

Northern Freestyle Karate Association



Constitution revised Feb (2017)

1.0 Northern Freestyle Karate Association.

- 1.1 The NFKA's name shall be the Northern Freestyle Karate Association. Referred to as the "NFKA".

2.0 Aims and Objectives of the NFKA.

- 2.1 The NFKA is called the Northern Freestyle Karate Association the NFKA's objectives are the support, development, improvement and promotion of Karate in the Northeast of England.

3.0 Membership of the NFKA

- 3.1 Membership of the NFKA will be open to all members of the public. In line with the equal opportunities policy statement.
- 3.2 NFKA members must act according to the NFKA's equal opportunities policy.
- 3.3 Membership is based on licence payment annually of £10 for juniors and £15 for seniors.
- 3.4 Membership also is with the Amateur Martial Association the National Association for Karate in the UK.

4.0 NFKA Subscriptions and NFKA Finance

- 4.1 All members are required to pay the licence fee, which is administered by the individual club instructors annually.
- 4.2 The NFKA committee will determine this fee at the beginning of each year depending on changes to the AMA's fees.
- 4.3 This money shall be held in the NFKA instructor's club accounts.
- 4.4 Other monies shall be held in the NFKA instructors which cannot be overdrawn.
- 4.5 The committee members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with NFKA business.

5.0 NFKA Officials

- 5.1 An instructors committee will conduct the NFKA's administration. This committee shall not operate autonomously, planning activities, buying equipment and administering other NFKA matters must satisfy NFKA members.

5.2 The committee will consist of all instructors who shall be full club instructors of the NFKA and AMA.

- Chairperson
- Secretary
- Treasurer
- Training and Development Officer.

Other instructors may be

- Child Protection Officer
- Health and Safety Officer
- Competition Organiser
- Data Protection coordinator

The executive committee will serve during there period of time as club instructors.

5.3 Committee meetings shall be every six month after Coloured belt seminars in a venue appropriate for the meeting.

6.0 Duties of NFKA Officials

6.1 The NFKA committee and instructors individually are responsible for:

- Providing adequate provision for all members in the NFKA's program of events.
- Providing a high standard of instruction and leadership for the members.
- Publicising the complaints procedure to members.
- Ensuring that the NFKA's committee includes the officers named in 5.2
- Other duties as agreed with the NFKA Committee.

6.2 The NFKA Secretary is responsible for:

- Administering the membership of the NFKA.
- Ensuring events are organized and well planned.
- Providing secretarial support to the NFKA committee and issuing the minutes of meetings to NFKA members.
- Ensuring affiliation to the relevant national governing body.
- Administering the NFKA's insurance policies in conjunction with the Sports and Societies Office.
- Compiling introductory material for new members in conjunction with the NFKA committee.
- Maintaining a NFKA log book, that contains details of members experience and relevant qualification
- Other duties as agreed with the NFKA Committee.

- 6.3 The NFKA Treasurer is responsible for:
- Administering the NFKA's finances in accordance with NFKA procedures.
 - Producing a financial plan for the year.
 - Producing the NFKA's annual budget proposals.
 - Other duties as agreed with the NFKA Committee.
- 6.4 The Safety & Training Officer is responsible for:
- The welfare of the NFKA's members
 - Ensuring that participating members understand all aspects of a NFKA activity; paying particular attention to skill levels required, risks involved, and equipment requirements.
 - Promoting safe practice within the NFKA at all times.
 - Promoting the benefits of further training for all NFKA members; and providing the NFKA with the relevant information.

7.0 Meetings

- 7.1 Annual general committee meetings are required to set practice and policy for the year. NFKA committee members should be given at least one-month notice of the General Meetings.
- 7.2 The NFKA may call regular ordinary general meetings. A minimum of three weeks notice is required.
- 7.3 Regular Management meetings are required to discuss all NFKA matters. All NFKA management members must have access to copies of the minutes accompanying these meetings.

8.0 NFKA's Complaints Procedure

- 8.1 This procedure is to allow NFKA members to raise complaints about issues which might include the following:
- Safety of NFKA activities.
 - The standard of equipment used for NFKA activities.
 - Poor NFKA administration
 - Lack of suitable activities for their level of participation.
 - Disregard to the Equal Opportunities policy.

Complaints should initially be addressed to any NFKA instructor. If this does not prove satisfactory a written complaint should be made to independent instructor or lead officer. A reply will be received within seven days. If this reply is unsatisfactory then a written complaint should be made to the AMA headquarters who will deal with the complaint in accordance with AMA's Complaints Procedures.

9.0 Declaration

- 9.1 As a NFKA Official I agree to abide by and enforce the rules of the NFKA Constitution and office to which I hold.

The NFKA is a democratically governed organisation in the entire absence of any discrimination in regard to gender, colour, race, ethnic or national origin, age, disability, socio-economic background, religious or political beliefs or affiliation, marital status, family responsibility, sexuality or other inappropriate distinction.

We the undersigned understand that if any of the above statement is not adhered to the above association will be referred to the AMA and may be sanctioned by the AMA. If for any reason individual instructors feel that they cannot sign this statement then a written statement detailing the reasons why must be submitted to the NFKA committee.

- 10.0 As an elected executive committee member I agree to abide by and enforce the rules of the NFKA.

Lead Instructors

Name

Position

Name

Position

Name

Position

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Position

Other Instructors

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