Rules, Constitution and Code of Conduct for Chard Road Runners Running Club

Date of last update: 30/03/2023

Constitution

**Title**

The Club shall be known as Chard Road Runners. (hereinafter called The Club)

**Objective**

To encourage, promote and support running in the Chard vicinity.

**Affiliation**

The Club shall be affiliated to both England Athletics (EA) and the Association of Running Clubs (ARC).

**Membership**

Membership of the Club will consist of fully paid up first claim and second claim members. The membership year runs from 1st April to the 31st March. Part year membership fees will be used if joining from October onward.

When members are invited to renew their membership, annual subscriptions shall be paid by the 30th April each year. Any member who is more than 60 days late in paying their annual subscription shall be deemed to no longer be a member of the club and shall have to apply to re-join the club as if he/she were a new member.

Membership of the club is open to those aged 18 and over. If the club implements a junior section then a separate set of club rules specific to juniors will be drawn up.

To resign, a member must inform the Membership Secretary in writing

There are two types of membership: -

* Individual – First Claim
* Individual – Second Claim

Members will be eligible to: -

* Gain Club Championship points
* Be eligible for club awards
* Compete as a club member in any race, and thereby qualify for any possible team awards.
* Vote at the AGM
* Serve on the committee

Membership of the Club is open to all without discrimination and may only be refused where admission to membership would be contrary to the best interests of sport or the interests of the club. The scope, training and qualifications of run leaders, and the facilities of the club may limit the ability of the club to support all disabilities.

Membership will cease if the club member is in arrears of subscription, or is removed from the club as a result of the club’s disciplinary process.

If a person is no longer a member of the club they cannot continue to represent the club or use club apparel in running events.

**Management**

The Committee shall consist of the following officers: -

Chairperson, Secretary, Treasurer, Welfare Officer (to cover child protection as well)

Additionally, though not mandatory, the committee shall include a Membership Secretary, Club Captain, Social Secretary and Publicity Officer. Additional members of the committee can be added at the AGM by vote agreement.

A committee member can hold more than one role.

All the above will be entitled to one vote. All decisions will be by simple majority vote, the Chairperson being permitted a casting vote where necessary.

Race Directors who are not on the Committee will be approved by The Committee and may be called to attend committee meetings as required (non-voting).

The Officers, who shall be elected at the Annual General Meeting, will carry out the administration as deemed necessary during their term of office.

The quorum for committee meetings shall be a minimum of four persons. The Committee shall meet at least quarterly.

Committee members must declare any conflict of interest when the committee is considering any club matters and offer to withdraw from that part of the meeting. Withdrawal is then decided on by the other members of the committee.

Minutes from club meetings are available to club members on request.

Committee members are excluded from liability for:

Death or injury caused by negligence

Loss or damage caused by criminal or fraudulent conduct

Any other liability which cannot lawfully be limited or excluded

**Powers of the committee**

1. The Committee shall have the power to make or alter such Club Rules as they may, from time to time, deem necessary.
2. The Committee shall be empowered to form and to determine the mandates of sub-committees as considered necessary for the effective management of the Club.
3. The Committee will seek to ensure the Rules and Code of Conduct is understood and adhered to by all club members.
4. The Committee is empowered to apply the disciplinary procedures as outlined in the Constitution for any breaches of the Code of Conduct.

**Election of Committee**

1. The Annual General Meeting will elect the Officers and other members of the Committee, who shall hold office for one club year.
2. Should a committee member not continue in their role to the following AGM then the Committee will decide whether to seek to co-opt another member of the club to fill the role, or cover the activities within the remaining committee. Notice of co-opting a member of the club to a vacant role will be communicated to the club members in advance of confirming the appointment.

**Finance**

1. The Committee shall control the Club finances.
2. The signatures of two authorised Club Officers shall be required to withdraw any monies from the accounts.

**Affiliations**

The membership secretary (or whichever committee member is managing club membership) is responsible for maintaining the club’s membership to English Athletics and The Association of Running Clubs. The membership secretary manages on behalf of club members, for those that have chosen to join, the individual athlete membership of English Athletics.

**Subscriptions**

1. Details of membership subscriptions are recorded on the membership application form. The form needs to be completed by members annually.
2. The subscription for each class of membership shall be recommended by the Committee and be determined at the Annual General Meeting by a majority vote.

**The London Marathon Club Place**

The Club is awarded one London Marathon place by English Athletics. It is the responsibility of the membership secretary or whichever committee member is managing club membership to make the initial application for the club place and to monitor during the year on a regular basis the relevant website for any changes in timing or conditions related to the club place.

The club place is selected through a draw. The draw is organised and made as soon as is reasonably possible after the outcome of the public ballot is known (usually early October) either by the club captain or the club Chairman. To enter the draw a club member needs to:

1. Be a fully paid up member of the Club for 1 year prior to the draw (by paid up member that means club member – membership of England Athletics is not a requirement);
2. Have applied for the public ballot for the forthcoming event and have received a rejection;
3. Not run in the London Marathon for the previous three years;

The winner of the ballot is expected to run in the following year’s marathon and not enter the ballot with an intention to defer. If the ballot winner incurs an injury after they have entered the event then in those circumstances they can defer if the event allows them to.

The winner of the ballot is required to produce the confirmation of the rejection of the public ballot.

The place is not transferable.

The winner of the ballot is responsible for the payment of the place and for ensuring the entry process is completed to time.

The winner of the ballot is expected to run in club colours unless running for a charity.

**Dress**

For all events in which a Club Team (or Teams) is entered, members of the team(s) must wear Club colours.

