



Ashford & District Road Running Club Rules

Name

1. The Name of the Club is "Ashford & District Road Running Club".

Objects

2. The Object of the Club is to provide facilities for and promote participation of the whole community in Amateur Athletics through Road Running, Cross Country Running and similar activities within and around the area known as 'The Borough of Ashford' in the County of Kent.
3. The income and property of the Club shall be applied solely towards promoting the objects of the Club as set forth in these Rules and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to any Member of the Club notwithstanding that payment in good faith of reasonable remuneration and expenses otherwise consistent with these Rules may be made in pursuance of the said objects.

Membership

4. The Club consists of Ordinary Members & Life Members, together being the Members.
5. Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of athletics & running as particular sports.
6. Membership of the Club is confined to those abiding by the Rules of Competition of UK Athletics, subsidiary or other affiliating or governing body in force and as may apply from time to time.

Subscriptions

7. The Club may as a condition of membership require annual or other periodic contributions or

subscriptions to be paid by Members of the Club in accordance with the Byelaws.

8. All contributions and subscriptions shall be paid to the Club. Cheques should be made payable to the Ashford & District Road Running Club.

9. Any Member having arrears of contributions or subscriptions shall not be eligible to take part in any competition promoted by the club, nor shall he/she be allowed to participate in the affairs of the Club, including voting in any general meeting.

Ordinary Members

10. Ordinary and Junior Members shall be admitted at the pleasure of the Committee through a manner specified in the Byelaws.

Life Members

11. Life Membership will ordinarily be granted only in recognition of a significant personal contribution to the Club's affairs. The total number of Life Members is not limited. Up to two Life Memberships, other than in exceptional circumstances, may be granted between successive AGMs, hereinafter the Term of the Committee.

12. Life Members will rank equally in all respects with Ordinary Members except that no contributions or subscriptions shall be payable in respect of Rule 7.

13. Life Members shall be elected by the Committee. A candidate may be proposed at any properly convened Committee Meeting, and the candidate for election who receives the unanimous support of the Committee present and voting at any subsequent properly convened Committee Meeting shall be declared elected.

Cessation of Membership

14. A Member may resign from membership at any time by notice to that effect given to the Secretary. A Member shall remain liable to pay any arrears of contributions or subscriptions owed by him/her at the time of resignation but without being entitled to any refund of contributions or subscriptions in respect of the remaining period.

15. Failure to pay within three calendar months of the due date will result in automatic cessation of membership. If at any time he or she gives to the Committee a satisfactory explanation, he or she may be readmitted to membership at the discretion of the Committee: the Committee will also determine whether or not arrears must be settled as a condition of readmission.

16. Any person shall, upon ceasing to be a Member of the Club, forfeit all rights to and claims upon the Club and its property and funds.

Disciplinary Procedures

17. Any Member may be disciplined or excluded from membership of the Club, if his or her conduct has been or is likely to be prejudicial to the interests of the Club by resolution of a disciplinary panel.

18. Any Member excluded from the Club under Rule 17, may lodge an appeal with the Committee within 7 days of the relevant exclusion.

Honorary Officers

19. The Honorary Officers of the Club shall be the Chairman, the Treasurer and the Secretary who shall be elected by the Members at the Annual General Meeting and in accordance with the Rules governing such procedures and shall remain in office until the end of the Annual General Meeting on the year their term expires.

20. Together, the three Honorary Officers of the Club are responsible for the normal operations of the Club within the policies and targets set by the Committee. To assist the Honorary Officers, they may delegate and assign tasks to other members of the Club.

The Committee

21. The management of the Club, except as may otherwise be provided by the Rules from time to time, shall be deputed to a Committee (together the members of the Committee) consisting of:

I. the Chairman, Secretary and Treasurer;

II. not more than twelve other Ordinary Committee Members all to be elected by the Annual General Meeting in accordance with the respective provisions in the Rules governing such elections.

22. Ordinary Committee Members shall fill and represent the Functional Roles of the Club as listed in the Byelaws. The allocation of these duties shall be by election at the Annual General Meeting in accordance with the rules governing such elections. Duties may be reallocated by mutual consent between the Honorary Officers and all the affected Committee Members.

23. In fulfilling the Functional Roles of the Club, the Ordinary Committee Members in charge of the Role may delegate the implementation of the role's components to managers and captains, who shall be Members of the Club. The Ordinary Committee Member shall report to and advise the Committee on the status of tasks and events in their area.

