



## **CONSTITUTION - NOVEMBER 2015**

**(Revised November 2023)**

### **1. NAME**

The name of the club is Birstall Running Club hereinafter referred to as “the club”.

The club is affiliated to: -

- England Athletics – EA
- UK Athletics – UKA
- Midland Counties Athletic Association – MCAA
- Leicestershire and Rutland Athletic Association – LRAA
- Midland Counties Cross Country Association - MCCCCA
- Royal British Legion, Birstall – RBL

### **2. HEADQUARTERS**

The club will meet on Monday, Wednesday and Friday evenings at 6.15 pm for a 6.30 start at the Pavilion, School Lane Recreation Ground, School Lane, Birstall, Leicester, LE4 4EA. However, Wednesday evenings from 1<sup>st</sup> April until 31<sup>st</sup> October, the meeting will be in the Sibson Road car park at similar times. The exceptions will be all Public Holidays when alternative arrangements may be made, the details of which will be agreed upon and circulated by the committee.

The club is affiliated to the Royal British Legion, 19A Front Street, Birstall, Leicester, LE4 4DQ and any club member may attend there socially after training sessions as well as organised events and meetings etc.

### **3. AIMS AND OBJECTIVES**

The aims and objectives of the club will be the promotion of amateur athletics by: -

- Offering coaching and competitive opportunities in athletics.
- Promoting the club within the local community and athletics.
- Ensuring a duty of care to all members of the club.
- Providing all of its services in a way that is fair to everyone.

### **4. CLUB EQUALITY STATEMENT**

The club is committed to ensuring that equality is incorporated across all aspects of its development within the following definition of sports equality.

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy their sport in an environment free from the threat of intimidation, harassment or abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously according to disciplinary procedures incorporated into the Club Code of Conduct (refer to appendix 1).

## **5. MEMBERSHIP**

Membership shall consist of officers and members of the club and is confined to amateurs as defined by UK Athletics (i.e. eligible to compete under the rules of UK Athletics).

All members will be subject to the regulations of the club constitution and by joining the club will be deemed to accept these regulations and the code of practice that the club has adopted. Members will be enrolled into one of the following categories: -

- Full member, competing athlete.
- Non-competing athlete.
- Social member.
- Second claim athlete.
- Junior member (under 18 on 1st January).
- Retained past member, no status.
- Family member, more than 2 family members.

New members will submit a fully completed Membership Application Form to the Membership Secretary. Upon receipt, this will be circulated to the full committee either by email or the BRC Committee Messenger Group. If no objections to these are received within 24 hours then the new members will be accepted and welcomed in the usual way.

All Fully Affiliated Members, will be eligible to be considered for the club draw for the club entries to the London Marathon, providing that they have competed in a full season of club races and must have taken part in a minimum of 4 races in the LRRL and/or Derby Runner Cross-Country League. To apply for a club ballot place, the member must be fully paid up on 31<sup>st</sup> January that year and must have applied to the official London Marathon Ballot for a place and been rejected. A copy of the member's rejection notice must be made available to the Club Secretary prior to the draw. Any member who has previously taken part in any London Marathon race, regardless of how that place was obtained will not be eligible to be included in the club ballot for a period of five years. The successful member is not permitted to defer their entry to the following year.

All members should try to marshal, or assist with the race(s) that the club organises each year.

When competing in races, members are encouraged whenever possible, to wait in the finish area for the last club member to finish.

## **6. MEMBERSHIP FEES**

Membership fees will be set annually and determined at the Annual General Meeting (refer to appendix 2).

Fees will be paid by annual subscription which will cover the period commencing 1st January until the following December 31st.

Membership will be deemed to have lapsed if not paid by 31<sup>st</sup> January of the membership period, i.e. they will not be eligible to represent Birstall RC in races. However, membership will resume on full payment of outstanding membership fees.

The committee shall have the power to expel any member whose subscription is not paid by the 31st March and if appropriate, their affiliation to England Athletics will lapse.

## **7. RESIGNATION**

Any member intending to resign from the club shall give notice in writing to the membership secretary. Their membership will terminate from the date of acceptance by the committee. In the event of resignation, the member must clear all outstanding debts to the club and return any property belonging to the club including perpetual trophies.

When members are moving to another England Athletics affiliated club they must complete and send the appropriate change of club form to England Athletics along with the fee requested on the form. This form can be downloaded from the EA website or requested from the secretary of the club that the member is moving to.

## **8. OFFICERS OF THE CLUB**

The management of the club is vested in a committee consisting of: -

- President
- Chairperson
- Honorary Secretary
- Membership Secretary
- Honorary Treasurer
- Social Secretary
- Club Captain
- Club Vice-Captain
- Ladies Captain
- Ladies Vice-Captain
- Media Administrator/Publicity
- Race Director
- Welfare Officer (Male)
- Welfare Officer (Female)
- Kit Manager
- Two committee members, who will each serve for a maximum of two consecutive years. However, in the event of there are no other members proposed for the roles, they may extend and undertake one more 2-year term.

These officers will be elected annually at the AGM.

The following non-committee officers will also be elected: -

- Two Assistants to the Social Secretary
- Assistant Race Director
- Two Honorary Auditors

All elected officers will retire each year but be eligible for re-election at the AGM, the exception is the President who will be elected by the outgoing committee with a view to being invited to hold the office for the following year. This office will be held for a maximum of 2 consecutive years unless an alternative proposal is not made.

- Any member handling club finances but is not a committee member will be co-opted onto the committee for the duration of that task, on completion that member will withdraw from future committee meetings.

