





Founded 1984

Affiliated to England Athletics (Affiliation No: 2657783)

# Club Rules, Objectives and Constitution

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## Change History

Issue	Author	Date	Comment
01	S Burnham	26 <sup>th</sup> March 2019	First Issue
02	S Burnham	10 <sup>th</sup> June 2020	Amendment to Clause 3.3, 12.3.9 and 13.2.4
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## 1. General

- 1.1. The Club shall be called 'Chase Harriers Road Running Club' and any reference hereafter in this Constitution to the Club shall be deemed to mean Chase Harriers.
- 1.2. The Club shall be affiliated to England Athletics in accordance with its Articles of Association and Rule Book.
- 1.3. The Club Headquarters shall be at Chase Leisure Centre Stafford Road Cannock Staffordshire WS11 4AL, or at a site to be negotiated on behalf of the Club by the Committee. All paid-up members and England Athletics shall be informed forthwith of any change in the location of the Club headquarters.

## 2. Objectives

- 2.1. The aims of the Club shall be the encouragement, promotion, participation, and enjoyment of road and cross-country running at all distances.
- 2.2. The Club will celebrate achievement at both individual and club level and in team events and will encourage good fellowship amongst members.
- 2.3. The Club shall share preparation, training and coaching for running and racing.
- 2.4. The Club will promote the health and fitness of members.
- 2.5. All members of the Club shall be eligible to compete in accordance with U.K. Athletics Rules of Competition.
- 2.6. The Club shall seek to be affiliated to national and regional amateur athletic bodies, as the Committee consider appropriate in order to carry out the objectives of the Club.
- 2.7. The Club will promote amongst its members a culture of honesty, fairness and sportsmanship whilst representing the Club in any competition.

## 3. Club Kit

- 3.1. Club colours will be a blue vest with 2 white vertical side stripes and the name 'Chase Harriers' complete with logo on the front and Chase Harriers on the back, all printed in white.
- 3.2. Only kit registered with the necessary Sport's Governing body shall be worn for racing in any discipline supported by the Club. Note: failure to comply with this rule may lead to the disqualification of both the individual runner and any team of which they may be part.
- 3.3. Runners who enter races using their club affiliation must wear Club or neutral colours, not other EA registered club kit unless running for a charity or other club approved running organisation.
- 3.4. In the interests of safety members are expected to wear light coloured or reflective clothing and/or lighting on dark nights whilst running.

## 4. Training Runs

- 4.1. Training runs are organised by the Club on Tuesday and Thursday nights starting at 18:30 and Sundays at a mutually agreed time and location communicated to members by the club's social media platforms and email.
- 4.2. During the winter months, mid-week training runs start and finish at the Club's base (see 1.3). The use of the car park, lockers, changing facilities and showers at the base are included in the annual membership fee. Membership fee does not include the use of the facilities at the base for non-running or non-club night activities.
- 4.3. During the summer months, mid-week training runs move to The White House Car Park, Penkridge Bank Road, Cannock Chase, WS12 4PR. Runs from here are predominantly off-road / light trail.
- 4.4. The exact date for the switch from winter to summer meeting venue is decided by the Committee based on daylight saving times, prevailing weather conditions etc. Members are alerted to the change both verbally at Club runs and via the Club's social media platforms or website.
- 4.5. Sunday runs are organised throughout the year from agreed meeting points.
- 4.6. Runs from both the Base and over Cannock Chase are structured, pre-determined distances decided beforehand by designated members of the Club. The routes are communicated prior to the run and where possible are posted on the Club's social media platforms or website beforehand.
- 4.7. To ensure the safety of participating runners, regardless of location, members are encouraged to sign a 'Run Register' prior to the start of each run and then sign out on the conclusion of that run.
- 4.8. Designated members of the Club are charged with ownership of the Run Register and will ensure participating Club members have returned to base safely. Members not signing back following a run will be contacted by mobile phone to ensure they are safe.
- 4.9. Members taking part in runs outside the distances designated at the training session may contact the designated Run Register member by pre-determined methods (social media or mobile phone call/text) to sign back in.
- 4.10. Members who choose not sign the run register run at their own risk and discharge the Club of their Duty of Care towards that runner. The designated Run Register member has no responsibility to make contact that member at the end of the run.
- 4.11. Where possible during main runs, 'Lead Runners' with knowledge of the routes will ensure a system of mustering is employed to ensure runners are not left isolated or unintentionally lone running.
- 4.12. It is assumed that runners undertaking training runs with the Club understand the route as communicated.
- 4.13. Whilst running at organised sessions, Club members are reminded of their obligation to conduct themselves with due care and attention to other road or trail users. Care must be taken towards other pedestrians, vehicles, cyclists, horse riders etc. Runners should not endanger themselves, other Club members or members of the public with their actions.