24. The Honorary Officers and Ordinary Committee Members shall be elected annually and serve for the period from the adjournment of the AGM at which they are elected until the adjournment of the following AGM, or the Term of the Committee, except as otherwise provided in these Rules.

Officers and Committee Members shall be eligible for re-election, except if excluded elsewhere in these Rules.

25. Any member of the Committee may resign his or her respective office at any time by notice in writing to that effect given to the Secretary and such resignation shall take effect immediately.

26. The office of an elected member of the Committee shall be vacated with immediate effect if he or she shall cease to be a member or shall be excluded or suspended under the terms of any of Rules 14 - 18 inclusive.

Casual Vacancies

27. The Committee shall have the power to appoint a Member to fill any casual vacancy on the Committee or amongst the Officers until the next Annual General Meeting. Any member so appointed shall retire at the next Annual General Meeting but shall be eligible for election at such meeting in accordance with the provisions for Proceedings at General Meetings.

Proceedings of the Committee

28. The Committee shall meet at least six times during the Term of the Committee in person and shall meet as often as may from time to time be fixed by the Committee. The additional meetings may be held in a manner suitable to the Committee and may include but not be limited to use of the telephone or internet.

29. Five of the voting members of the Committee shall be the quorum necessary for the transaction of business. A meeting of the Committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the Committee by these Rules.

30. Questions arising at any meeting shall be determined by a simple majority of votes except as otherwise provided by these Rules.

31. The method of voting shall be by a show of hands.

32. The Committee may from time to time as it shall see fit invite persons who are not members of the Committee to attend at and address a meeting or meetings of the Committee.

33. Subject to the aforesaid the members of the Committee may regulate their meetings and proceedings as they think fit.

34. The Committee shall within two weeks of each meeting record the decisions that it has taken and publicise these to club members, including but not limited to the club website.

Powers of the Committee

35. The policy, direction and management of the affairs of the Club shall be vested in the Committee, subject always to the provisions of these Rules. The Committee is responsible for ensuring the administration of the Club is properly performed by the Officers. In addition to the powers and authority expressly conferred upon the Committee by the Rules, the Committee may exercise all such powers and do all such acts and things as may be expressly directed or required to be executed or done by the Club in the General Meeting.

36. Without prejudice to the general powers conferred upon the Committee by Rule 41, the Committee shall have the following powers:

- I. subject to the provisions of these Rules, to make, repeal, and amend all such Byelaws and regulations as they shall think expedient for the management and well-being of the Club. All Byelaws and regulations made by the Committee under this rule must be available to Members at the Club Headquarters and on the Club website at all times and shall be binding upon the Members until repealed by the Committee or set aside by a Resolution of a general meeting of the Club.
- II. to appoint any person or persons to accept and hold in trust for the Club any property belonging to the Club or in which it is interested.
- III. to make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club.
- IV. to invest, place on deposit and deal with any moneys of the Club not immediately required upon any investments or securities which the Committee thinks fit.
- V. to issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts, promissory notes, securities and instruments, negotiable and non-negotiable to operate on the Club's banking accounts.
- VI. to enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name of and on behalf of the Club as they may consider expedient.
- VII. to pay all the costs and expenses of and incidental to any of the aforesaid matters and things.
- VIII. to determine how and by whom any such power shall be executed, operations effected and documents signed or things done.
- IX. to appoint Members or sub-committees consisting wholly or partly of the members of the Committee to exercise such functions as the Committee may from time to time delegate to them.

Honorary President & Vice President

37. The Honorary President & Vice President of the Club shall perform duties to represent the Club and may provide guidance on strategy and probity as required.

38. The Honorary President & Vice President shall be nominated bi-annually by the Committee and be ratified by the AGM.

General Meetings

39. The Annual General Meeting of the Club shall be held within 8 weeks before the end of each Membership Year upon a date and at a reasonable time and place to be fixed by the Committee for the following purposes and order of business:

I. to receive from the Committee a report, balance sheet and statement of accounts for the preceding financial year;

II. to elect the Honorary Officers, the Committee, ratify the selection of the Honorary President & Vice President and to appoint the Auditor for their terms as appropriate; III. to decide on any Resolution which may be duly submitted to the meeting as provided by these Rules.