- Similarly, any member who has a vested interest, or particular knowledge in relation to a subject to be reviewed and discussed, may be invited to give a presentation on that topic to the committee.
- Only members of the management committee will have the right to vote at meetings of the committee. The exception is the Chairperson who will only cast a vote in the event of a tie.
- Committee meetings will be convened by the Chairperson and held no less than 5 times per year. It is expected that all committee members will attend a minimum of 80% of the meetings per year. The quorum required for business to be agreed upon will be 7 members. Committee members will be responsible for adopting policies, codes of practice and rules that affect the organisation of the club.
- The management committee will have powers to appoint sub-committees as necessary on any aspect of club activities.
- The management committee will be responsible for disciplinary hearings of members who infringe on the club rules, regulations and constitution. They will be responsible for taking any action of suspension or discipline as detailed in the club Code of Conduct (Appendix 1).

## **9. FINANCE**

All club monies will be banked into accounts held in the name of the club.

The club treasurer will be responsible for the finances of the club.

All payments drawn against the club funds should be authorised by a minimum of 2 signatures from nominated members of the management committee.

The financial year of the club will commence on 1st October and will end the following 30<sup>th</sup> September.

The club treasurer will submit an audited statement of annual accounts to the Annual General Meeting.

The membership fees, detailed in Appendix 2, will be determined each year by the members present at the Annual General Meeting.

## **10. ANNUAL GENERAL MEETING**

Notice of the annual general meeting (AGM) will be given by the Club Secretary, not less than 21 days before the date of the AGM agreed by the committee. This meeting will normally occur on the last Monday in October, or alternatively the first available Monday in November.

The AGM will receive reports from officers of the management committee and a statement of audited accounts.

Nominations for officers of the management committee will be sent to the Club Secretary prior to the AGM or nominations will be requested at the AGM.

The election of officers for the following year will take place at the AGM and all paid-up members will have the right to vote.

In the event of more than one member being proposed for a post, the members present will vote by written ballot. Each member will have one vote and the proposed member with the highest number of votes will be deemed elected. In the event of a tie, the Chair will have the casting vote.

A quorum to carry out the business of the AGM will be 30 paid-up members or 20% of the membership whichever is greater.

## **11. EXTRAORDINARY GENERAL MEETING**

An extraordinary general meeting (EGM) must be called by the Club Secretary within 21 days of receiving a requisition, in writing, signed by a minimum of 10 paid-up members, stating the business to be brought before such a meeting.

Procedures for an EGM will be the same as for an AGM except that only the business stated in the written requisition will be discussed.

## **12. DISCIPLINARY ACTION AND APPEALS**

All complaints regarding the behaviour of members contrary to the club Code of Conduct should be presented and submitted in writing to one of the Club Welfare Officers and/or Club Secretary and/or the Committee Chair.

The management committee will meet to hear complaints within 14 days of the complaint being received and the committee has the power to take appropriate disciplinary action.

The outcome of the meeting will be notified in writing to the complainant and the member against whom the complaint was lodged.

There will be a right of appeal to the management committee following the action being notified. The committee shall consider the appeal within 7 days of receipt of the appeal.

## **13. JUNIOR MEMBER PROTECTION**

All concerns, allegations or reports of poor practice or abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club code of conduct. The club welfare officers are the lead contact for all members in the event of an appropriate report.

Any junior member must be accompanied to competition and training by a parent, guardian or member of the club that holds a current DBS certificate in athletics (refer to the Young Athlete's Policy and Parental Consent Form – Appendix 6)

All run leaders, club coaches and assistant coaches, involved with junior training and competitions, must have a current DBS certificate in athletics.

For juniors, all age restrictions must be compliant with UKA rules at all times.

## **14. WITHDRAWAL FROM EVENTS**

Any member withdrawing at a late stage from a club event, function or race entry will be responsible for related expenses that the club has incurred. In the event of extenuating circumstances, this can be reviewed at the discretion of the management committee.

## **15. DISSOLUTION**

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

In the event of dissolution, any assets that remain will become the property of a nominated club that has similar objectives to those stated by Birstall Running Club.

**16. AMENDMENTS TO THE CONSTITUTION**

No alteration or addition may be made to the constitution except by a majority vote at an AGM or EGM.

**17. DECLARATION**

Birstall Running Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**Club Chairperson**

Nikki Welyczko

November 2023

**Club Secretary**

Deryk Woods

November 2023

# APPENDIX ONE

## CODE OF CONDUCT

(Revised November 2023)

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### **1A CODE OF CONDUCT FOR CLUB MEMBER RUNNERS**

1. Listen to the group leader and respect what they have to say, they have the best interests of the group in mind.
2. Arrive in plenty of time to allow a warm-up and preparation. Training sessions begin at 6.30pm and this time should be adhered to as closely as possible to ensure all runners return at a similar time.
3. If you wish to change the route, modify a route or cut a route short, let a group leader/club captain/vice-captain know. This helps when accounting for all runners at the end of a session.
4. Respect pedestrians and other road users. Give way to others when necessary, we do not have right of way over other users.
5. Always wear suitable clothing and proper running shoes. Whilst running on dark evenings wear light-coloured, high-visibility clothing, in line with club requirements. This is usually for evening training runs between October 1<sup>st</sup> and April 1<sup>st</sup>.
6. Do not run too far off the front of a group and always regroup at regular intervals or when requested by the group leader.
7. Be honest about your ability. If the group that you are in is too fast or too slow then consider changing groups at the next session. Bear in mind returning from illness or injury or prolonged periods of inactivity may affect your ability for the first few runs back.
8. Respect private land, close gates after passing through them and run in single file along footpaths.
9. When crossing roads, observe the Highway Code and maintain high standards of safety at all times.
10. Do not use inappropriate or offensive language whilst running with the club.
11. Treat others with the same respect and fairness that you wish to receive. Respect the rights, dignity and worth of all participants regardless of age, ability, ethnicity, culture, religion or gender. Act with dignity at all times.
12. Inform the group leader if you have any injury or illness that may affect your running.
13. Look after the other runners within your training group, if someone is struggling make sure that they are not left on their own.
14. Warn other runners around you of impending hazards, pedestrians etc.
15. Ensure that you let your group leader know if you intend to switch groups during a run.
16. When representing the Running Club, official and up-to-date Club Vests MUST be worn when running.
17. Uphold and respect the running club's ethos and image at all times including training, competitions and social settings.
18. Check race rules and ensure that you follow these wherever possible e.g. no queue jumping on cross-country races when waiting for streams, stiles etc.