## 5. Club Management

- 5.1. The management of the Club shall be vested in a Committee that shall consist of a Chairperson, Vice Chairperson, Treasurer, General Secretary, Membership Secretary, IT & Social Media officer, Welfare Officer and Health & Safety Officer together with a Team Captain and Social Secretary who shall be the Officers of the Club. There may also be an un-prescribed number of ordinary members.
- 5.2. The Club at present has a non-executive President. This member will remain in post as long as all members of the Club are in agreement.
- 5.3. Each Committee member will be elected (or re-elected) by membership vote at the AGM and shall remain in office until the conclusion of the AGM of the following year.
- 5.4. Each Committee member will be nominated by a fully paid-up adult member and seconded by another fully paid-up adult member. Results will be recorded in the AGM minutes.
- 5.5. Six elected Committee members are required to form a quorum for a Committee meeting to take place providing one is the Chair, Vice Chair or General Secretary.
- 5.6. The Committee shall have the power to fill vacancies if they arise and to co-opt members for particular projects, but co-opted members shall not have a Committee vote.
- 5.7. The Committee shall also have the power to establish any sub-Committee deemed appropriate to assist in meeting the objectives of the Club, and to delegate to these sub-Committees such duties as may be considered appropriate.
- 5.8. The Committee shall have the power to appoint any individuals to perform specific duties on behalf of the Committee, and to delegate to those individuals such duties as they consider appropriate.
- 5.9. The Committee will meet at a pre-determined location on a monthly basis to discuss Club business relevant in that month.
- 5.10. An agenda will be distributed to Committee members prior to the meeting and minutes of the meeting will be recorded by the Club General Secretary and issued to members of the Committee within a week of the meeting.
- 5.11. If there are no relevant items to discuss or there are not enough members to constitute a quorum for a particular meeting, that meeting may be cancelled or postponed by agreement of the Committee.

## 6. Media Policy

- 6.1. The Club uses several media platforms to communicate information to Club and Committee members. The platforms used are Facebook, WhatsApp, and the Club's Website.
- 6.2. The Club has 3 Facebook accounts. The first one is the Chase Harriers 'closed' group that is restricted to members and friends/associates/partners of the club to post club related items. The second one is the Chase Harriers 'open' page (@chaseharriers) which is open to club members and public to view only, this site is used to post running routes by administrators only, no other people may post on this site. The third

one is the Chase Harriers Beginners page. This is another 'closed' group used for communications when the Club holds a beginners course.

