shall be empowered to conduct the urgent business of the League between meetings of the Management Group, provided that they shall report their actions and decisions to the Management Group.

14. Terms of Office

- 14.1 The Chair elected at the first Annual General Meeting of the League shall hold office until the conclusion of the Annual General Meeting in 2016.
- 14.2 The Vice Chair elected at the first Annual General Meeting of the League shall hold office until the conclusion of the Annual General Meeting in 2017.
- 14.3 The Finance Officer elected at the first Annual General Meeting of the League shall hold office until the conclusion of the Annual General Meeting in 2017.
- 14.4 Half of the members of the Management Group elected at the first Annual General Meeting of the League shall hold office until the conclusion of the Annual General Meeting in 2016 and the other half shall hold office until the conclusion of the Annual General Meeting in 2017. Thereafter at least half of the elected members of the Management Group are to be elected each year. The elected members of the Management Group shall decide between themselves which terms of office shall end in 2016 and which in 2017 but if they cannot agree the names for those whose terms of office expires in 2016 it shall be decided by lot.
- 14.5 The President, the Chair, Vice-Chair and Finance Officer shall after their initial period of office as set out in paragraphs 14.1 to 14.3, if any, hold office for four years.
- 14.6 Members of the Management Group elected under paragraph 11.1.7 shall, after their initial period of office as set out in paragraphs 14.4, hold office for two years.
- 14.7 Subject to paragraph 14.12, the Administrator holds office at the discretion of the Management Group.
- 14.8 Anyone whose term of office expires may stand for re-election.
- 14.9 In the case of the elected members of the Management Group if there are insufficient of those who have been in office two years since last re-election to ensure that there is an election for at least half of the elected members, elected members who have only been in office for one year should be selected to stand for re-election. If such members are unable to agree who should stand, the names shall be drawn by lot.
- 14.10 Any Officer or member of the Management Group can resign at any time by giving notice in writing to the Administrator.
- 14.11 An Officer or a member of the Management Group shall cease to hold office:
 - 14.11.1 In the event of a criminal conviction (other than a minor traffic offence not involving a term of imprisonment).
 - 14.11.2 In the event that a member does not hold a current valid DBS.

14.11.3 In the case of the Finance Officer becoming bankrupt or entering into a composition with his creditors.

14.11.4 On becoming incapable by reason of mental or physical infirmity of discharging the duties of his office.

14.11.5 One month after the Management Group shall have given him written notice that they consider that he is substantially failing to discharge the office which he holds and during that month he has not remedied such failure to the satisfaction of the Management Group and received from them written confirmation of their satisfaction.

14.12 Notwithstanding any of the previous provisions of this paragraph, the members may in General Meeting by a resolution passed by a simple majority remove from office on the passing of the resolution any of the Officers or members of the Management Group whether elected or not and may propose some other person to hold such office for the remainder of the period of the person so removed.

14.13 Subject to the preceding provisions, all persons elected to offices in the League shall hold office until the conclusion of the Annual General Meeting at which their successor is appointed.

15. Management Group

15.1 This Group shall meet, excluding the Annual General Meeting, on not more than six occasions and not less than three occasions each year. In addition to the maximum number of meetings provided in this paragraph, the Group may also be convened at the request of the Chair, Vice-chair or any six members of the Group. In ordinary circumstances at least fourteen days written notice of the date, time and place of the meeting should be given but in emergency a meeting of the Management Group can be convened with such notice as is in the circumstances reasonable. A meeting of the Management Group shall not be invalidated by reason of the inadvertent failure to give notice to a member of the Management Group.

15.2 Composition:

15.2.1 The Officers, namely Chair, Vice-Chair, Administrator and Finance Officer.

15.2.2 Up to eight other people elected at the Annual General Meeting in accordance with paragraph 11.1.7 to include Area Coordinators.

15.2.3 The Management Group may at its discretion co-opt other members onto it but without voting powers. For the avoidance of doubt, a person appointed to fill a casual vacancy in accordance with paragraph 15.5 shall not be considered to be co-opted and shall have a vote.

15.3 The Management Group may delegate any part (but not the whole) of its functions to any sub-group whose membership it shall determine. Unless all the elected members of the Management Group decline to serve on the sub-group, each sub-group must have at least one elected member of the Management Group on its membership. A sub-group may only co-opt members with the approval of the Management Group who shall determine whether such co-opted members shall have a vote on the sub-group. The Management Group shall determine the quorum for meetings of the sub-group and in the absence of any such determination the quorum shall be half the membership plus one.

15.4 The Management Group shall not proceed to business in the absence of a quorum. The quorum shall be half the membership plus one provided that at least one Officer is present. If a quorum is not present within thirty minutes of the time appointed for the meeting the meeting shall be adjourned. If a quorum is not present at the adjourned meeting, the quorum shall be two, but the meeting shall simply consider the date place and time for an Extraordinary General Meeting to enable the members to determine how the League should thereafter be managed.