19. All club affiliation/race fees must be paid and kept up-to-date. Any concerns or problems relating to this should be discussed with a member of the committee.
20. All Monday, Wednesday and Friday training routes are planned in advance, runners may wish to view these via the club website to prepare for the training session.
21. Any concerns or issues should be reported to a member of the committee or Club Welfare Officer. Failure to adhere to these rules may result in a formal written warning, or in extreme circumstances and as decided by the committee, immediate termination of club membership with no refund of any fees.

## **1B CODE OF CONDUCT FOR ONLINE MEMBERSHIP/SOCIAL MEDIA**

1. All members will have access to the club's online, social media sites. This includes the website and Facebook page.
2. Members must not share login details or passwords with other users.
3. Only affiliated club, social or 'internet' members will have access to the Facebook page. Other runners/friends of runners should not be invited or allowed access to these facilities.
4. Offensive, racist, sexist or otherwise inappropriate content will be removed at the discretion of the Media Administrator and could result in a formal warning being issued. The club recognises that banter is subjective, however, if banter is perceived as being offensive by a member(s) it will be addressed.
5. The Birstall Running Club Facebook page should only be used for relevant information and posts. Please avoid sharing content not related/relevant to club members.
6. Any inappropriate or offensive posts must be reported to a member of the committee.
7. At races/competitions/training sessions the use of photography may occur. These images then may be added to the Birstall Running Club website or Facebook page (closed group). Any member not wishing to have photographs taken or shared must inform the committee in writing. All/any photographs can be removed on request.
8. Any posts for the Birstall website should be given to the Media Secretary (a member of the committee).
9. Any inappropriate communication (including but not exclusively e-mail, text/picture message, social media or otherwise) between members may result in a formal written warning or, in extreme or repeated circumstances, termination of club membership with no refunds on fees paid. These occurrences must be reported to a member of the committee or Club Welfare Officer.

## **2 CODE OF CONDUCT FOR GROUP LEADERS**

1. Before you start running make yourself visible to the group and briefly explain the session that they are about to undertake.
2. Always ask whether anyone is new to the group or is feeling unwell or carrying an injury.
3. Ensure that everyone has proper running shoes and suitable clothing i.e. high-visibility tops during dark evenings (usually October - March).
4. Try to begin each session with a gentle warm-up of at least 5 minutes – warm-up plans are provided or at the very least encourage your group members to partake in this.
5. Know the route and set off at 6.30. Ideally gather groups at 6.25 to ensure a prompt start and return.
6. Use regular members of the group to set the pace and do not be afraid to slow down the group if it is too fast or identify the split in the group and designate a second leader for the faster/slower group.
7. Do not allow large groups. If there are more than 15 people then the group should be split into two separate groups. If there are more than 10 people nominate a second runner as an assistant group leader.
8. Respect the rights, dignity and worth of every member of the group and treat everyone equally.
9. Place the welfare and safety of the group above the development of performance.
10. Do not lead the group across private land or along busy or dangerous roads. Think of the whole group when crossing roads. Where possible follow the routes planned by the club captain.



11. Runs to be approximately 1 hour (maybe longer in summer months), people may have other commitments. If runners choose to add sections or change routes ensure they have informed someone.
12. Make sure that all activities are appropriate to the age, ability and experience of those taking part. Remember, on longer training runs you should be able to hold a conversation whilst running.
13. Try and avoid runners returning to the Club on their own. Always ask for someone to accompany a lone runner back to the Clubhouse.
14. Be particularly aware of slower runners or new runners to the group. If someone is slowing down considerably, suggest joining a slower group.
15. Do not always lead the group from the front. Be aware of the whole group and remember to look out for all runners from the front to the back.
16. Set regular re-group points so that everyone is clear on where to wait. Suggest runners off the front of the group run to a certain point and then loop back to re-join the group.
17. Encourage – motivate – gain respect – offer advice.
18. Encourage a warm-down and stretches at the end of every session.
19. Feedback to club captain/committee on routes and/or any concerns.
20. Group Leaders should carry, or have access to, a mobile phone in case of emergencies.

### **3 CODE OF CONDUCT FOR COMMITTEE MEMBERS**

1. The committee posts will be elected as a part of the running club's AGM and will be voted on by all club members in attendance.
2. Members of the committee are expected to set an example to other runners within the club through the positive promotion of club activities, training sessions and races.
3. Only committee members may hold the keys to the changing facilities (unless pre-agreed).
4. Committee Members, excluding Race Directors, shall attend a minimum of 80% of meetings. Failure to do so may result in removal from the committee.
5. Minutes of committee meetings will be made public to members via the Club Website.
6. All matters discussed at committee meetings must be agreed upon by a majority vote.
7. Club treasurer will keep detailed records of club finances and share these at committee meetings.
8. The committee will make joint decisions on club matters, and changes to committee posts and reserve the right to call an EGM at any point if deemed necessary.
9. Committee members should maintain confidentiality concerning all discussions and decisions made in committee meetings, or by any other committee correspondence. No information, including the names of those who voted for or against a motion, should be shared outside of the committee membership. Failure to do so will be considered a breach of the Code of Conduct for committee members and may result in removal from the committee.
10. Committee members will make decisions on sanctions imposed on members in breach of the code of conduct, in line with the code of conduct document.
11. Any person(s) handling club monies should be invited onto the committee for the duration of that activity e.g. race secretary etc.
12. Committee posts should be open and transparent to all members.
13. If a committee member has a conflict of interest relating to a committee matter, they may be asked to leave the meeting whilst that issue is discussed.
14. Committee members should record any complaints/issues in writing and raise them at a committee meeting. Where verbal complaints are made, committee members should encourage a written record of this.