- 6.3. The Club also has a website at [www.chaseharriers.org](http://www.chaseharriers.org) for members of the club to log-in and use for all club based communications.
- 6.4. The official Club WhatsApp group is used by any member of the committee to quickly communicate with all other members of the current management committee.
- 6.5. As the Club is affiliated to England Athletics, all members of the Club when using social media are bound by England Athletics codes of conduct. These codes can be viewed at: [www.britishathletics.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy](http://www.britishathletics.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy).
- 6.6. In using any of the above media platforms Club members are reminded that we must respect all of our members' right to a private life. The Club must also ensure that confidentiality and the Club's reputation are protected at all times.
- 6.7. Those who hold positions of responsibility in the club (e.g. committee members, run leaders, coaches etc.) should avoid making comments on social media on controversial issues with which they have a connection in their role at the club as it may be taken as a statement indicating the position of the Club. If unsure, it is advised to qualify such comments with a statement to the effect: "These views are my own and do not necessarily reflect the views of Chase Harriers."
- 6.8. Any communications that Club members or beginners make in a personal capacity through social media must not bring the club into disrepute, for example by:
  - 6.8.1. Making defamatory comments about individuals or other organisations or groups; posting images that are inappropriate or links to inappropriate content.
  - 6.8.2. Being seen to support (for example by 'liking' or 'sharing' on Facebook) a comment or post that would fall into any of the above categories (note: a comment may be shared purely to make people aware of it but this may be misconstrued as showing support for the statement).
- 6.9. Members must not breach confidentiality, for example by:
  - 6.9.1. Giving away information about an individual (such as a fellow volunteer or athlete) or organisation
  - 6.9.2. Revealing information held by the club where there would be reasonable expectation of confidentiality
- 6.10. Breach copyright, for example by:
  - 6.10.1. Using someone else's images or written content without permission
  - 6.10.2. Failing to give acknowledgement where permission has been given to reproduce something
- 6.11. Members must not do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:

- 6.11.1. Making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality) disability, sexual orientation, religion or belief or age.
  - 6.11.2. Using social media to bully another individual
  - 6.11.3. Posting images that are discriminatory or offensive
- 6.12. No comment should be made about an individual or subject that:
- 6.12.1. Exposes someone to hatred, ridicule or contempt
  - 6.12.2. Causes them to be shunned or avoided
  - 6.12.3. Lowers them in the estimation of 'right thinking' members of society
  - 6.12.4. Disparages them in their office, profession or trade
- 6.13. The Club does, however, recognise that Social Media is a useful tool for all members to share information. Social media can and should be used in a positive way, for example, to make people aware of events, activities or work that you are involved in within the sport and to make positive statements about the successes and activities of athletes, coaches, clubs, volunteers and officials. Social Media can be used to raise awareness of work done by organisations that members are involved in or to answer queries people make have about the availability of support, information or services.
- 6.14. People should be aware that social networking websites are a public forum, particularly if you are part of a "network". You should not assume that your entries on any website will remain private. Most online communities have their own rules and guidelines, which you should always follow.
- 6.15. Serious breaches of this guidance, for example incidents of bullying of other club members, inappropriate usage or social media activity causing serious damage to the club, may lead to club members being subjected to disciplinary procedures as appropriate.
- 6.16. If any club members have concerns regarding conduct on the Club's Social Media channels or by club members as outlined in this section they should contact the Club Chairperson or IT & Social Media Officer who may exercise the right to remove comments or posts - and / or ban users from club social media / online channels and dependent of the severity of the conduct initiate club disciplinary procedures.
- 6.17. Any member who believes they have witnessed possible criminal activity (through Social media or otherwise) should report this activity to the police and inform a committee member.
- 6.18. Members are free to set up Personal Websites, Web Blogs or WhatsApp groups on the internet but must not use the Club name or logo or resources without the approval of the Club Committee.
- 6.19. Members should be aware that in writing a web blog, it is at entirely at their own risk and should not contravene their responsibilities detailed in this policy. If members choose to write about their role within the Club, or discuss athletes, coaches or volunteers, they should first seek consent from the club and the individuals concerned, they should also state on the site that the views they express are theirs only and do not necessarily reflect the views of the Club.

- 6.20. Individuals should also take care to ensure that information contained on web blogs does not breach confidentiality especially those holding roles such as officers of the club/club committee, run leaders, coaches and team managers.
- 6.21. Further Guidance and information on the subjects in this document is available at [www.englandathletics.org/socialmedia](http://www.englandathletics.org/socialmedia).