40. The Secretary shall on the instruction of the Committee or the requisition in writing (including email) of not less than 30% of the Members entitled to vote at such meetings give notice of an Extraordinary General Meeting within 14 days of the receipt by him or her of the requisition stating the business to be brought. No other business is to be discussed at an Extraordinary General Meeting.

41. Not less than three weeks notice of an Annual General Meeting or Extraordinary General Meeting specifying the place, day and time of the meeting shall be given to the Members.

42. The accidental omission to give any such notice to or the non-receipt of any such notice by any person entitled to receive the same shall not invalidate the proceedings at any general meeting.

43. Every notice calling a general meeting shall specify the general nature of the business to be transacted and shall specify if the meeting is to be an Annual General Meeting.

Proceedings at General Meetings

44. The quorum of a general meeting shall be thirty Members personally present and entitled to vote. No business shall be transacted at any general meeting unless the required quorum is present.

45. If within an hour following the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same day in the next week at the same time and place or

such other place as may be agreed by the majority of Members present. If at such adjourned meeting a quorum is not present those Members who are present shall be a quorum and may transact the business for which the meeting was called.

46. At all such meetings the President or Chairman, or in his or her absence a member of the Club selected by those members of the Committee present, shall take the chair.

47. At all general meetings every Member shall have one vote unless disqualified from voting by these Rules or any Byelaw not inconsistent with the Rules. Votes shall be given personally and not by proxy.

48. Every Resolution submitted to a meeting shall be decided by a show of hands and in the case of an equality of votes, on a matter on which the Chair has not voted, the chairman of the meeting shall have a casting vote.

49. Any Ordinary Member of one year's standing or Life Member who at the relevant time is a first claim Member may be nominated by any other two Members, with his/her approval, as a candidate for any of the posts of Honorary Officer or Ordinary Committee Member by notice in writing (including email) to the Secretary at least two weeks before the date of the Annual General Meeting. The nomination shall clearly state for which position(s) the member is standing. Candidates for the posts of Ordinary Committee Members shall also clearly state for which role(s), as listed in the byelaws, the member is standing.

50. A Member may accept nomination for any of the separately elected posts constituting the Committee. If a Member shall be elected to a post during the prescribed course of business his or her name shall be deleted from all subsequent balloting for the remaining elected posts at that general meeting.

51. If the number of candidates for the post of Chairman, Secretary, Treasurer or each specified role of Ordinary Committee Member is only one, that candidate shall be declared elected. If the number of candidates is more than one, balloting lists shall be prepared containing in alphabetical order all the names proposed. Vote shall be by secret ballot. Every eligible Member may vote for each office, and voting shall be decided with the first candidate to reach a majority elected. Ballots shall be carried out for the posts in the order of Chairman, Secretary, Treasurer and then Ordinary Committee Member roles in the order they are listed in the byelaws.

52. The Annual General Meeting shall elect from those present a Returning Officer to oversee the elections conducted at the meeting.

53. The following rules shall apply to all general meetings:

I. All Resolutions and Amendments thereto shall be put to the meeting. II. Resolutions proposed for consideration by a general meeting shall be submitted in writing to the Secretary at least two weeks before the date of the meeting.

III. Notice of the text of such resolutions shall be given by the Secretary at least one week before the date of the meeting and in accordance with the requirements for Notices set out in these Rules.

IV. Two or more motions on the same subject may be combined at the discretion of the Secretary with the consent of each of the relevant proposers.

V. Amendments may be proposed at any time during debate although the chairman shall have the right to require these to be put in writing together with the name of the proposer. VI. The following Resolutions may be proposed at any time without previous notice: (i) That the order of Resolutions, or the order of Resolutions under rule 38(c) where the meeting is an Annual General Meeting, be changed to give precedence to a particular item or items.

(ii) That the question be now put. The chairman may defer this Resolution if in his/her opinion there has been insufficient discussion of the Resolution or Amendment in question.

(iii) That the proposer be given leave to withdraw a Resolution or Amendment. This Resolution shall be debated and decided by the Meeting.

54. At any general meeting a declaration by the chairman that a Resolution has been carried by a particular majority or lost or not carried by a particular majority and an entry to that effect made in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded.

55. The Chairman of the general meeting may with the consent of the meeting adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

56. The minutes of the Annual General Meeting shall be published on the Club website and be available on request within one calendar month of the meeting.