### **4 EQUAL OPPORTUNITIES AND GRIEVANCE PROCEDURE**

Birstall is an equal opportunities club and strives to make the experience for all members as enjoyable and productive as possible. In some cases, members may raise a concern or discuss an issue which requires further attention. Below is the correct procedure to follow in this instance.

1. Complaints against another club member should be made in writing to one of the Club Welfare Officers. It is then the committee's decision on an appropriate course of action for this grievance. Initially, this may be a verbal interaction, at which point the committee should make a written record of this.
2. If the complaint is about a member of the committee, then it should go directly to the Club Chairperson
3. If the complaint is against the Club Welfare Officer, it should go directly to the Club Chairperson.
4. Each case is different and may be treated slightly differently, however, the following may assist this procedure:

Sanctions - the committee reserve the right to modify the following at any time and without prior notice. The 3-stage system includes:

VERBAL WARNING → WRITTEN WARNING → TERMINATION OF MEMBERSHIP

Any stage can be skipped if deemed appropriate and agreed by the committee. Some cases may require more severe action than others. Any complaint made officially should be reviewed and decided upon accordingly.

Examples of inappropriate or unacceptable behaviour could include (please note that this list is non-exhaustive):

- Verbal or physical abuse of members or non-members.
- Failure to follow guidelines set out in the code of conduct.
- Lack of respect for own or others' property including theft or damage.
- Foul, sexist, racist or otherwise abusive language directed towards individuals.
- Persistent use of foul or inappropriate language
- Failure to follow race etiquette/rules.
- Inappropriate use of social media/forum.
- Failure to pay fees within a time scale deemed reasonable.
- Behaving in a way which could damage the club's reputation.
- Sharing or sending of indecent or inappropriate images/content.
- Persistent disregard for own or others' safety.
- Failure to report an incident or dangerous occurrence.
- Threatening or aggressive behaviour
- Deliberately causing offence or discomfort to other club users/members.
- Any other offence deemed to warrant a sanction by the committee.

All cases of grievance MUST be logged by the committee and a record should be available. As mentioned each case is individual and should be treated as such. The committee reserve the right to escalate the sanctions if the prior stage has had little or no impact.

The committee will endeavour to inform all interested parties of the outcome of any complaint or concern raised.

### **Appeals procedure**

In some cases, the accused may wish to appeal against their sanction. This must be done formally, in writing, within 7 days of the sanction being imposed. This appeal must be received by the Club Chairperson or one of the Club Welfare Officers, formally and within the timeframe permitted.

In the case of an appeal, the accused should provide just cause as to why their sanction is unjust and this will then be reviewed by the committee. The committee will then decide on the validity of the argument and if any changes to the sanction need to be made.

## **5 CODE OF CONDUCT FOR CLUB COACHES/SESSION LEADERS**

1. Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
2. Place the welfare and safety of the athlete above the development of performance.
3. Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
4. 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.
5. Encourage and guide athletes to accept responsibility for their own performance and behaviour.
6. Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or vulnerable adults.
7. Act with dignity and display courtesy and good manners towards others.
8. Avoid critical language or actions such as sarcasm which could undermine an athlete's self-esteem.
9. 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.
10. Challenge inappropriate behaviour and language by others
11. Be aware that your attitude and behaviour directly affect the behaviour of athletes under your supervision.
12. Never engage in any inappropriate or illegal behaviour.
13. Report any accidental injury, distress, misunderstanding or misinterpretation to the Club Chairperson and/or one of the Club Welfare officers as soon as possible.
14. Ensure that any equipment is appropriate for use and safe
15. When working with junior athletes, appropriate DRS/CRB checks should be in place.
16. Share good practices with others within the club
17. Share session aims and outcomes with the group. Encourage and correct techniques to improve performance and maintain safety.

## **6 CODE OF CONDUCT FOR JUNIOR ATHLETES**

1. Compete within the rules and respect officials/marshals and their decisions. Consistently promote positive aspects of the sport such as fair play and never condone rule violations.
2. Never engage in any inappropriate or illegal behaviour. 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.
3. Respect the rights, dignity and worth of all members regardless of age, ability, ethnicity, culture, religion or gender. Act with dignity at all times and treat others with the same respect and fairness that you wish to receive.
4. Wear suitable kit at each event/race and it is advisable to bring a bottle of water.
5. Notify a responsible adult if you have to go somewhere during an event or race.
6. Use safe transport or travel arrangements. Never accept a lift in cars or invitations into homes on your own or without the prior knowledge and consent of your parent/guardian
7. Speak out immediately if anything makes you concerned or uncomfortable. Tell your parents/guardian and/or one of the Club Welfare Officers if you suspect that you or a clubmate has suffered from misconduct by someone else.
8. Be honest - if you feel ill or are injured tell someone.