## 7. General Data Protection Regulation (GDPR)

- 7.1. To be able function successfully, the Club needs to gather and store electronically and on paper personal data provided by each and every club member joining or remaining with the Club
- 7.2. The information stored and used by the club includes:
- England Athletics Unique Registration Number
  - First and Last Names
  - Age
  - Date of birth
  - Contact Telephone Number
  - Subscriptions paid in current and past years
  - Full postal address
  - Email address
  - Emergency contact details
- 7.3. The above information is used by the following club committee members to be able to ensure the club complies with England Athletics (EA) and other race organisers' rules and regulations:
- Chairperson
  - Secretary
  - Treasurer
  - Club Captain
- 7.4. As part of affiliation, the Club has to register both new and existing members with England Athletics which means sharing certain items of personal data with them. The information shared with EA is as follows:
- First and Last Names
  - Age
  - Date of birth
  - Full postal address
  - Email address
  - Contact Telephone Number



- 7.5. When registering a new member of Chase Harriers with EA the Club is asked to confirm that: "The member is aware that their data is being passed to the Athletics Governing Bodies and will be processed in accordance with the privacy statement." The Club confirm acceptance on the individual member's behalf to this statement.
- 7.6. Each year the Club enters teams in races such as the Showground Relays. Club needs to provide the race organisers with the following personal information:
  - England Athletics Unique Registration Number
  - First and Last Names
  - Age
- 7.7. From time to time the Club may enter other team-based races and again we will provide race organisers with the above personal information.
- 7.8. Under no circumstances will any member of the committee who has access to member's personal data pass any information onto a third party for marketing or any other reason other than for race entry.
- 7.9. We as a club will never sell your information. We will always comply with all relevant data protection legislation (including the General Data Protection Regulation).
- 7.10. All members' personal data is stored electronically in a password protected Excel spreadsheet. The main file is held by the club Treasurer and sent to specific committee members (detailed above) via email requiring a password to open the file.
- 7.11. A truncated hard copy of the existing and new members is kept by the specific club committee members for quick access to member's mobile phone numbers in case of an emergency during club training runs. This copy is kept locked in the committee member's car during the run.
- 7.12. If a member does not renew their subscription in the current year their information will be moved to 'Membership Not Renewed' spreadsheet where it will be held for a period of 5 years after which their data will be deleted.

## 8. Disciplinary Procedures

- 8.1. The Club shall not tolerate the physical, mental or verbal abuse, harassment, discrimination or defamation of any of its Members during, or subsequent to, Club Events. Any Member may be disciplined or excluded from membership of the Club if his or her conduct has been, or is likely to be, prejudicial to the interests of the Club.
- 8.2. All complaints regarding the misconduct of club members should be submitted in writing to the Club Welfare Officer or General Secretary, where the matter relates to the Club General Secretary, the complaint should be submitted to the Club Chairperson. The content of a complaint should include specific details and evidence in relation to the infringement of Club Rules or any other offence or misconduct carried out during or in association with athletics activities which might reasonably be considered as bringing or having the potential to bring the Club into disrepute.
- 8.3. Upon receipt of a formal complaint, the Club General Secretary shall, having taken, and subject to, such advice as he or she considers it prudent to take in the circumstances, write to the Member or Members concerned to inform them of the

complaint and to invite them to comment in writing within fourteen days upon the relevant allegations.

