



THE BRITISH SAMBO FEDERATION

Constitution and Byelaws



AUGUST 2, 2020
BRITISH SAMBO FEDERATION



THE BRITISH SAMBO FEDERATION CONSTITUTION

1 TITLE

1.1 The Federation shall be called the **British Sambo Federation**, and shall be affiliated to the International Governing Body for Sambo the Amateur Sambo Federation (FIAS)

1.2 The British Sambo Federation incorporates the home nations of England, Scotland, Wales and Northern Ireland

2 OBJECTS

2.1 To foster and promote the sports of Sambo and Combat Sambo at all levels, providing opportunities for recreation and competition.

3 MEMBERSHIP

3.1 MEMBER ASSOCIATION OF THE BRITISH SAMBO FEDERATION

Member Association Membership of the British Sambo Federation shall be open to any group whose aim is to foster and promote the sports of Sambo and Combat Sambo at all levels, providing opportunities for recreation and competition

Association Membership of the British Sambo Federation shall be on an annual basis and shall be subject to annual renewal on the first day of January each year.

A BSF registered Association is an association that has a valid BSF Association License to operate. The following criteria must be met:

- Constitution in line with the BSF's current Constitution.
- Committee structure of a minimum: Chair, Secretary and Treasurer, which are positions that must be held by three different people who must adhere to the BSF's Safeguarding Policy and procedures, Equality Policy and Sambo code.
- Minimum Level 2 Sambo Coach

A registered Association is entitled to one vote at the BSF's AGM and EGMs.

CLUB CATEGORY OF THE BRITISH SAMBO FEDERATION

A BSF registered Club can be a club registered to an affiliated Association of the British Sambo Federation or a standalone club.

A club has the same rights as an Association in all respects including insurance cover apart from not having a vote at AGM's and EGM's.



Application by any group for new Club Membership of the British Sambo Federation and acceptance of such application by the British Sambo Federation shall be subject to the following:

- a. Completion of the appropriate application form and receipt of the same by the British Sambo Federation
- b. Payment of the Club Membership fee as notified by the British Sambo Federation for the time being.
- c. Nomination of the registered Club venue or venues at which Sambo practice takes place under the Club's authority, as authorised by the British Sambo Federation (in its discretion).
- d. The Club must be formally constituted, and a copy of the Club Constitution must accompany the application form.
- e. All individual officers of the Club must be affiliated to a British Sambo Federation recognised Association or a Licence Holder of the British Sambo Federation. The registered Club Chair and Club Secretary who will be the recognised representatives of the Club or who will be empowered to appoint representatives of the Club. Any such individual representatives must be affiliated to a British Sambo Federation recognised Association or a Licence Holder of the British Sambo Federation. Nomination of the registered Club Coach(es) who must be affiliated to a British Sambo Federation recognised Association or a Licence Holder of the British Sambo Federation and must hold a valid, recognised British Sambo Federation Coaching Award and/or a valid, recognised Sambo coaching award from an equivalent body (recognised by the FIAS and accepted by the British Sambo Federation, in its discretion) or who undertake to achieve such award within six (6) months of acceptance of the Club into membership of the British Sambo Federation.
- f. Recommendation by the Executive Committee of the appropriate Home Country Association (in the case of prospective Member Clubs in Scotland, Wales or Northern Ireland) or the appropriate English Regional Area (in the case of prospective Member Clubs in England) to the Board of Directors for approval.
- g. Agreement to abide by the prevailing rules and regulations of the British Sambo Federation (including these Bye-Laws) and any subsequent amendments of the same.
- h. Any changes to the above and/or failures to comply with the requirements set out above at paragraphs by the prospective Member Club during the year following



acceptance as a Member Club must be immediately notified, in writing, to the British Sambo Federation head office.

- i. A club is considered to be a full member club within the BSF upon completion of above.

