

# Rules of the Arunners Running Club

*As agreed at AGM on 18.1.17*

## **1 Title**

The name of the Club is Arunners Running Club.

## **2 Headquarters**

The headquarters of the club is situated at the address of the Treasurer.

## **3 Object**

The object of the club shall be the encouragement of running on mixed terrain.

## **4 Management**

The management of the club is vested in a committee consisting of Chair, Treasurer, Secretary, Chief Coach/Running Leader, Membership Secretary, WSFRL rep, Events Organiser, Website Manager and at least 2 other committee members all to be elected annually. The committee has power to fill any vacancy, which may arise.

## **5 Membership**

Membership of the club is confined to amateur runners who fully abide by the rules of the Arunners Running Club. The Arunners Running Club also abides by the rules and codes of conduct as laid out by England Athletics (UK Athletics) which are available for all members to read on request. The code of conduct for athletes is attached as Appendix A to these rules.

The club has no junior (ie, under 18) section, however 15-year-olds and older may join the club and attend club sessions if they are accompanied at all times by a parent or a legal guardian who is a member of the club or by a responsible person who is a member of the club and who has been appointed in writing by a parent or legal guardian.

## **6 Subscription**

The annual subscription of the club is determined by the Committee, is due on the 1<sup>st</sup> December each year and is currently £18. In addition members who wish to join England Athletics must pay the appropriate fee, currently £14. Any new member who joins after 31<sup>st</sup> of July or any member in full-time education will be expected to pay half of the club fee (currently £9) plus the England Athletics fee if applicable. Any new member joining after October will pay an amount at the Chair's discretion to give membership until the New Year when the full amount will be due. Members' subscriptions shall be paid by the end of January of each year at the latest. A reminder will be sent out at the beginning of January and if the subscription is not received by the end of January membership will be terminated on 1st of February.

## **7 Disciplinary procedure**

Arunners has adopted a club disciplinary procedure based on Government guidelines for sports clubs which is attached as Appendix B to these rules and is available for all members to read on request.



## **8 Annual General Meeting**

A general meeting shall be held by the end of January each year to receive the committee's report and financial statement, elect officers and committee and deal with any other matter specified on the agenda. The Secretary must give every member 21 days notice of the meeting and notice of any business which it is desired be placed on the agenda must be given in writing to the Secretary at least 7 days prior to the meeting.

## **9 Special General Meeting**

The Secretary must call a special general meeting within 14 days of the receipt by him or her of a requisition in writing signed by at least 5 members of the club, stating the business to be brought before such a meeting.

## **10 Alteration Of Rules**

No alteration or addition to the rules may be made except at an Annual General Meeting or a Special General Meeting called for that purpose. Notice of any proposed amendment must be given as provided in rules 9 and 10.

## **11 Notice Of Meeting**

The Secretary shall give to every member at least 7 days notice of the time and place of any general meeting along with the business to be dealt with. Any other business shall be similarly dealt with at such meeting.

## **12 London Marathon**

There will be a draw in November for the club's places in the London Marathon in the following April. The draw will take place as early as practical after the club's places have been confirmed. Entrants to the draw must enter by 31st October and are subject to the following rules:

- a An entrant must be a member of England Athletics and Arunners and have Arunners as their first claim club in the year of the draw and in the year of the race
- b An entrant must have been accepted as a member of Arunners on or before 30<sup>th</sup> September in the calendar year **before** the calendar year of the draw
- c An entrant must have a rejection pack for the London Marathon for the following April including the rejection letter, the rejection book and the address label or an equivalent email and show it to the secretary or the chair on or before the 31st October
- d An entrant must have run as an Arunner in at least six WSFRL races within the calendar year of the draw. NB, this may differ from the WSFRL year.
- e An entrant must agree to enter as an Arunner and report training and progress regularly to the club
- f A member who received a club place in either of the two previous years will not be entitled to enter the draw.
- g Subs for the following year to be paid by the 1<sup>st</sup> January.