## **7 CODE OF CONDUCT FOR PARENTS / GUARDIANS**

1. Ensure that your child is equipped with proper running shoes and suitable clothing. This includes high visibility tops during dark evenings, long-sleeved tops / long bottoms for cold weather and a jacket for wet weather.
2. Please provide a bottle of water for your child for each competition attended.
3. Encourage your child to learn the rules and play within them, showing a good sporting attitude.
4. Discourage unfair play and arguing with officials. Publicly accept officials' judgements.
5. Help your child to recognise good performance, not just results.
6. Support your child's involvement and help them to enjoy their sport. Never force your child to take part in sports. Only enter competitions and events within your child's capabilities and suitability for the age group they fall within.
7. Set a good example by recognising fair play and applauding the good performances of all.
8. Use correct and proper language at all times.
9. Immediately report any concerns that you may have about the events-associated activities to any Club Committee Member.
10. Do not bring your child to any events or races if he/she is unwell, injured or receiving any medication.

**APPENDIX TWO**  
**MEMBERSHIP FEES**

All membership fees are payable on 1st January or immediately after the AGM whichever is later.

- Adult Membership ..... £16
- Junior members (under 18 on 1st January) ..... £0
- Family membership: ..... £32
- New members joining on or after 1st July will only pay £8.00 plus the EA affiliation fee if competing.

ALL MEMBERS COMPETING IN RACES WILL NEED TO PAY THE APPROPRIATE ENGLAND ATHLETICS AFFILIATION FEE IN ADDITION TO THE MEMBERSHIP FEE UNLESS THEY ARE SECOND CLAIM AND PAY THROUGH THEIR FIRST CLAIM CLUB.

EACH FAMILY MEMBER COMPETING IN RACES WILL ALSO NEED TO PAY THE ADDITIONAL EA AFFILIATION FEE.

New members joining on or after 1st October may pay the full annual membership fee but this will include the following year's annual membership.

**APENDIX THREE**  
**ANNUAL CLUB AWARDS**

**1. ROAD RUNNING**

Based on the highest number of points achieved in the winter and summer leagues combined as published by the LRRL individual points tables (minimum races to apply).

MALE CHAMPION	FEMALE CHAMPION
MALE VETERAN CHAMPION	FEMALE VET CHAMPION
1st MALE SENIOR	1 <sup>ST</sup> FEMALE SENIOR
1st MALE VET 40	1 <sup>ST</sup> FEMALE VET 40
1st MALE VET 45	1 <sup>ST</sup> FEMALE VET 45
1st MALE VET 50	1 <sup>ST</sup> FEMALE VET 50
1st MALE VET 55	1 <sup>ST</sup> FEMALE VET 55
1st MALE VET 60	1 <sup>ST</sup> FEMALE VET 60
1 <sup>ST</sup> MALE VET 65	1 <sup>ST</sup> FEMALE VET 65
1 <sup>ST</sup> MALE VET 70	1 <sup>ST</sup> FEMALE VET 70
1 <sup>ST</sup> MALE VET 75	1 <sup>ST</sup> FEMALE VET 75

No member shall receive more than one road running award at the presentation for each year.

**2. CROSS COUNTRY**

Based on the best 3 races in the Derby Runner Cross Country League for the period 1st January to 31st December (but the best 4 when 7 or more races are held during the year).

MALE CHAMPION	FEMALE CHAMPION
MALE RUNNER UP	FEMALE RUNNER UP
MALE THIRD	THIRD
FOURTH	FOURTH
FIFTH	FIFTH

**3. GLEN HILLYER CLUB CHAMPIONSHIP**

Members must have achieved the minimum requirements of

1. Road Racing League(s) for the year, as per LRRL requirements.
2. Cross Country's best 3 races from the Derby Runner League (1st January to 31st December)
3. Member must have competed in any official relay for Birstall Running Club.
4. Member must have completed any official race of half marathon distance or above while competing for Birstall.

MALE CHAMPION	FEMALE CHAMPION
MALE RUNNER UP	FEMALE RUNNER UP
MALE THIRD	THIRD

PLUS, an award to all additional qualifiers, male and female.

**4. ACHIEVEMENT OF THE YEAR**

To be voted by the management committee.

**5. MOST IMPROVED RUNNER**

To be voted to a list produced by the Captains of the Club, after due consideration of the data available. The list is to be submitted to the membership for voting by Messenger, or similar, to the Club Captain. A written vote will be arranged for those who have not already voted.

**6) CLUB PERSON OF THE YEAR**

The Club Person of the Year is based on criteria that ensures that the nominations cover those members that have gone above and beyond the normal club involvement. Candidates for this award should be nominated in advance by members, by written submission to the committee with a short citation. These will be submitted by the committee for a written ballot at the presentation evening.

**7) THE DERYK WOODS ACHIEVEMENT AWARD**  
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This award will be voted on and awarded by the committee to recognise a member who has achieved something particularly notable or outstanding. The award will not be an annual award, and will only be awarded as and when at the committee's discretion, for outstanding achievements.

NB. The management committee have the right to amend any of the foregoing awards should circumstances dictate (i.e. races cancelled etc.).

## **APPENDIX FOUR**

### **CLUB STANDARDS**

1. The club standards are designed to give everyone a goal to aim for. It acts as a motivational tool and members can track their own progression from this. Rather than thinking it is all about finishing in the top team counting runners, each individual can set their own targets.
2. To qualify for a standard, you must have achieved the standard time for the following:

#### **3 Category A distances plus 1 Category B distance.**

All times must be achieved at recognised athletic-affiliated events with accurately measured courses (no fun runs, cross country or off-road events). All times must be recorded during the calendar year (Jan-Dec). Awards cannot be backdated from previous race times achieved.

To qualify for Distinction Standard, you must have achieved a standard time for all 10 distances.

3. The award you get will depend on the times that you have achieved, for example, if you achieve all times within the Silver category, you will receive the Silver award. If you were to run 3 Silver standard times with the 4th time being bronze or below, you will only qualify for the Bronze award.

The Age Categories and all Standard times can be found on the club website, Information page.