Accounts

57. The Committee shall cause proper books of account to be kept. The Treasurer shall provide each Committee Member with the bank balance details & at each of the Committee meetings. The books of account shall always be open to the inspection of all members of the Committee.

58. The Committee shall lay proper accounts for the previous Financial Year before the Annual

General meeting each year. These shall be accompanied by a report of the Committee as to the state of the affairs of the Club. The Financial Year for the purposes of these Rules shall run from April 1 to March 31 in the subsequent calendar year to include both of these dates.

59. The Club shall at each Annual General Meeting appoint an Auditor to hold office until the next Annual General Meeting.

60. The Committee may fill any casual vacancy in the office of Auditor but while any such vacancy continues the surviving or continuing Auditor if any may act. Any Auditor so appointed shall hold office until the next Annual General Meeting.

61. The Auditor shall make a report to the Members on accounts examined by him/her on every Balance Sheet laid before the Club in a general meeting during his/her tenure of office and the report shall state:

I. whether or not he or she has obtained all the information and explanations he/she has required, and

II. whether in his or her opinion the Balance Sheet referred to is properly drawn up so as to show a true and fair view of the state of the affairs of the Club according to the best of his or her information and the explanations given to him/her and as shown by the books of account.

62. Every Auditor of the Club shall have a right of access at all times to these books of account and vouchers of the Club.

Loss and damage

63. The Club accepts no liability for loss or damage caused to Members personal property. A Member causing loss or damage to Club or Clubhouse property, equipment or fittings will be responsible for its repair or replacement.

Coach fares

64. A Member who books a seat on a Club organised coach and subsequently does not travel, shall be asked to reimburse the Club for the loss of fare.

Interpretation of the Rules

65. The definitive copy of these Rules and Byelaws shall be available for members to inspect on request. The definitive copy shall be dated and signed as such by the Honorary Secretary. Further copies of the Rules and Byelaws shall be placed on the Club website and on display elsewhere as the Committee sees fit. In the event of a discrepancy between copies of the Rules and Byelaws, the definitive copy shall take precedence. The Committee shall be the sole authority for the

interpretation of these Rules and of any Byelaws and regulations made in accordance with these Rules. The decision of the Committee upon any questions of interpretation or upon any matter affecting the Club and not provided for by these Rules shall be final and binding on the Members except if otherwise directed by the Club in general meeting.

Amendment of the Rules

66. These rules may be added to, repealed, or amended by resolution at any Annual or Extraordinary General Meeting, provided that no such resolution shall be deemed to have been passed unless it is carried by a majority of at least two-thirds of the Members voting thereon.

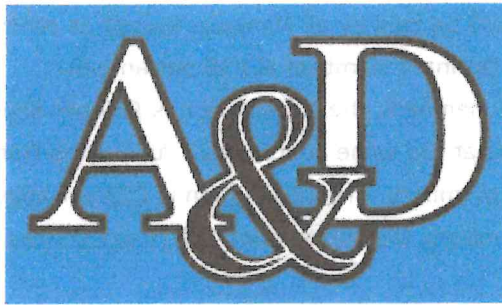
Dissolution of the Club

67. If at any general meeting a Resolution for the dissolution of the Club shall be passed by a majority of the Members present an Extraordinary General Meeting shall be convened to be held not less than four weeks thereafter (of which two weeks written notice shall be given to each Member in addition to the other provisions for Notices) to further consider the matter.

68. The quorum for any Extraordinary General Meeting convened in accordance with Rule 67 shall be half of the Members entitled to vote and any such Resolution shall only be successful if then passed by a majority of two-thirds of the Members voting.

69. In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the Members of the Club, but shall be given or transferred by the Committee to one or more of the following approved sporting or charitable bodies as shall be nominated at the SGM:

- I. A registered charitable organisation(s) with similar objects to the club.
- II. Another club which is a registered CASC with similar objects to the club.
- III. The sports' national governing bodies for use by them for related community sports.



Ashford & District Road Running Club

Club Bye-Laws

Club Headquarters

I. The Headquarters of the Club is at Sandyacres, Sandyhurst Lane, Ashford, Kent.

Club Colours

II. The Club colours shall consist of a Turquoise vest with Club badge and black shorts. Alternative colours consisting of a White vest with Club badge and black shorts may also be worn providing that all the participants in a team event wear the same strip.

Club Grand Prix & Club Championship

III. In all races pertaining to the Club Grand Prix or Club Championship, with the exception of marathon, Members must wear Club colours and must have a bona fide entry in their own name.