- 8.4. On completion of the above, the Club General Secretary will determine if the complaint has sufficient grounds and is capable of being pursued based on the evidence/statements provided and will dismiss any frivolous complaints at this stage. If the matter is sufficiently evidence and a process will be pursued, the Club General Secretary will appoint 3 club members to sit on the Disciplinary Panel, none of whom have had any direct interest or involvement in the matter.
- 8.5. The Club Disciplinary Panel/Hearing will consider the matter on receipt of the initial complaint and formal responses from the member/s involved. The Club Disciplinary Panel will have the power to suspend temporarily from membership any Member accused of an offence or misconduct, pending further investigations or enquiries. This suspension shall be to facilitate the investigation and be without prejudice to the outcome of the investigation. The Disciplinary Panel/Hearing will make such further enquiries as it thinks fit and will offer a reasonable opportunity to any Member concerned, who may be accompanied by a supporter, if so desired, to meet with it and answer the allegations and the Disciplinary Panel/Hearing will hear such witnesses as are reasonably produced. The Disciplinary Panel/Hearing will make such procedural provisions as necessary for the just and efficient disposal of the case. If the Disciplinary Panel/Hearing is satisfied that an offence of misconduct has been committed by a Member, then it may impose one or more of the following actions:
  - 8.5.1. Note the offence or misconduct but take no further action;
  - 8.5.2. Issue a formal written warning to the Member concerned as to future conduct;
  - 8.5.3. Suspend or disqualify the Member from club athletic competition, club coaching and/or administration and/or use of the Club's premises for some definite or indefinite period;
  - 8.5.4. Recommend to the relevant governing body that the Member be disqualified from any involvement in athletics for some definite or indefinite period and/or;
  - 8.5.5. Terminate the membership or such other penalty as the Disciplinary Panel considers appropriate.
- 8.6. All parties concerned will be provided with the Disciplinary Panel's/Hearing formal written outcome notification by hand or by recorded delivery within seven days of the decision.
- 8.7. Any Member disciplined or excluded from the Club for disciplinary reasons, or any person refused membership, may lodge an appeal with the Committee and shall thereupon have the right to demand that the matter be referred to Club Disciplinary Panel by serving a Notice of Appeal on the Club General Secretary within seven calendar days of receiving the written decision. The Notice of Appeal must state the grounds on which the verdict of the Disciplinary Panel is challenged.
- 8.8. The Club General Secretary shall acknowledge a Notice of Appeal within seven calendar days of its receipt and will cast a decision in regards to 'the grounds on which the verdict is challenged', if there are sufficient grounds/evidence provided to support the challenge, the Appeal Panel process will commence (Paragraph 8.7), if there are insufficient grounds, the appeal will be dismissed.

- 8.9. The Club General Secretary shall appoint an Appeal Panel of three members who have not been involved directly, either in the events giving rise to the Hearing, or in the initial Disciplinary Hearing itself.
- 8.10. The Club General Secretary shall inform all parties concerned of the composition of the Appeal Panel. Either party may object to the composition of the Appeal Panel by notifying the Club General Secretary of the objection and setting out the reasons for such an objection no later than seven calendar days from the date of being informed of the composition of the Panel.
- 8.11. The Club General Secretary, within fourteen calendar days from the date of receipt of an Objection, will notify in writing the parties that either:
  - 8.11.1. The composition of the Panel has changed, in which case the Club General Secretary shall provide details of the new Appeal Panel; or
  - 8.11.2. The composition of the Panel has not changed, in which case the Club General Secretary shall give reasons why it has not accepted the objection.
- 8.12. Within fourteen calendar days from the date the Club General Secretary responds to the objection above (as appropriate), the Club General Secretary shall give such directions to all parties that include:
  - 8.12.1. The date and place at which the Appeal Panel will meet to determine the Appeal.
  - 8.12.2. Whether the appeal will proceed by way of written submissions or an oral hearing; and
  - 8.12.3. Whether the parties should be required to submit statements of their evidence and/or written submissions prior to the hearing and, if so, a timetable for doing so and the procedure for exchanging such statements and written submissions.
- 8.13. The Appeal Panel shall meet on the date fixed by the Club General Secretary. The Appeal Panel may at its sole discretion disregard any failure by a party to adhere to this appeal procedure and may give such further directions as may be appropriate.
- 8.14. Any such hearings shall be in private unless all parties agree otherwise, or unless the Appeal Panel directs. The Appeal Panel shall have power to make a decision on the facts as it thinks fit and may:
  - 8.14.1. Quash the original decision;
  - 8.14.2. Confirm the original findings
  - 8.14.3. Case be reheard
  - 8.14.4. Increase the original sanction;
  - 8.14.5. Decrease the original sanction;
- 8.15. The Appeal Panel shall inform all parties of its decision within fourteen calendar days together with written reasons for its decision. The decision of the Appeal Panel shall be final, The Appeal Panel shall decide on any issue by majority.

