

Sinfin Running Club Constitution

CONSTITUTION

1. Sinfin Running Club

The club will be called Sinfin Running Club and will be affiliated to England Athletics.

2. Aims and objectives

- To offer coaching and structured training.
- To encourage competitive opportunities.
- To encourage team event participation.
- To encourage and provide for recreational runners.
- To organise Club races.
- To promote the club within the local community.
- To provide support for club members for running-related welfare issues

3. Membership

3.1 All club members are subject to the rules and regulations of the constitution.

3.2 All club members must comply with the England Athletics rules and regulations due to the Club's affiliation.

3.3 Membership can take the form of any of the following:

- First Claim Sinfin Running Club
- Second Claim to Sinfin Running Club
- Social Member

3.4 Only First Claim Sinfin Running Club and Social (adult) members of Sinfin Running Club are entitled to be elected to serve on the Sinfin Running Club Committee and only these two categories of membership shall have voting rights at meetings. Social members must not be First Claim members elsewhere in order to avoid any potential conflict of interest.

3.5 Second Claim Sinfin Running Club enjoy the same level of support in training, events and social activities as First Claim and Social members but are not entitled to vote at meetings.

3.6 Social Members are entitled to use the club's leisure facilities and participate in all Club social activities. Sinfon Running Club competition event participation is not open to Social members.

3.7 An applicant for membership shall become a member after submission of a duly completed application form, acceptance by the Committee together with the current subscription payment.

3.8 The minimum age for individual club membership or those running with the club as a guest is 18.

3.9 Family memberships are available to 2 adults joining as First-Claim members and includes free social membership for any children aged 12-17, where requested. Children wishing to compete on behalf of the club will need to separately pay the respective England Athletics registration fee or be able to register as second claim members (please check with the Membership Secretary for further details)

3.10 Children within Family Memberships

Young persons between the ages of 12 and 17 years that have joined the club as part of a Family Membership are most welcome. Whilst every effort will be made to ensure their safety, the club cannot be held responsible for their safety, and the parent / guardian's acknowledgement of this is confirmed in the signing of the Club membership application form.

We do not allow runners under the age of 16 to attend club training runs without a parent or other responsible adult to run with them for the whole run.

During training runs, junior members aged 16 and 17 running without a parent or other responsible adult must follow the run leader and respond to any reasonable instruction given. Instructions will always be given in the best interest of the group or individual. In the event of a dispute over an instruction, the club committee's decision is final.

Failure to observe this rule will lead to termination of membership.

3.11 The different types of membership the club offers can be summarised as follows –

	First Claim	Second Claim	Family	Social
England Athletics Registration	✓		✓	
Eligible to run for club, compete in club competitions and awards	✓	✓	✓	
Eligible to vote at club meetings and serve on committee	✓		✓	✓
Eligible for club London Marathon ballot place	✓		✓	

Access to club training activities	✓	✓	✓	✓
Access to club runs and social events	✓	✓	✓	✓
Access to member-only social media	✓	✓	✓	✓

4. Subscriptions

4.1 Subscriptions are set by the Committee each year.

4.2 Subscriptions are due on the 1st April each year. The full subscription plus the cost of an affiliated Competition License (for those members wishing to be affiliated to England Athletics) must be paid by the end of April.

4.3 England Athletics Competition License fees will be charged according to current rates set by England Athletics.

4.4 Sinfin Running Club Membership will lapse if subscriptions have not been paid by the end of April. Lapsed members can apply to re-join Sinfin Running Club and will be re-admitted once the annual subscription is paid.

4.5 The Committee will have no responsibility to members who have had their England Athletics Affiliation withdrawn due to late payment to the club for their Competition License.

4.6 The Committee may elect to either extend membership or reduce the annual subscription for new members joining after December.

5. Honorary (Life) Membership

5.1 The Committee may elect to grant honorary membership to deserving members. No subscription is payable for those members with honorary membership but they are required to meet the cost of an England Athletics Competition License if one is required.

5.2 Honorary members enjoy the same status as First Claim Sinfin Running Club

6. Representation in Team Events

6.1 only First Claim and Second Claim members of Sinfin Running Club with full membership and holding an affiliated competition license are entitled to represent Sinfin Running Club in team events.

6.2 Competing members in team events must run in a Club vest or official Club training top.

7. Transfer between Clubs

7.1 Competitive Athletes wishing to transfer between clubs must do so utilizing the **my ATHLETICS** Portal Club Transfer menu option. Please note that a transfer from Sinfin Running Club to another club will need to be authorized by a member of the Sinfin Running Club committee.

7.2 Prospective members wishing to transfer to Sinfin Running Club must also complete the Sinfin Running Club membership application form and pay the required subscription fee.

8. The Club Committee and its Membership

8.1 The Club shall be managed by a Committee consisting of the Chairperson, the Club Secretary and the Treasurer and not more than 12 other Members elected at the AGM.

8.2 The Committee may nominate functional roles to be carried out by members of the Committee and the number of such roles may be increased or decreased, and functions may be allocated or reallocated at the discretion of the Committee.

8.3 First Claim or Social Sinfin Running Club member is eligible to put their name forward for election to the Committee. Election will be made at the next AGM. In the event of more than one person seeking to stand for the same functional role, election will be made by a show of hands by all members present at the AGM (except for the Chairperson). In the event of a tie the Chairperson shall have the casting vote.

8.4 The Committee shall remain in office until the next AGM. All committee members will retire each year but will be eligible for re-appointment at the AGM.

8.5 Club Committee meetings will be convened as often as necessary but no less than once per calendar month.

8.6 The quorum required for business to be agreed at Committee meetings will be any seven committee members.

8.7 The Club Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.

8.8 The Committee will have powers to appoint subcommittees in order to meet specific objectives.

8.9 The Club Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations /constitution and will be responsible for taking any action following such hearings.