IV. Only first claim Members shall be eligible, with the exception of second claim members that joined prior to 7th May 2017.

V. At the beginning of each Membership year, the rules & events for that years competition will be agreed upon by the Committee & posted to all members.

Handicapping

VI. Handicapping for all relevant Club events is the exclusive responsibility of the Club Handicapper appointed by the Committee from time to time.

Subscriptions

VII. An annual subscription will be paid by all Members except as otherwise provided in the Rules.

- a. The subscription for Ordinary Members is £35 per annum.
- b. For additional family members, the subscription is £20 per annum. Additional family members must reside at the same address as a full paying Member.
- c. For non competitive members, the subscription is £25 per annum.
- d. For second claim Members, the subscription is £25 per annum.

VIII. The subscription period will be from 1st April to 31st March.

IX. The Committee may waive the annual subscription for certain Members as they see fit.

X. The subscription rate shall reduce on a quarterly basis for new Members joining during the year.

XI. Any Member whose annual subscription is in arrears by more than 1 calendar month shall be denied the right to have any race times included in the Club records & the chance of obtaining Club trophies with those times. If the member subsequently pays their subscription, only times recorded after payment shall be entered into the records.

Elections of Ordinary Members

XII. Delegated to the Membership Secretary. Upon receiving a new application, the Membership Secretary shall seek approval from the Committee to approve the application. If no concerns are raised within 7 days, the application shall be approved. Should any Committee Member have concerns over a new proposed New Member, it shall be discussed at the next Committee meeting.

Welfare of Members

XIII. The Club shall not tolerate the physical or mental abuse and harassment, nor discrimination or defamation of any of its Members during or subsequent to Club events.

XIV. Members should report any concerns in the manner as described in the document "A&D Club Discipline and Appeals Process", available on the Club website.

Proceedings of Committee Meetings

XV. The Honorary Secretary shall be responsible for producing and publishing minutes of Committee meetings. The Secretary may from time to time appoint a person to take minutes at meetings of the Committee. The minute taker will be a Member of the Club according to the Rules. The Committee must unanimously agree with the appointment and may withdraw approval at any time.

XVI. A note of decisions made at a Committee meeting which affect the membership shall be agreed at that meeting and posted in the Club Headquarters and on the website as soon as possible thereafter.

Functional Roles within the Club

XVII. Ordinary Members of the Committee, individually, will have responsibility for one or more of each of the following:

- Vice Chairperson
- Mens Captain
- Ladies Captain
- Membership
- Social
- Website
- Club Kit
- Records

XVIII. In addition, following roles shall be decided by vote at the AGM. These will not serve as Ordinary Committee Members, but will be consulted by the Committee when required.

- Mens Vice Captain
- Ladies Vice Captain

XIX. The following roles shall be appointed by the Committee. These will not serve as Ordinary Committee Members, but will be consulted by the Committee when required.

- Nominated Coach

London Marathon Ballot

XX. Qualification for entry into the annual draw for the guaranteed entries which may from time to time be awarded to the Club shall be as follows:

- a. The Member shall have entered the current years event and have received a rejection slip. The rejection slip shall be handed to the Records Secretary prior to the draw taking place.
- b. The Member shall have been a fully paid up Member of the Club since 1st July in the running year of the draw.
- c. Members who were successful in obtaining a place in the previous years race shall not be eligible for the current years draw.
- d. The annual draw shall nominate members equal to the number of guaranteed entries made available to the club. Members who are successful in the club draw but have to defer for reason of illness or injury may apply for deferral through the usual London Marathon process. No reserve runners will be allocated for London Marathon draw.

- e. Entry into the Club Draw will only be permitted if the Club Member has made a contribution to the Club in the year of the Marathon Draw, by either of the following:
 - i. taking part in the planning of any of the Club's Annual Races.
 - ii. marshalling at any of the Club's Annual Races, either on the course or at Race HQ.
- f. Member must be first claim only.
- g. Special dispensation may be made for illness or another valid reason, to be given to the Chairperson at the time of application.