- 8.16. A supporter can be a legal representative, who must be named, and may accompany the Complainant/Accused throughout the appeal process.
- 8.17. The decisions of Disciplinary Panel's/Hearings, including Appeal Panel's/Hearings, shall be recorded and retained in confidential records for a period of six years by the Club. Supporting documentation shall also be retained in the same fashion.
- 8.18. Where appropriate the Panel Chair, once the Appeal notice has expired, will inform EA and/or UKA;
  - 8.18.1. Disciplinary Hearing - details of a decision, including sanctions imposed, will be communicated to England Athletics and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.
  - 8.18.2. Disciplinary Hearing - details of a decision, including sanctions imposed, will be communicated to England Athletics and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.
- 8.19. The procedures described in these Discipline Procedures assume that all parties will co-operate in the interest of resolving the issue in question. In the absence of such co-operation, or if it is withdrawn at any stage, the Club reserves the right to proceed with a Hearing or an Appeal based on such evidence and information as it is able to obtain.
- 8.20. When dealing with a complaint, the Club General Secretary or nominated Club representative shall be entitled to take, or omit to take, such action as is recommended pursuant to legal advice received from a legal practitioner whom the Club General Secretary reasonably believes is competent to provide such advice and/or EA's legal representative service for affiliated members (contact EA Membership Services for further details)

## 9. Annual General Meeting

- 9.1. The AGM shall be held towards the end of the month of March as dictated by the practical circumstances applicable at that time.
- 9.2. At least 21 days' notice shall be given to all members of the date, venue and agenda items for the AGM.
- 9.3. The Business of the Annual General Meeting shall include:
  - 9.3.1. Apologies for absence received from members either verbally to a member of the committee or in writing.
  - 9.3.2. Minutes of the last Annual General Meeting. These will be agreed as a true and accurate record of the previous meeting.
  - 9.3.3. The Chairperson's annual report of the Club's achievements and notable events.

- 9.3.4. The Treasurer's report and statement of accounts for the year ended 31st March.
  - 9.3.5. Election of the Executive Officers.
  - 9.3.6. Election of the Membership Committee.
  - 9.3.7. Where there is more than one nomination for a post, there shall be a vote in the form of a secret ballot. Two members in attendance at the meeting will be nominated to act as scrutineers for the vote.
  - 9.3.8. Any other business which has been duly notified to the General Secretary not less than 7 days prior to the meeting in writing (hard copy or e-mail) by a fully paid-up Club member.
- 9.4. The members of the AGM will consider any amendment to the constitution of which due notice has been given to all members. Any proposed change to the constitution must be received by the General Secretary at least 14 days preceding the meeting in order that all members shall have sufficient notice of the proposal.
  - 9.5. All registered members of the Club at the meeting who are aged 18 years or over shall have one vote. In the case of an equality of votes the Chairman will have a casting vote.
  - 9.6. Voting shall be by a show of hands except where the Chairman decides voting shall be by ballot

## 10. Extra-Ordinary General Meeting

- 10.1. An Extra-Ordinary General Meeting (EGM) may be called by the Committee to discuss changes to the Constitution or any other Club business too urgent to wait for the AGM.
- 10.2. An EGM must be called if 25% of voting members so petition the General Secretary in writing.
- 10.3. Three weeks' notice of an EGM must be given to the all members by email or in writing together with the motion/s to be discussed. No other business shall be conducted at that meeting.
- 10.4. Procedures for voting shall be as used for the AGM.

## 11. Membership

- 11.1. Club membership shall be open to persons who are defined by UK athletics governing bodies as amateurs, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- 11.2. The Club may limit membership according to the availability of facilities on a non-discriminatory basis.
- 11.3. At present the Club does not have a designated youth section but it does encourage membership from junior relatives of existing senior members.
- 11.4. The actions of such junior members would be the responsibility of the parent/guardian member whilst they are at Club sessions or races.