Application for annual renewal of Club Membership and acceptance of such renewal by the British Sambo Federation shall be subject (on each separate occasion of renewal) to the following:

- a. Completion of the appropriate application form and receipt of the same by the British Sambo Federation.
- b. Payment of the Club Membership fee as notified by the British Sambo Federation for the time being.
- c. Nomination of the registered Club venue or venues at which Sambo practice takes place under the Club's authority, as authorised by the British Sambo Federation (in its discretion).
- d. The Club must continue to be formally constituted and any changes to the registered Club Constitution must be submitted for approval.
- e. All individual officers of the Club must be Licence Holders of their affiliated Association or the British Sambo Federation.
- f. Nomination of the registered Club Coach(es) who must hold a valid, recognised British Sambo Federation Coaching Award and/or a valid, recognised Sambo coaching award from an equivalent body (recognised by the FIAS and accepted by the British Sambo Federation, in its discretion) or at the time of application for renewal or who undertake to achieve such award within six (6) months of acceptance of such renewal by the British Sambo Federation Agreement to abide by the prevailing rules and regulations of the British Sambo Federation (including these Bye-Laws) and any subsequent amendments of the same.
- g. Any changes to the above and/or failures to comply with the requirements set out above by the Member Club during the membership year must be immediately notified, in writing, to the British Sambo Federation head office.

BRITISH SAMBO FEDERATION LICENCE HOLDER (INDIVIDUAL MEMBERSHIP)

- 1 Licences issued by the British Sambo Federation shall be open to any individual person whose aim is to foster and develop the practice and spirit of Sambo in accordance with the provisions of the Memorandum of Association of the British Sambo Federation.



- 2 British Sambo Federation Licences are granted to individual persons for a one (1) year period and are subject to annual renewal with the exception of Life Licences, which are granted to individuals in perpetuity at the discretion of the Board of Directors.
- 3 Licences are issued from the British Sambo Federation head office and comprise a record book with the initial application and an annual Licence certificate confirming membership of the British Sambo Federation Any individual's application to be a new Licence Holder of the British Sambo Federation and acceptance of any such individual as a new Licence Holder by the British Sambo Federation shall be subject to the following:
 - (a) Completion of the appropriate application form and receipt of the same by the British Sambo Federation
 - (b) Payment of the Licence Holder fee (for the appropriate category) as notified by the British Sambo Federation for the time being.
 - (c) Agreement to abide by the prevailing rules and regulations of the British Sambo Federation (including these Bye-Laws) and any subsequent amendments of the same
- 4 Application for annual renewal of a Licence by a Licence Holder and acceptance of such renewal by the British Sambo Federation shall be subject (on each separate occasion of renewal) to the following:
 - 5
 - a. Completion of the appropriate application form and receipt of the same by the British Sambo Federation
 - b. Payment of the Licence Holder fee (for the appropriate category) as notified by the British Same Federation for the time being.
 - c. Agreement to abide by the prevailing rules and regulations of the British Sambo Federation (including these Bye-Laws) and any subsequent amendments of the same.
- 6 Any individual refused a Licence shall be entitled to appeal such refusal under the procedures set out for appeals in the Complaints and Conduct Procedure.
- 7 Should the conduct of any Licence Holder in the opinion of the Board of Directors be injurious to the objects and interests of the British Sambo Federation, the Board of Directors, having in their opinion given a reasonable opportunity to the Licence Holder to furnish an explanation to them either verbally or in writing, subject always to the complaints and Conduct Procedure, shall be empowered to expel such Licence Holder from the British Sambo Federation. Any person who has been suspended from being a Licence Holder or otherwise suspended from the Association for any reason shall be prohibited from running for any elected office whatsoever within the Federation (including the roles of President, Chair and Director of the Federation and any elected position within a Home Country Association, English Regional Area, Member Club or any other



recognised body) for a period of four (4) years, such period to commence on the expiry of that person's suspension from the Association.