For all other permitted events where the entrant has declared that they are running as a member of Chard Road Runners then the club member is encouraged to wear Club colours. Club colours do not need to be worn for ultra marathons, parkruns or multi sport events, such as triathlons. It is accepted that if the runner is running for charity and is required to wear the charity’s vest, or there is a theme for the event such as fancy dress, or where a specific clothing item is required (ie High Viz for night time events, county colours or national vest) then the request does not apply.

**Complaints and disputes**

All concerns, allegation, or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club’s safeguarding policy and procedures. The Welfare officer shall be the lead officer for members in the event of any safeguarding concerns.

Any complaints of misconduct regarding the behaviour of members and officers shall be dealt with by the club in accordance with its disciplinary process.

**Disciplinary Process**

The Committee may take disciplinary action as considered appropriate against any member who breaches the Rules, The Code of Conduct or displays behaviour contrary to the club’s Constitution. The number of committee members required to conduct the review will be a minimum of three. If it is appropriate for the matter to be reviewed by persons who have no direct interest or involvement in the matter then the committee can appoint a three person disciplinary panel from club members. The disciplinary process is as follows:

1. The Committee will review the matter.
2. If it is not appropriate for the Committee to review the matter then they will appoint a disciplinary panel
3. The Committee or disciplinary panel will invite the party(s) involved to discuss the matter.
4. The disciplinary panel will report to the Committee
5. The Committee will decide upon the action
6. The action will be communicated to the relevant party prior to invocation
7. The party can opt to appeal against the action
8. As appropriate the Committee will review any appeal, and if appropriate will seek guidance from one or both of the governing bodies for the club (EA or ARC)
9. The Committee will apply whatever sanction is deemed necessary. There is no further appeal process.

Disciplinary action may, in appropriate circumstances (such as breach of the law), extend to immediate cancellation of membership involving only stages 1 and 9 of the process, in which case the Committee reserves the right to refuse reimbursement of any fees or subscriptions paid.

**Annual General Meeting**

An Annual General Meeting shall be held each year ideally in March but not later than April. Two weeks’ notice of the meeting shall be given to members.

The following business shall be conducted at the AGM: -

1. To receive reports from the Chairperson and Secretary.
2. To receive the accounts for the previous year from the Treasurer.
3. To receive reports from other committee members
4. To fix the subscription for the following year.
5. To elect the Committee members.
6. To consider any motions which must have been submitted (together with names of the proposer and seconder) to the Secretary.

An Extraordinary General Meeting may be convened by a simple majority decision of The Committee or by written request of a minimum of 25% of currently paid up members. Two weeks notice must be given for an EGM.

Voting at an AGM or EGM will be by simple majority with the Chairperson having the casting vote if necessary.

If, due to exceptional and unforeseen circumstances, a member is unable to attend the AGM (or EGM) and wishes to vote on proposals or the election of Officers, Committee, etc. at the meeting, then he/she can submit to the Secretary notice as to why they are unable to attend the meeting and clearly stating their voting intention. The notice must be received no later than 48 hours before the AGM or EGM. If it is agreed that the circumstances of the member are exceptional, then votes submitted in this manner will be duly counted. It will be at the discretion of the current Officers of the Club as to what constitutes “exceptional and unforeseen circumstances”.

Any member wishing to stand for a position on the committee should let the Secretary know seven days before the AGM takes place, together with the names of a proposer and a seconder.

If any position remains unfilled, nominations will be accepted on the night of the meeting from the floor.

**Dissolution**

In the event of the Club having to be dissolved, any one remaining Officer shall call an Extraordinary General Meeting.

The EGM shall, after all the debts have been met, decide on the disposal of any property or assets belonging to the Club. Any surplus assets will be transferred to another club, a sports club in the Chard area, or to England Athletics for use by them related to community sports.

**Amendments to the Constitution**

No amendment, alteration or addition may be made to the Constitution unless approved by a simple majority at an AGM or at an EGM called specifically for that purpose.

**Rules**

Members must abide by the club rules.

1. Members must abide by the Code of Conduct.
2. Members must behave in a manner that is not contrary to the club’s Constitution.
3. Members must comply with the event organisers rules of competition, usually UK Athletics or the Association of Running Clubs.
4. Members must abide by the law of the land when representing The Club or participating in club activities.
5. Members must acknowledge and accept that they are responsible for their own actions and participate in the club’s activities at their own risk.
6. Members must adhere to the dress code when competing in team events, as detailed in the Constitution.
7. Members must act in a sportsmanlike way during club activities and events.
8. Members must treat other members with respect, including but not limited to:

Not threaten others nor engage in acts of verbal or physical abuse or other types of abuse. Included in other types of abuse are any form of abuse on social media.

1. Members must respect the rights, dignity, privacy and worth of other members, and not discriminate on the grounds of gender, race, colour, disability, running ability, sexuality, age, marital status, occupation or political opinion.
2. Members must not bring the club in to disrepute.
3. It is a condition of membership that Members only participate in Club organised races when it is known that all marshalling requirements have been met, and that if available the member will volunteer to fulfil marshalling duties for club races.

**Code of Conduct**

1. Members are encouraged to wear clothing appropriate to the prevailing weather conditions (applies equally to hot and cold conditions), including Hi-viz or bright clothing when dark. Members are encouraged to use a lighting when running in the dark, both for vision and to be seen.
2. Members are encouraged not use personal audio equipment (MP3 player, iPod, etc.) during training sessions.
3. Members must listen carefully at all times to the instructions given by the run leader and comply with all instructions given, paying particular attention to safety instructions.