Club Trophies

XXI. Qualifications for the award of Club trophies shall be as follows:

- a. The Member shall have been a fully paid up Member of the Club since 1st July of the running year for the award being made.
- b. The Member shall be a first claim Member of the Club, with the exception of second claim members that joined prior to 7th May 2017.
- c. For the Club to record race results the Member shall have entered the event in the Club's name, have worn Club, County or International colours during the event and have competed in an event held under the jurisdiction of UK Athletics, the IAAF or the host countries ruling body for such events. Off road events, except for the cross country award, shall not be eligible for trophies.
- d. The Member shall when changing age categories abandon his/her previous times, including PB's, and establish new ones for his/her new category.
- e. The Member shall only be eligible for a trophy in the age category he/she is in on 31st March in the current year. The Committee shall, however, retain the right of discretion.
- f. The criteria detailed in Appendix 'A' shall apply.
- g. Should a Member be awarded the same trophy for 3 consecutive years then he/she shall retain the trophy.



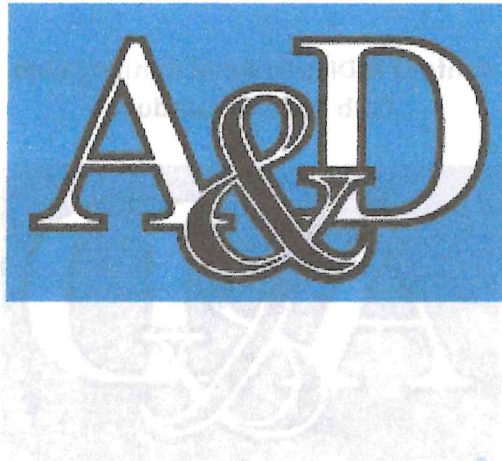
**Ashford & District Road Running Club
Club Code Of Conduct**



This pack is distributed to all new athletes, coaches, volunteers and officials within the club. It is imperative that you read and abide by all appropriate codes of conduct.

If you feel in any way that others within the club are not following these codes of conduct, you should contact the Committee as soon as possible.

As part of your application to join the club you will be asked to sign up to these codes of conduct.



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As a responsible Athletics Club we will:

- Adopt national welfare policies and procedures, adhere to the codes of conduct and respond to any suspected breaches in accordance with the Welfare Procedures.
- Ensure that all staff and volunteers operating within the club environment hold the appropriate qualifications and have undertaken the appropriate checks e.g. CRB//Disclosure Scotland, licences, qualifications such as massage, sports nutrition etc.
- Liaise appropriately with officials, coaches, sports scientists, national governing bodies and other relevant people/organisations to ensure that good practice is maintained.
- Ensure that club officers and volunteers always act responsibly and set an example to others.
- Respect the rights, dignity and worth of every club member and others involved in athletics and treat everyone equally.
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited substances.
- Challenge inappropriate behaviour and language by others
- Place the welfare and safety of the athlete above other considerations including the development of performance
- Report any suspected misconduct by club officials, coaches, technical officials or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible.



Code of Conduct for Coaches

As a responsible athletics Coach you will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete above the development of performance.
- Be appropriately qualified including obtaining CRB clearance, update your licence and education as and when required by UKA and adhere to the terms of the coaching licence.
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete.
- At the outset clarify with athletes exactly what it is that is expected of them and what athletes are entitled to expect from you.
- Never try to recruit, either overtly or covertly, athletes who are already receiving coaching. If approached by an athlete receiving coaching refer immediately to the coach currently providing coaching support.
- Try to observe a recommended maximum ratio of 1 coach to 12 athletes at a training session or work in partnership with another coach/coaching assistant.
- Cooperate fully with others involved in the sport such as technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete.
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited substances.
- Encourage and guide athletes to accept responsibility for their own performance and behaviour.
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or vulnerable adults.
- Do not exert undue influence to obtain personal benefit or reward.
- A coach **MUST** strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- In particular, you **MUST NOT** allow an intimate personal relationship to develop between yourself and any athlete aged under 18 years. Any violation of this could result in a coach licence being withdrawn. It may also be a criminal offence to conduct a relationship with an athlete aged under 16 years. It may also be a violation of your coaching licence to form an intimate personal relationship with a vulnerable adult coached by you.



- It is **strongly recommended** that you do not allow intimate relationships to develop between yourself and athletes coached by you aged over 18 years.

As a responsible coach, when participating in or attending any athletics activities, including training/coaching sessions and competition events 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.
- Be aware that your attitude and behaviour directly affects the behaviour of athletes under your supervision.
- 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.