If you change Age category during the season, your times will be based on the age you were on the day of the race.

4. Certificates will be awarded at the Club Presentation night.
5. To apply for your Club Standard, you will need to submit an application form, which can be found on the club website (Information Page). You will need to provide all qualifying times and the races you completed for the standard. This will need to be sent to the Club Captain, or Vice-Captain, to be reviewed and verified.



## APPENDIX FIVE

### RISK ASSESSMENT



#### Risk Assessment Road Running

Activity Being Assessed	Hazard (may be present or may be generated)	People at risk (who may be harmed)	Precautions (steps in place to either eliminate or reduce the risk of accident/incident occurring).	Additional precautions (may be needed to reduce or eliminate risk further)
Group safety before session	<ul style="list-style-type: none"> <li>• Venue/location</li> <li>• Ability of participants</li> <li>• Participants with known health problems</li> <li>• Injury/fitness - prior to session.</li> </ul>	<ul style="list-style-type: none"> <li>• Group Leaders</li> <li>• Participants</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all belongings are locked in the changing rooms.</li> <li>• Encourage participants to walk in groups when crossing the park to reach venue (using public footpath).</li> <li>• Ensure that a key is available at each training sessions (managed by committee members)</li> <li>• The club membership for should be completed prior to training session.</li> <li>• Club should retain a note of any medical conditions. Refer to GP if in any doubt</li> <li>• Ensure medication is carried by participants if appropriate e.g. inhaler/epi-pen.</li> </ul>	<ul style="list-style-type: none"> <li>• Highlight the constitutions 'Minimum requirements' of time/distance for a club training session.</li> <li>• Committee members to ensure key is present in their absence and suitable member of committee to unlock.</li> </ul>
General Safety during every session.	<ul style="list-style-type: none"> <li>• Injury/Illness unreported by the participant</li> <li>• Inappropriate clothing</li> <li>• Poor visibility of the group</li> <li>• Possible dehydration or low energy</li> <li>• Inappropriate footwear</li> </ul>	<ul style="list-style-type: none"> <li>• Group Leader</li> <li>• Participants</li> </ul>	<ul style="list-style-type: none"> <li>• Perform visual check and check verbally for injuries or illness</li> <li>• Clothing should suit the conditions - advise those whose clothing is inappropriate</li> <li>• Reflective tops (high vis) are mandatory from October 1st- March 1st inclusive</li> <li>• Head torches to be worn by leader if route is poorly lit.</li> <li>• Next of Kin/emergency contact details should be present.</li> <li>• Advice on hydration/food to be given to new members.</li> <li>• First aid to be given if appropriate qualification is held.</li> <li>• Advice on footwear can be given by leader.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep a small stock of high visibility tops which can be borrowed if required</li> <li>• Leader to carry a mobile or have access to a mobile phone</li> <li>• Encourage leaders to obtain first aid/ leaders qualification</li> </ul>
Running routes	<ul style="list-style-type: none"> <li>• Uneven ground, potholes, mud, street furniture, debris, bins or rubbish bags, rivers/streams</li> <li>• Poor visibility</li> <li>• Ability of group</li> </ul>	<ul style="list-style-type: none"> <li>• Group Leader</li> <li>• Participants</li> </ul>	<ul style="list-style-type: none"> <li>• Routes have been checked for suitability.</li> <li>• New routes are checked before taking a group on them</li> <li>• Participants warned of obstacles e.g. bollards, posts</li> <li>• Single file beside rivers/streams and encourage a slower pace</li> <li>• Routes selected that have good lighting where possible</li> <li>• Headtorches advised if poorly lit or rural routes or sections</li> <li>• Sessions kept to an appropriate time and distance shorter cut off may be provided.</li> <li>• Intermediate and advanced sessions could be longer</li> <li>• On-going, dynamic risk assessment by group leaders, with adaptation where appropriate (communicated to group if appropriate)</li> <li>• Ability of the slowest/least able sets the pace for groups</li> <li>• Regular regroupings on routes at appropriate times to allow back markers to catch up.</li> </ul>	<ul style="list-style-type: none"> <li>• Routes regularly checked for suitability or updates e.g. roadworks, unplanned changes, construction work.</li> </ul>
Traffic/road crossings or junctions	<ul style="list-style-type: none"> <li>• All traffic on roads including horses, road traffic, other members of the public, cyclists</li> <li>• Crossing traffic</li> </ul>	<ul style="list-style-type: none"> <li>• General Public</li> <li>• Group leaders</li> <li>• Participants</li> </ul>	<ul style="list-style-type: none"> <li>• Use and encourage group to use road crossings, traffic lights and pedestrian refuges</li> <li>• Cross as a group</li> <li>• Take personal responsibility for crossing</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure good practice and leadership is shown weekly.</li> <li>• Report any dangerous occurrences or near misses to club safeguarding/welfare</li> </ul>