15.5 In the event that a vacancy shall occur in the membership of the Management Group or a sub-group the Management Group may appoint someone to fill that vacancy. If the vacancy occurs in a post which is elected by the members such appointment shall be until the conclusion of the next

General Meeting at which the members shall elect a replacement. This can be the person appointed by the Management Group.

- 15.6 The Management Group may continue to function notwithstanding any vacancy in its membership or any defect in the appointment or election of any of its members.

16. Procedures at Meetings

- 16.1 The Chair shall take the chair at the General Meetings and Management Group Meetings. In the absence of the Chair the Vice-Chair if present shall take the chair but if neither the Chair nor the Vice-Chair is present and willing to take the chair the meeting shall elect a Chair.

- 16.2 Except as provided in paragraph 15.2.3 every member of any Group shall be entitled to vote at meetings of such Groups.

- 16.3 Save as otherwise provided in the Constitution all business of a Meeting shall be decided by a simple majority of the votes properly recorded at such meeting.

- 16.4 Every question shall be decided by a show of hands unless a ballot is:
(a) Directed by the Chair, or,
(b) Demanded by not less than ten persons present and entitled to vote at General Meetings and not less than five persons present and entitled to vote at Management Group meetings.

- 16.5 In the event of an equality of votes, the person in the chair at the meeting shall have a second or casting vote.

- 16.6 Every motion and every amendment to a motion shall be proposed and seconded by someone present at the meeting.

17. Rules of Competition

- 17.1 The Management Group shall cause to be prepared Rules covering such competitions as the League shall from time to time promote ("the Competition Rules").

- 17.2 The Competition Rules shall be consistent with UKA Rules of Competition.

- 17.3 The Competition Rules and all amendments thereto shall be subject to approval at a General Meeting. Any change to the Competition Rules shall require a simple majority of those present and voting to approve the change.

18. Finances

- 18.1 The Financial Year shall be from 1st October to 30th September next following.

- 18.2 The Finance Officer shall keep accounting records which are sufficient to show and explain the League's transactions and are such as to disclose with reasonable accuracy at any time the financial position of the League at that time. The records shall contain details of all sums of money received and expended by the League and the matters in respect of which such receipt and expenditure takes place and a record of the assets and liabilities of the League. The accounting records of the League to be inspected by a suitably qualified accountant who will prepare an independent examiner's report.

- 18.3 Any member of the League who is entitled to attend and vote at a General Meeting of The League shall be entitled to see the detailed accounts of the League at the Annual General Meeting.

19. Minutes

- 19.1 The Administrator shall cause proper minutes to be kept of the proceedings of all General Meetings and Group Meetings.

20. Indemnity

- 20.1 Every member of every Group of the League or Officer or servant of the League shall be indemnified by the League against, and it shall be the duty of the Management Group out of the funds of the League to pay, all losses and liabilities which any such member, Officer or servant may incur or sustain in the bona fide execution of the duties of his office or in relation thereto.

- 20.2 No member of the League or any Group thereof and no Officer or servant of the League shall be liable for the acts, receipts, neglects or defaults of any other member, Officer or servant of the League, or for joining in any receipt for the sake of conformity or for any loss or damage occasioned by any error of judgment or oversight on the other's part, or for any loss, damage or misfortune whatever, which shall happen in the execution of the duties of his office or in relation thereto.

21. Winding Up

- 21.1 The League shall have power to wind up, or to amalgamate with any other athletic organisation. Such winding up, or amalgamation, shall require the approval of a Resolution, passed at a General Meeting of the League at which not less than two thirds of the votes cast are in favour. Unless the meeting agrees otherwise, any funds remaining shall in the event of an amalgamation pass to the amalgamated organisation and shall on a winding up be divided equally amongst the member Clubs as defined in 3.1. who are in Membership of the League at the time of its cessation.

22. Disclosure of Interests

- 22.1 Any Officer or member of the Management Group shall disclose in writing to the Administrator who shall report such disclosure to the next meeting of the Group and cause such disclosures to be minuted any matter in which he has, directly or indirectly, an interest or duty in the sport of athletics which is material and which conflicts or may conflict with the interests of the League.

23. Disciplinary Procedures

- 23.1 If at any time it shall appear to the Management Group that the conduct of any member is in breach of the Constitution or the Competition Rules or any Code of Conduct adopted by the League (whether in General Meeting or by the Management Group) or otherwise is such that the member's conduct is not in the best interests of the League they may investigate such matters and shall allow the member whose conduct is complained of all reasonable opportunity to respond to such allegations. The Group may suspend a member (including a member of a Club or Composite Team) provisionally whilst the matter is investigated and pending the decision of the independent panel.