If there are unfilled places left after the draw then the committee will decide how to proceed. The committee has the right to reject the result of the draw if the points above are not met.

## **13 Club trophies**

The club has annual trophies in the following categories:  
most league points (female)

most league points (male)  
most league points (female over 50): cannot be won by the winner of most league points (female)  
most league points (male over 50): cannot be won by the winner of most league points (male)  
finished most league races (female)  
finished most league races (male)  
John Moore Achievement Award (female): member whose achievement or effort over the year has most inspired other members or benefited the club: chosen by a ballot of members  
John Moore Achievement Award (male): member whose achievement or effort over the year has most inspired other members or benefited the club: chosen by a ballot of members  
Half Marathon Cup: chosen by the previous winner  
Marathon Award: chosen by the previous winner  
Ultra Running Award: chosen by the previous winner  
Most points in Sussex Grand Prix (female)  
Most points in Sussex Grand Prix (male)  
10K Award (female): chosen by the previous winner  
10K Award (male): chosen by the previous winner

There are trophies for Juniors in the following categories:

most league points (female)  
most league points (male)  
medal for participation (all other junior runners who have participated in a league race)

#### **14 Club Benchmarks**

In order to qualify for a Benchmark award

The race course must be accurately measured (ie, not just by Garmin), or must be an official parkrun. The club will identify suitable local races and add them to the calendar on the Arunners website: [www.arunners.co.uk](http://www.arunners.co.uk)

The member's own name must appear in the results.

Normally a chip/chip time will be shown in the results: this will be used to determine the benchmark level. Occasionally only a gun/chip time will be shown next to a runner's name: if this is the case then this time will be used to determine the benchmark.

Benchmarks have been established for 5K (new version in January 2017), 10K, 10 miles, half marathon, 20 miles, marathon, 6 hours running.

After 31<sup>st</sup> January in any year a member who has not paid their annual subs to the treasurer will not be eligible for a benchmark certificate for any race in the period up to the date when they pay.

#### **15 Running leaders**

Members who wish to become running leaders or undertake other training relevant to the club may apply to the committee for the training fees to be paid by the club. The committee will consider the suitability of the applicant and will only normally agree if the applicant has been a member of the club for at least one year. If a member who has received training on this basis leaves the club within three years the committee may, depending on the circumstances, ask for all or part of the fees to be repaid.

#### **16 Running with dogs**

For safety and because some members are uncomfortable when near them, no dogs are allowed

at:

- a) Training nights, ie, Tuesday and Wednesday
  - b) Club social events such as Christmas runs or Summer Picnic
- This rule does not apply to assistance dogs.

# Arunners Running Club

## Code of Conduct for Athletes

### **As a responsible athlete you will:**

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally.
- Uphold the same values of sportsmanship off the field as you do when engaged in athletics
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the yourself and other athletes
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Anticipate and be responsible for your own needs including being organised, having the appropriate equipment and being on time
- Inform your coach of any other coaching that you are seeking or receiving
- Always thank the coaches and officials who enable you to participate in athletics

### **As a responsible Athlete, when participating in or attending any athletics activities, including training/coaching sessions and competition events or using social media such as Facebook or Twitter, you will:**

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

### **In addition, athletes, especially young athletes and vulnerable adults, should follow these guidelines on safe participation in athletics:**

- Notify a responsible adult if you have to go somewhere (why, where and when you will return)
- Do not respond if someone seeks private information unrelated to athletics such as personal information, home life information
- Strictly maintain boundaries between friendship and intimacy with a coach or technical official
- Never accept lifts in cars or invitations into homes on your own without the prior knowledge and consent of your parent/carer
- Use safe transport or travel arrangements
- Report any accidental injury, distress, misunderstanding or misinterpretation to your parents/carers and club Welfare officer as soon as possible.