- 8 The categories of Licence Holder and the eligibility of individuals for each category of Licence shall be as follows
- a. Junior license
 - b. Senior License
 - c. Recreational License
 - d. Honorary Life Membership

NOTE

A Junior Licence Holder may upgrade their Licence from Junior to Senior on application to the British Sambo Federation and on payment of the appropriate fee. A new Licence certificate will be issued for the remainder of the year for which the Junior Licence applied. A Junior Licence Holder must upgrade their Licence from Junior to Senior on reaching the age of sixteen (16) years if he/she wishes to continue to hold a Licence.

4 OFFICERS

4.1 The Officers of the Federation shall be as follows:

The Officers of the British Sambo Federation shall consist of at least three and not more than 12 members (including Officers).

5 ELECTION OF OFFICERS

- 5.1 All Officers shall be elected at the Annual General Meeting of the Federation, from, and by the BSF affiliated Associations.
- 5.2 All Officers are elected for a period of 4 years but may be re-elected to the same office or another office after the four years.

The Officers Role

Subject to these Rules the Officers shall have responsibility for the management of the BSF, its funds, property and affairs.

Property etc

- I. The property and funds of the BSF cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the BSF.
- II. The BSF may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-



match refreshments and other ordinary benefits (a) sell and supply food, drink and related sports clothing and equipment.

- III. Employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.
- IV. Pay for reasonable hospitality for visiting teams and guests.
- V. Indemnify the Committee and members acting properly in the course of the running of the BSF against any liability incurred in the proper running of the BSF (but only to the extent of its assets).
- VI. iii. The Officers will have due regard to the law on disability, discrimination and child protection.

6 GENERAL COMMITTEE

- I. The Officers of the Federation may co-opt committee members (up to the maximum permitted number) to serve for 4 years
- II. Any Committee member may be re-elected or re-co-opted without limit.
- III. A Committee member ceases to be such if he or she ceases to be a member of the BSF, resigns by written notice, or is removed by the Committee for good cause after the Member concerned has been given the chance of putting his/her case to the Committee with an appeal to the BSF members, or is removed by BSF members at a general meeting. The Committee shall fairly decide time limits and formalities for these steps.

7 GENERAL MEETINGS

- 1 The Annual General Meeting of the Club shall be held not later than the end of January each year. 21 clear days written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every member at their email address and posting the notice on the Federation web site. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.
- 2 The business of the Annual General Meeting shall be to:
 - a. Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
 - b. Receive the audited accounts for the year from the Treasurer.
 - c. Receive the annual report of the Committee from the Secretary.
 - d. Elect an auditor.



- e. Elect the Officers of the Club (i.e. President; Chairperson; Secretary; Treasurer and the other General Committee Members).
- f. Review Club subscription rates and agree them for the forthcoming year.
- g. Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

NOTE: *The agenda could provide for "Any Other Business", but Members should be encouraged to refer other items to the General Committee and give the required notice for important Annual General Meeting business.*

- 7.3 Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 50% of the officers.. At least 21 days' notice of the meeting shall be given.
- 7.4 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.
- 7.5 At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Club or by Full Members attending the meeting.
- 7.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.
- 7.7 A quorum for a General Meeting shall be 3 Officers of the Federation including 1 from the Chairperson, Secretary and Treasurer.

Delegation

- 7.8 The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the BSF ; its membership; its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or to change its mandate and operating terms.

Disclosure

- 7.9 Annual BSF reports and statements of account must be made available for inspection by any member and all BSF records may be inspected by any Committee member.

8 ALTERATIONS TO THE CONSTITUTION

- 8.1 Any proposed alterations to the Federation Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by an Officer of the Federation and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.



8.2 The BSF Purposes may be changed to include another eligible sport if the Committee unanimously agree and the members also agreed the change by a 75% majority of votes cast

9 DISSOLUTION

- 9.1 If at any General Meeting of the Federation, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
- 9.2 If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Federation and discharge all debts and liabilities of the Federation.