	<ul style="list-style-type: none"> <li>Approaching junctions and crossings</li> <li>Runners colliding with traffic</li> </ul>		<ul style="list-style-type: none"> <li>Leader to remind group that headphones are prohibited</li> <li>Respect all other users of the highway</li> <li>Follow the highway code</li> <li>Remain on footpaths where possible - if no footpath run towards oncoming traffic (right hand side of the road UK) if safe to do so.</li> </ul>	officer and captain(s)
Weather conditions	<ul style="list-style-type: none"> <li>Variations in weather making it too cold, wet, slippery, dangerous, hot</li> </ul>	<ul style="list-style-type: none"> <li>Group leaders</li> <li>Participants</li> </ul>	<ul style="list-style-type: none"> <li>Weather reports to be checked on day of activity</li> <li>Runners given advice on clothing</li> <li>Cancellation or modification of route if weather is unsafe.</li> <li>Monitor participants (difficulty)</li> </ul>	<ul style="list-style-type: none"> <li>Abandon run and return to base if conditions deteriorate whilst en route.</li> </ul>
Animals	<ul style="list-style-type: none"> <li>Presence of and behaviour of animals and their owners</li> </ul>	<ul style="list-style-type: none"> <li>Participants</li> <li>Group Leaders</li> <li>General Public</li> </ul>	<ul style="list-style-type: none"> <li>Ensure runners are aware of their surroundings</li> <li>Warn animal owners of approach if coming from behind them (to reduce risk of scaring animals).</li> <li>Be aware of fears and phobias of group if applicable - and respect them</li> <li>Follow the countryside code when on farmland</li> </ul>	<ul style="list-style-type: none"> <li>Report any dangerous behaviour to appropriate authority and safeguarding/welfare officer plus club captain(s)</li> </ul>
Members of the public	<ul style="list-style-type: none"> <li>Public in the way of runners or blocking routes.</li> <li>General public shouting at or joining runners</li> <li>Verbal or physical abuse</li> <li>Cyclists on pavement causing an obstacle</li> </ul>	<ul style="list-style-type: none"> <li>Participants</li> <li>Group Leaders</li> <li>General Public</li> </ul>	<ul style="list-style-type: none"> <li>Ensure runners are aware of their surroundings</li> <li>Warn public approach if coming from behind them (to reduce risk of scaring them).</li> <li>Avoid areas which may be unsuitable for running - local knowledge will help</li> <li>Ensure participants are respectful of other highway/ footpath users.</li> <li>Remove from area and report</li> </ul>	<ul style="list-style-type: none"> <li>Report any dangerous/threatening behaviour to appropriate authority and safeguarding/welfare officer plus club captain(s)</li> </ul>
Changing rooms usage (before and after session)	<ul style="list-style-type: none"> <li>Slips, trips and falls</li> <li>Scalds or burns</li> <li>Changing rooms visible from outside (when door is opened)</li> </ul>	<ul style="list-style-type: none"> <li>Participants</li> <li>Group Leaders</li> </ul>	<ul style="list-style-type: none"> <li>All bags, clothing, sundries to be stored on the hooks, benches provided.</li> <li>Big items to be stored underneath benches out of way.</li> <li>When showering take care to minimise water transfer outside shower area. Any spillage to be mopped/dried with appropriate equipment.</li> <li>Water temperature to be checked prior to going in the shower.</li> <li>Screen to be put up to preserve modesty of shower user's/individuals changing.</li> </ul>	<ul style="list-style-type: none"> <li>Report any dangerous occurrences or route problems safeguarding/welfare officer plus club captain(s)</li> <li>Any water temperature issues or cleanliness of facilities to be reported to committee member, then Birstall Parish Council.</li> </ul>
Other hazards	<ul style="list-style-type: none"> <li>Other hazards discovered on the route due to diversity</li> </ul>	<ul style="list-style-type: none"> <li>Participants</li> <li>Group Leaders</li> <li>General Public</li> </ul>	<ul style="list-style-type: none"> <li>Group leader to assess risk and take appropriate action</li> </ul>	<ul style="list-style-type: none"> <li>Report any dangerous occurrences or route problems safeguarding/welfare officer plus club captain(s)</li> </ul>

#### Context Notes:

Birstall Running Club (BRC) is an affiliated member of England Athletics. As a part of this affiliation, we are covered by the insurance policy put in place. Any dangerous accidents, incidents or near misses are to be reported to England Athletics via the safeguarding section of their website. As a result of this process, any of the above MUST be reported to the club welfare officer ASAP.

Birstall Running Club (BRC) meets on a Monday, Wednesday and Friday for club runs and training sessions. All participants are paying members and sign a membership form disclaiming that they are fit and healthy enough to participate. Monday and Friday sessions are held at the Birstall Park Pavilion in the centre of Birstall Park. This is a fully locking and protected venue with ample changing and shower facilities. There is a separate a male and female changing area and toilet.

Any belongings and valuables are locked inside the venue, but are left at the participant's own risk. BRC can accept no liability for loss or damage to personal

equipment. Runners are aware that their safety is their own responsibility and if they fail to follow a group leader's instruction (including taking part in a warm-up and cool down), they do so at their own risk.

Birstall Running Club (BRC) use a variety of parking venues for their sessions. Participants realise that cars are left at their own risk and Birstall Running Club (BRC) can accept no liability for loss, theft or damage which may occur as a result.

Although this Risk Assessment has been completed it can be a non exhaustive list and may be modified as extra unforeseen risks arise. Birstall Running Club (BRC) can accept no liability for accidents or injuries which are sustained whilst attending a club training session, due to the nature of the environment, unless it was deemed that the activity was unsuitable or unsafe. Participants concerned should be encouraged to take out their own insurance.

**Completed by:** James Snutch (on behalf of committee)

**Date completed:** October 2017

**Position/Role in Club:** Welfare Officer/Vice Captain

**Date revised:** November 2022

You can download the Risk Assessment from: <https://www.birstallrc.org.uk/links>

**APPENDIX SIX**  
**YOUNG ATHLETE'S POLICY**



**DOCUMENT 1 - Child Protection Policy 2022**

**Introduction**

Birstall Running Club organises many events from time to time where children are allowed to participate with a parent/guardian or named adult. Junior members (aged 14-17) will be permitted to participate in club activities as long as:

1. Their parent/guardian is present and contactable.
2. The child meets the Performance and Distance criteria for their age  
(as set out in Document 3 - **Rules of attendance for Junior members**)

The parent/guardian is fully responsible for their child during the activity and for assessing the child's ability to complete the distance, pace and/or effort required for the activity they are undertaking. This includes such things as their child's safety when crossing roads, making sure they have appropriate footwear and clothing (including hi-viz when required) and ensuring they are not participating if injured.