- 11.5. By becoming a member of the Club, every member agrees to abide by the Club's Constitution and Rules; the Rules of Competition and other rules and regulations of UK Athletics Limited; and the rules and regulations of England Athletics Limited (or relevant successor bodies).
- 11.6. Prospective members are encouraged to run with the Club for a short period before joining, to ensure that they are satisfied that the Club meets their requirements.
- 11.7. All members of the Club shall be eligible to compete in accordance with U.K. Athletics Rules of Competition.
- 11.8. Candidates for election to the Club shall complete and sign a membership form. The membership form, accompanied by the appropriate subscription will be handed to the Club Treasurer.
- 11.9. Second claim members shall be admitted at the discretion of the Committee.
- 11.10. The annual subscription of all types of members shall be decided by the Committee. Subscriptions levels will be reviewed annually and any proposed revisions will be voted for at the Club's AGM.
- 11.11. Subscriptions are due from the date of the AGM or 1st April each year. Subscriptions must be paid promptly and members will not be registered with England Athletics until full subscriptions have been paid to the Club.
- 11.12. Non-payment by the 1<sup>st</sup> June will lead to the assumption that the member does not wish to continue to be a Club member and will automatically lose all rights, including the use of Club facilities, voting rights, the right to race in Club colours and initial entry into the Club London Marathon place draw.
- 11.13. Non-payers will also be removed from the Club's England Athletics athlete list.
- 11.14. Any member wishing to resign from the Club must do so in writing or by email to the Treasurer, failing which, they may be liable for the ensuing year's subscription.
- 11.15. Resignation shall be considered by the Committee within one calendar month of receipt and will be held as effective from the date of tendering. Resignations will not be accepted if the member is financially indebted to the Club, e.g. has not paid their subscription for the current year and acceptance of the resignation will be withheld until the debt has been discharged.
- 11.16. The Committee shall have the power to suspend or exclude any member for contravention of this Constitution, documented rules or published codes of conduct that may exist at that time. In exercising these powers the Committee shall adhere to the Club's disciplinary procedures. Appeal against refusal or removal may be made to the members.

## 12. Annual Club Achievement Awards

- 12.1. Annually the Club celebrate individual member's running achievements during that year by issuing category trophies at an awards evening which takes place at an agreed venue, usually just after Christmas.
- 12.2. The criteria for the award of a trophy is determined by the committee using information gained from the British Athletics website 'Power of 10' and verified individual member's information provided to the committee in time to allow consideration. Trigger points include:

- 12.2.1. Number of races successfully completed during the last calendar year.
- 12.2.2. Number of Personal Bests achieved during the above races.
- 12.2.3. Number of 'top 3' age category within the above races.
- 12.2.4. Unanimous committee member agreement that the recipient deserves the award.

12.3. The Club awards 10 trophies in the following categories:

- 12.3.1. **Best Male** – awarded to the male runner regardless of age, who best fulfils the criteria in section 12.2.
- 12.3.2. **Best Female** - awarded to the female runner regardless of age, who best fulfils the criteria in section 12.2.
- 12.3.3. **Best Male Veteran** – awarded to a male runner over the age of 40 who best fulfils the criteria in section 12.2.
- 12.3.4. **Best Female Veteran** – awarded to a female runner over the age of 35 who best fulfils the criteria in section 12.2.
- 12.3.5. **Most Improved Male** –awarded to a male runner who, using the above criteria and in the opinion of the Committee has shown a marked improvement in their running achievements over the past 12 months.
- 12.3.6. **Most Improved Female (Elaine Luckman Award)** –awarded to a female runner who, using the above criteria and in the opinion of the Committee has shown a marked improvement in their running achievements over the past 12 months.
- 12.3.7. **Best Newcomer Male** –awarded to a male runner who has been registered with the Club for a minimum of 12 months and a maximum of 2 years, irrespective of age, who satisfies the criteria in 12.2.
- 12.3.8. **Best Newcomer Female** –awarded to a female runner who has been registered with the Club for a minimum of 12 months and a maximum of 2 years, irrespective of age, who satisfies the criteria above.
- 12.3.9. **Chairperson's Award** - awarded to the member who, in the opinion of the Chairperson in agreement with the committee has gone above and beyond during the previous year. This award may not necessary be for winning races or being the fastest in category
- 12.3.10. **Runner's Runner (Rob Lloyd Award)** – an award given to any Club member who in the opinion of the majority of paid up members has 'gone that extra mile' to help, aid and assist the Club and Club members over the last 12 months achieve individual and Club goals and ambitions. The successful recipient will be the member who receives the greatest number of votes in a paper vote carried out at the Awards evening.