- 23.2 If after such investigations the Management Group considers that the member may be in breach of the Constitution or the Competition Rules or any Code of Conduct adopted by The League (whether in General Meeting or by the Management Group) or that his conduct is not in the best interests of the League, it may:

23.2.1 Resolve to note the matter and take no further action; or

23.2.2 Refer the matter to an independent panel to determine.

- 23.3 The independent panel shall consist of up to three people, each of whom shall be independent. The panel shall consider whether the conduct of any member is in breach of the Constitution or Competition Rules of the League or any Code of Conduct adopted by The League (whether in General Meeting or by the Management Group) or otherwise is such that the member's conduct is not in the best interests of the League they may investigate such matters and shall allow the member whose conduct is complained of all reasonable opportunity to respond to such allegations. The panel shall conduct its considerations fairly and in accordance with any Code adopted by the Management Group for such matters.

- 23.4 If the panel considers that the conduct of any member is in breach of the Constitution or Competition Rules of the League or any Code of Conduct adopted by the League (whether in General Meeting or by the Management Group) or otherwise is such that the member's conduct is not in the best interests of the League they may:

23.4.1 Warn the member; or

23.4.2 Impose a fine on the member such monies to be paid into the General Funds of the League and in connection therewith the Management Group may direct that such fine be deducted from any sums payable to the members by the League and may direct that if the fine is not paid within such time as the panel shall direct the member shall be suspended

until such time as the fine is paid;

23.4.3 Suspend the member for a fixed period; or

23.4.4 If the complaint is against a member of a Club or Composite Team direct that the Club or Composite Team shall not use that member of that Club or Composite Team in connection with any competition organised by the League for such fixed period as the panel shall direct; or

23.4.5 Expel the member from the League or

23.4.6 Any combination of the foregoing.

23.5 Any member who is the subject of a decision of the panel under these paragraphs may appeal against such decision to a single person appointed at the request of the League or the member of the League by Sports Resolutions. Such appeal shall be made in writing and shall be delivered to the Administrator to be received within 14 days of the decision of the panel. If such an appeal is received any penalty shall be suspended pending such appeal. Such appeal shall be conducted in accordance with the rules of Sports Resolutions and the person hearing the appeal shall have power to award costs.

24. Amendments

24.1 Any amendments to the Constitution shall require the approval of a Resolution passed at a General Meeting of the League at which not less than two thirds of the votes cast are in favour.

25. Health & Safety

25.1 The League recognises that the organisation responsible for setting safety standards at athletics meetings is UKA. Accordingly the League requires all its meeting to be conducted in accordance with the safety standards laid down from time to time by UKA. It is the responsibility of the organising Club at any League match to ensure that this is done.

26. Data Protection

26.1 The League obtains data in respect of all those athletes who are registered with it in order to compete in League competition. The data sought is the minimum that is required for the League to be satisfied that the athlete is eligible to compete and to identify the athlete and avoid confusion with other athletes with, for example, similar names. The data is shared with the officers of the league and UKA for the proper management of the League and with the teams in the division in which the athlete is competing. It may also be shared with other athletic organisations for the purposes of athletic competition or the sport in general. The data is kept for as long as the athlete is registered and thereafter until the end of the current season and, if for any reason at that point, the athlete is under investigation, until those investigations have been completed. Data in the public domain (such as records) will be kept indefinitely. Anonymous data (such as statistics as to number or age groups of competitors) will be kept indefinitely.

27. Definitions

27.1 In this Constitution the following words shall have the following meanings:

Club - Shall mean an athletic Club registered in accordance with the rules of UKA from time to time in force but may not be a School Club.

Competition Rules - Shall have the meaning assigned to it by paragraph 17.

Composite Team - Shall have the meaning attributed to it by the UKA Rules of Competition in force from time to time.

General Meeting (when used without the word Annual or Extraordinary) - Shall include an Annual General Meeting and an Extraordinary General Meeting.

Home Country - Shall mean England, Wales, Scotland, and Northern Ireland as the context requires.

Independent - Shall mean a panel that does not include a person who:

- a) belongs to the Club against whom the complaint is made or the Club making the complaint; and
- b) belongs to a Club in the same division as the Club against whom the complaint is made; and
- c) belongs to a Club whose position may be affected by the outcome of the appeal.

Officers - Shall mean those people defined in Paragraph 15.2.1.

UKA Rules of Competition - Shall mean rules of competition adopted from time to time by UKA.

UKA - Shall mean United Kingdom Athletics

27.2 In this Constitution, when the context so requires the masculine shall include the feminine and the neuter and the singular, the plural and vice versa.

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