The parent/guardian can nominate a responsible adult to chaperone the junior, for example, in a different paced run group.

The parent/guardian/responsible adult must be willing to curtail their own activity if required to do so by the junior.

**Aim of the Policy**

Our aim is to create an environment in which the child and their parent(s), guardian, responsible adult, carer, closest relative; can feel confident that our running club is providing a safe and enjoyable setting for all participants in the sport of athletics. As a club, we can support and offer advice to every athlete, coach, helper, official and officer of the club in order to protect them from neglect, exploitation and abuse. All suspicions and potential allegations made by young athletes, or others, will be responded to and followed up appropriately in accordance with this policy and those laid out by UK Athletics Child Protection and Athlete Welfare guidelines and procedures. Further information on safeguarding children is available on the UK Athletics web page: <https://www.englandathletics.org/clubs-and-facilities/club-support-services/club-welfare/>

**Key Principles**

1. All people under the age of 18 years are defined as children for the purpose of this policy.
2. All children regardless of their gender, racial origin, culture, ability, religious belief and sexual orientation have the right to protection from abuse.
3. Any suspicions and potential allegations of abuse will be taken seriously and can be reported to any officer of the club, who through the club's welfare officer / Chair will refer the matter to UK Athletics who has responsibility for contacting the Social Services Department where the child lives. If the

incident happens out of office hours e.g. during an evening or weekend, then the club should inform the police immediately, then inform UK Athletics on the next working day. The Chair should be made aware of any safeguarding issues that are raised.

4. All coaches and run leaders (CiRF/LiRF) who come into active contact with children will be required to have a valid 'enhanced' Disclosure and Barring Service check.
5. Club coaches, parents and helpers will observe and follow the 'Code of Practice for people working in Athletics with children' wherever practicable.

### **Code of Practice for people working in Athletics with children**

- Avoid when possible, situations when you and an individual child are alone.
  - Avoid physical contact. Teach techniques by demonstration.
  - Coaches and Run leaders (LiRF) are expected to hold appropriate qualifications recognised by UK Athletics. Otherwise they must work under the direct supervision of a qualified coach.
  - Adults should never over-criticise children or use language or actions which may cause them to lose self-esteem or confidence.
  - Coaches and adults should not take unrelated children to their (i.e. the coach or adults) home. Permission must be obtained from the child's parent or guardian for car journeys. The presence of a further person should be sought. It is sensible to seat any child in the rear of the car.
  - Confidentiality cannot be guaranteed in all conversations; so coaches and adults must not give children a promise or expectation of confidentiality.
6. Any person suspected of abusing a child should not be approached by another member of the Club concerning the abuse issue. Other Club officials should deal with matters if the person who would otherwise deal with the matter is compromised by a relationship or friendship with the person against whom the suspicion has emerged.
  7. There is no legal power to prevent photography or filming in a public space. Parental consent must be obtained before sharing images of children aged 18 years and under.

**DOCUMENT 2 - Junior Membership Form for athletes aged 14-17  
including parental consent and authorisation of designated responsible adult(s)**

**Surname:** \_\_\_\_\_

**Forename:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_

**Medical Information:**

Known medical conditions	
Known allergies, and prescribed treatments	

**Name of Parent(s)/Guardian(s):** \_\_\_\_\_

**Emergency contact name:** \_\_\_\_\_

**Emergency contact phone/mobile:** \_\_\_\_\_

**Name of designated responsible adult(s):** \_\_\_\_\_

(must be a current member of Birstall Running Club)

\_\_\_\_\_

**Declaration:** I will follow the rules of attendance for Junior members. I give my consent for photographs of me being published. I declare I am fit and well enough to take part in training sessions. I confirm all the details above are correct, and I will notify BRC of any changes. I agree to Birstall Running Club to using my personal information for club purposes, only to be shared with England Athletics and Leicestershire Road Running League, and no other person or organisation. I have read, understood and agree to abide by the club constitution.

**Signature and date (Junior):** \_\_\_\_\_

**Signature and date (Parent/Guardian):** \_\_\_\_\_

## **DOCUMENT 3 - Rules of attendance for Junior members (Aged 14-17) at club runs / events**

### **Definition of a Junior member**

An individual may become a Junior member of BRC on attainment of age 14 and will remain as a Junior until aged 18.

### **Performance Criteria**

To join in an organised club run or event (except handicap events) a Junior must be capable of running at a sustained pace faster than 10 mins 30 sec per mile for the maximum distances as described below.

### **Distance Criteria**

- 14-16 Year olds may only run up to a distance of 6.5 miles
- 17-18 Year olds may run any distance up to Half Marathon.

### **Considerations of other activity undertaken**

- Junior members must NOT run on days where they have undertaken any other strenuous physical activity e.g. competitive school football/rugby game, school sports day or cross-country run.

### **Accompaniment**

- A Junior member attending a club run or event MUST be accompanied at all times by a parent or responsible adult who is also a current member of Birstall Running Club.

### **Responsibilities of Parent/Guardian/Responsible Adult (RA)**

- They must be physically capable of keeping pace with the Junior in their charge.
- Must inform the pace group leader (if one exists) that they are responsible for the Junior.
- Must always have the Junior in view and be able to gain their attention by shouting.
- Must accompany the Junior at any time they are in the changing rooms.
- If the Parent/RA is not the same gender as the Junior, they must wait until the changing rooms are clear of others before using them.
- Must be aware of any medical considerations applying to the Junior and must have express (or in the case of a parent - implied) authority to administer, or authorise the administration of first aid or other medical intervention including the transport to and accompaniment at A&E in the case of a serious injury.