12.4. There is no limit to the number of times a member can win a particular award. Caveats on this rule are as follows:

- 12.4.1. There is a lower age limit to take into consideration for the Best Veteran Award
  - 12.4.2. The Best Newcomer Award can only be awarded to a member who has a minimum of 6 months and a maximum of 2 years membership.
  - 12.4.3. To qualify for the Most Improved award, members must have demonstrated to the committee a year-on-year improvement.
- 12.5. The Committee's decision on the awarding of a particular trophy is final as long as they are confident that the awardee has clearly demonstrated the majority of the above criteria.
  - 12.6. If the Committee cannot agree on the award of a particular trophy or there is a tie, then the Chairman will have the casting vote.

### 13. London Marathon

- 13.1. The club is allocated a certain number of automatic entries to the annual London Marathon via England Athletics. The number of places allocated is determined by the number of registered Club members determined by England Athletics.
- 13.2. To be eligible for the draw, members must fulfill the following criteria:
  - 13.2.1. Member's London Marathon proof of rejection must be received by the Tuesday prior to the draw taking place. This gives the committee time to prove eligibility for entry into the draw
  - 13.2.2. Initial eligibility is the previous year plus current year's fully paid membership (not 2<sup>nd</sup> claim) paid before June in each year
  - 13.2.3. Any member drawn in the previous 2 years will not be eligible for inclusion in the current year's draw.
  - 13.2.4. Club London Marathon place/places are not transferrable to any other runner or deferrable to another year.
  - 13.2.5. Members must be fit and capable of running a marathon distance before applying for a club place.
  - 13.2.6. Members not considered by the Committee to be fit enough to run in that year's marathon will be rejected.
  - 13.2.7. If there are insufficient members meeting the above criteria any place or places still available will go into a second draw.
  - 13.2.8. Eligibility for second draw is full membership as above but having gained a marathon place in a previous year.
  - 13.2.9. Any further places that may be available will be drawn from 2<sup>nd</sup> claim or one year members.
  - 13.2.10. Any decisions made by the committee will be final for that year's draw. Any disagreements can be brought to the attention of the committee and a rule change can be proposed at the next AGM.



## 14. Finance

- 14.1. The financial year of the Club shall end on 31<sup>st</sup> March.
- 14.2. All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club title.
- 14.3. All cheques sent out in the Club's name shall be signed by any two of the following; Treasurer and one of three other members appointed for that purpose by the Committee.
- 14.4. Statement of accounts shall be presented at each meeting of the Committee.
- 14.5. Expenditure over £500 may only be authorised at a Committee meeting or AGM.
- 14.6. The Club shall ensure there are adequate financial procedures in place.
- 14.7. The property and funds of the Club 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 Club.
- 14.8. The Club may provide sporting and related social facilities, sporting equipment, coaching courses, insurance cover, medical treatment, travel expenses and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- 14.9. The Club may also in connection with the sports purposes sell related sports clothing and equipment to members.
- 14.10. The Club may from time to time employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.
- 14.11. Pay for reasonable hospitality for visiting guests.
- 14.12. Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

## 15. Winding-Up

- 15.1. Members may vote to wind up the Club if not less than three-quarters of those present and voting support that proposal at a properly convened Extra Ordinary General Meeting.
- 15.2. The Committee members at the time of the winding-up proposal will then be responsible for the orderly winding up of the Club's affairs.
- 15.3. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to another Club with similar sports purposes which is a registered charity and/or the Club's national governing bodies for use by them for related community sports.

## 16. Alterations to the Constitution

- 16.1. The Constitution may be altered but only by a resolution passed by two-thirds of those present and voting at an AGM or an EGM called for that purpose.

## 17. Revision History

- 17.1. This Constitution was formerly adopted at the AGM held on 26<sup>th</sup> March 2019 and replaces the Club's last known Constitution
- 17.2. Any changes made in accordance with section 16 will be recorded in the "Change History" section of the document and the amended document checked and approved.











# Constitution to be signed-250423

Final Audit Report

2023-04-25

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