Report any suspected misconduct by coaches or other people involved in athletics to the club welfare officer as soon as possible

# Arunners Running Club

## Disciplinary Procedure

### General

Disciplinary matters, applying to all matters of Arunners (further referred to as the Club), will be dealt with by the Officers (Chair, Secretary and Treasurer) in the first instance and if necessary by an appointed Disciplinary Committee. All members of the club agree to fully comply with the club's Code of Conduct for Athletes and any specific codes of conduct for their role and be bound by its terms as under noted. Disciplinary action against Club members, including expulsion without notice, may be taken for offences of misconduct or breach of Club rules. However, it is recognised and accepted that every member:

- has the right to expect fair and consistent treatment
- has the right to adequate notice from the Club
- has the right to appeal against the Disciplinary Committee's decision in all disciplinary matters
- should not be expelled for the first breach of club rules except in cases of "gross misconduct".

However, all disciplinary actions taken by Arunners will be duly recorded and placed on file for reference at a future date

### 1 Offences leading to disciplinary action

The under noted actions by members may be interpreted by the Officers to fall within this code. However the lists are not to be considered as fully inclusive or covering all possible offences.

"Misconduct" is the carrying out of an offence considered to be of a minor nature (unless frequently repeated) and will normally incur a written warning from the Officers of the club together with a demand for full and appropriate corrective action. Examples of offences that may be considered misconduct include:

- discourteous, crude or offensive behaviour at games, training sessions or organised club events
- conduct of an unsafe nature
- offensive disregard for equipment or property
- refusal to carry out reasonable instructions issued by event officials or organisers
- failure to comply with or adhere to the relevant code of conduct for their position within the club
- any other actions of similar gravity to the above, at the discretion of the Officers.

Repetition of the above offences or failure to comply with any demands made in writing by the Officers may result in further action by the Officers involving a Disciplinary Hearing.

"Serious misconduct" is the carrying out of an offence of such gravity that in the opinion of the Officers it warrants an Arunners Disciplinary Hearing. Examples of offences which may be considered as serious misconduct include:

- misconduct offences as above if specially grave or repeated
- deliberate or consistent breaches of club rules
- any attempt to achieve gains or advantage over others by unfair or unscrupulous means
- theft or misappropriation
- use of threatening or abusive behaviour
- participating in running while under the influence of drugs or alcohol
- malicious interference with property or equipment
- disregard for one's own or other people's safety
- any other action which, in the opinion of the Officers, may bring the sport or Arunners into

disrepute, or which, if left unpunished, may result in the detriment of the Club or its members

"Gross misconduct" is action of such seriousness that the Officers will require the immediate expulsion of the offender from the association. The Officers may, by means of an executive decision, summarily expel such an offender without invoking a Disciplinary Hearing. The expelled member will have the right to a Disciplinary Hearing as soon as this can be arranged but will remain expelled until and unless such a hearing overturns the Officers decision. Examples of gross misconduct include:

- physical violence or assault towards other persons at a Club event or related activity, including serious threatening, intimidating or forceful behaviour
- reckless disregard of safety and basic safety rules
- being convicted of criminal offences involving physical violence or abuse
- other acts that are considered to be of an extremely serious nature perpetrated against the Club, its members or any other party

***Child Protection - if the matter relates to a child protection issue follow the child protection procedures for dealing with a complaint then follow this Disciplinary Procedure after outcome has been reached. If in doubt contact the local Social Services Duty Team for advice on how to deal with the complaint and the offender.***

## 2 Procedure

On receipt of a complaint from a member, another team within the sport, the Governing Body, the league organisers or any other party the Officers, with advice from a Legal Advisor should they so wish, will decide whether the complaint falls within the scope of this disciplinary code. If in their opinion it does then the Officers will decide as to the type of offence as per section 1 above.

If the offence is considered to be one of simple misconduct the Club Secretary will write to the offender with a formal written warning including the demand for an apology or other corrective action the Officers may deem appropriate. The Officers will also attempt to obtain approval for their action from the complainant.