8.10 Any member of the Committee may resign by notice given to the Secretary.

8.11 The Committee may appoint a member to fill any casual vacancy until the next AGM.

8.12 The office of Committee member shall be vacated:

(a) By resignation,

or

(b) Expelled having found to be in major breach of Club rules or ethical conduct, or

(c) If he or she shall be absent for half or more Committee meetings held between 1st April and 31st March the following year without the explicit consent of the Committee.

8.13 At least one Club Welfare Officer will be appointed by the Committee in line with the England Athletics requirements.

9. Annual General Meetings (AGM)

9.1 An Annual General Meeting will take place within one month at the start of each year. All Club Committee Members are expected to attend.

9.2 AGM Attendance is open to all First Claim Sinfin Running Club and Social members of Sinfin Running Club. These members have the right to vote at the meeting.

9.3 Not less than 21 days' Notice of Annual General Meetings (AGM) will be given by the Club Secretary.

9.4 The AGM will receive report, either written or verbal from Members of the Club Committee. The Treasurer will provide a statement of the audited accounts.

9.5 Election of Committee Membership is to take place at the AGM.

9.6 The Club Committee has the right to call Extraordinary General Meetings (EGM) outside the AGM. Procedures for EGMs will be the same as for the AGM.

10. Conduct of Members

10.1 All Club members shall act in a fit and proper manner towards each other. Violence and or inappropriate behaviour or language will not be tolerated.

Inappropriate conduct is covered under the “Discipline and Appeals section of this constitution”.

10.2 Members will compete under the rules laid down by England Athletics and its governing body. Serious violation of EA competition rules is covered under the “Discipline and Appeals section of this constitution”.

10.3 Members whilst competing wearing a Club vest or official Club clothing will conduct themselves in a proper manner. Serious violation is covered under the “Discipline and Appeals section of this constitution”.

10.4 Members entering into written communication with other clubs and officials will do so as independent individuals and it must be made clear that they are not representing the views of the Club, unless under the express authority of the Club Committee. Serious violation is covered under the “Discipline and Appeals section of this constitution”.

10.5 During training sessions, members are expected to stay with the group that they have elected to train with for the duration of the training session. Members wishing to cut short their session must inform the run leader of their intentions for health and safety reasons.

10.6 Members using Sinfin Running Club social media platforms should employ common sense, protect themselves and their privacy, not say anything that is dishonest, untrue or misleading and not post material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate and not post material that is inappropriate.

10.7 Sinfin Running Club social media platforms are not to be used for the advertising of products or services by members or outside parties. Members who believe that they have a legitimate case for advertising should make a request to one of the Social Media Administrators who will decide whether or not to allow the request. Postings without this approval will be removed by a Social Media Administrator and the perpetrator risks being removed from the Media Platform.

10.8 Members must ensure they are adequately prepared for Club training and in suitable health before embarking on a training session. Members are responsible for judging their health (including injuries) prior to committing to a training session. Members managing injuries are advised to discuss the matter with their group leader.

10.9 Members must pay attention to their run leaders during sessions especially when safety information is issued (e.g. surface conditions). Members are responsible for their personal safety during Club sessions including crossing roads, running where there is no pavement or when surface conditions may cause injury.

10.10 Any accidents or incidents during training sessions must be reported to a run leader. They will subsequently report directly to the Club Secretary or Chairman. A record of the incident will be recorded in an Incident Report Form.

10.11 Members with health conditions where a specific intervention from others would significantly influence recovery or management are advised to inform their run leader. Examples include members with asthma, diabetes, angina or epilepsy where specific preventative/supportive intervention can influence the outcome.

10.12 High Visibility Clothing with reflective material must be worn on Club training sessions from September to May (when sessions fall into the hours of darkness; including when sessions start in the light). Members should adhere to any run leader's advice on shoe type or head torches etc. as applicable.

11. Discipline and Appeal Procedures

11.1 All complaints regarding the behaviour of members should be presented and submitted promptly to the Club Secretary.

11.2 All concerns, allegations or reports of poor practice/abuse relating to the welfare of vulnerable people will be recorded and responded to swiftly and appropriately.

11.3 The Club Committee will meet to hear complaints within ten days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

11.4 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within ten days of the hearing.

11.5 Any member who offends against the Club Constitution or whose conduct is prejudicial to the objects of good governance of the Club may be expelled from the Club by a majority decision of the Committee. Before any such member is expelled, the Secretary shall give that member 28 days' written notice to attend a meeting of the Committee and shall inform that member of the complaints made against him or her. No member shall be expelled without first having an opportunity to appear before the Committee and answer those complaints.

11.6 There is a right of appeal to the Club Committee following disciplinary action being announced. The committee should consider the appeal within ten days of the Secretary receiving the appeal.

11.7 The Committee will take advice from the Welfare Officers who will ensure that matters are dealt with in line with England Athletics policies and procedures.

12. Finance

12.1 All Club monies will be banked in an account held in the name of the Club. The Club Treasurer will be responsible for the finances of the Club.

12.2 The financial year of the Club will end on 31st March.

12.3 An audited statement of annual accounts representing one full year to the 31st March will be presented by the Treasurer at the Annual General Meeting.

12.4 Any cheques drawn against Club funds must hold the signature of the Treasurer plus the signature of either the Chairperson or the Club Secretary.

13. Amendments to the constitution

13.1 The constitution will only be changed through agreement by majority vote at an AGM or EGM.

14. Dissolution

14.1 A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

14.2 In the event of dissolution, any assets of the Club that remain will become the property of a duly nominated organisation.