A disciplinary file will be opened by the Officers in which will be placed copies and records of the original complaint, together with the written warning and any other correspondence.

The action outlined above will normally finalise the process unless any of the parties involved object strongly to the Officers' decision in which case they may appeal directly to the committee for a final decision.

Should the complaint be considered by the Officers as one of serious misconduct, then the following procedure will be implemented:

1. The Officers will appoint an Investigating Officer who will research evidence presented and, if possible, will obtain further written evidence, witness statements, etc
2. If necessary the Investigating Officer will consult all relevant witnesses for supportive evidence
3. The complainant will be advised that if a disciplinary hearing is called, then the complainant and all relevant witnesses will be obliged to attend and give evidence. (Non attendance at a hearing will only be allowed in extenuating circumstances, i.e. Ill-health, threat of violence or intimidation etc). In such circumstances/instances a sworn declaration must be submitted to the Officers
4. The member who is the subject of the complaint will be advised of the official complaint and requested to submit a written statement of events
5. In cases of disputes of a personal nature, the Officers will attempt to resolve the situation



- amicably and to the mutual satisfaction of the parties concerned
6. If a settlement cannot be agreed between the parties, or if the offence merits it, then a disciplinary hearing will be arranged as soon as possible
  7. If required the Club's Legal Advisor will be contacted and supplied with copies of all evidence
  8. All parties will be notified as to the hearing date and have all relevant copies of paperwork in good time prior to the hearing, copies to be sent by 1<sup>st</sup> class recorded delivery

### 3. Disciplinary Hearing

1. The Club's Secretary shall take charge of the hearing and all questions will be addressed through the Secretary
2. A Disciplinary Committee will be appointed which will consist of: -  
the club chair  
two members of the Committee
3. The club will appoint a case presenter, who will normally be the Investigating Officer
4. All witnesses to be interviewed and all written evidence to be reviewed at the hearing.
5. No witnesses or statements can be introduced at the hearing without prior notice and copies of all written evidence produced for consideration prior to the hearing are to be available in advance to the parties
6. The Disciplinary Committee may adjourn the hearing to allow further evidence to be presented if the Disciplinary Committee considers it fair to do so.
7. After the Disciplinary Committee has reached a decision, the subject of the complaint will be notified in writing of such decision and informed of any penalties within 7 days of the decision being reached. Penalties will be effective from the date of the decision.

### 4. Penalties

Following the hearing, the Disciplinary Committee will apply such penalties as the Disciplinary Committee considers appropriate, including temporary or permanent expulsion of the offender from the club. Such penalties will have immediate effect, notwithstanding the possibility of an appeal in accordance with Section 5 (see below). Offences of cheating or being under the influence of alcohol or drugs during a club training sessions or match or those involving threats of physical violence, will carry automatic expulsion from the club and will preclude the offender from taking part in any Arunners organised activity in an official capacity. The club will in all cases comply with the requirements of the Governing body and club child protection policies including immediate notification of the police where required.

### 5. Appeals

If an appeal of the decision or penalty is to be made then written notice of appeal by way of 1<sup>st</sup> class recorded delivery to the Club Secretary must be given by the offender, within 28 days of being notified of the decision. No appeal will be valid or considered after that period has elapsed. It will not be sufficient to state "I wish to appeal", the offender must give full written grounds for the appeal, stating exactly what is being appealed against and the reasons for this. An appeal together with full and recorded argument may be considered relative to:

- the decision
- the penalty
- other

An appeal hearing will be convened as soon as practicable and will consist of an Appeal Committee of 3 members of the Committee who did not take part in the first hearing and who will elect their own Chairperson (who will have the casting vote).

New evidence which has not been declared before the appeal hearing cannot be presented at the appeal hearing. The Appeal Committee shall have power to amend or revoke any decision made at the previous disciplinary hearing.

The decision of the Appeal Committee is final and binding on the parties and not subject to further appeal.