Code of Conduct for Technical Officials (Including Run Leaders)

As a responsible technical official you will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete above the development of performance.
- Be appropriately qualified including obtaining CRB clearance, update your licence and education as and when required by UKA and adhere to the terms of the technical officials licence.
- Keep up to date with any changes in the relevant competition rules and seek the advice of others if necessary.
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete.
- At the outset clarify with athletes exactly what it is that is expected of them and what athletes are entitled to expect from you.
- Cooperate fully with others involved in the sport such as other technical officials, competition providers/organisers, team managers, coaches, and representatives of the governing body in the provision of fair and equitable conditions for the conduct of athletics events under the relevant rules of competition.
- Act in a decisive, objective but friendly manner in your interaction with other officials, athletes, coaches and spectators and carry out your duties in an efficient and non-abrasive manner.
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited substances.
- Never smoke whilst officiating or consume alcoholic beverages to a degree that it affects your ability or competence to undertake your officiating duties.
- Be fully prepared for the officiating task that is assigned to you.
- Dress appropriately, to the standard and nature of the competition as outlined by the relevant officials committee.
- Arrive in good time for the competition and report to the official in charge.
- Conduct the event in accordance with the rules and with due respect to the welfare of the athlete.
- Work in a spirit of cooperation with other officials and do not interfere with their responsibilities.
- Offer guidance and support to less experienced officials whenever appropriate.
- Encourage and guide athletes to accept responsibility for their own performance and behaviour.
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or with vulnerable adults.
- Do not exert undue influence to obtain personal benefit or reward.



- A Technical Official **MUST** strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other athletes, coaches and team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- In particular, you **MUST NOT** allow an intimate personal relationship to develop between yourself and any athlete aged under **18 years**. Any violation of this could result in a technical official's licence being withdrawn. It may also be a criminal offence to conduct a relationship with an athlete aged under 16 years. It may also be a violation of your technical officials licence to form an intimate personal relationship with a vulnerable adult judged/officiated by you.
- It is also **strongly recommended** that you do not allow intimate relationships to develop between yourself and athletes judged by you aged over 18 years.

As a responsible Technical Official, when participating in or attending any athletics activities, including training/coaching sessions and competition events 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.



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 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.
- Not use mobile phones, mp3 players etc.



Code of Conduct for Team Managers

As a responsible Team Manager you will:

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
- 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 athlete
- 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
- 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
- Avoid destructive behaviour and leave athletics venues as you find them
- Never engage in any inappropriate or illegal behaviour
- Not carry or consume alcohol to excess and/or illegal substances.
- Not carry any items that can be dangerous to yourself or to others excluding athletics equipment used in the course of the athletics activity
- Never engage in any inappropriate or illegal behaviour
- Not carry or consume alcohol to excess and/or illegal substances.

ASHFORD & DISTRICT RRC SOCIAL MEDIA POLICY

This policy has been developed to inform our club members about using social media (including but not limited to Facebook, YouTube, Twitter, TikTok, Instagram and all other social media networking sites and forums and including Strava and Spond) so that people feel enabled to participate, whilst being mindful of their responsibilities and obligations.

In particular this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

MANAGING ONLINE PRESENCE

Our online presence through our website or social media platforms will adhere to the following guidelines:

- All social media accounts will be password protected, and at least 2 members of the club will have access to each account and password
- The account will be monitored by at least two designated committee members in order to provide transparency. These may be welfare or social media officers, or others as nominated and agreed by the committee
- The designated committee members managing our online presence will seek advice from our welfare officers to advise on safeguarding requirements
- These designated committee members will remove any inappropriate posts by club members, explaining why, and informing anyone who may be affected
- We will make sure all club members are aware of who manages our social media accounts and who to contact if they have any concerns about something that has happened online
- Our account, page and event settings are set to 'private' so that only club members can see their content
- Any identifying details such as a club member's home address or telephone number must not be posted onto social media platforms, however it is accepted that this information may be visible on Spond if approved by the member; this information should only be shared as necessary (such as with club coaches and the membership secretary)
- Any posts or correspondence will be consistent with our aims and tone as a club
- Permission for photographs or videos should be given before posting on social media channels

ONLINE BEHAVIOURS

The club code of conduct states the expected behavioural standards, and this includes behaviour on social media. Below you will find some guidance around things to consider before posting on social media:

- Pause and think about what you are saying and the impact it might have before posting
- Be careful, respectful, and positive. You are personally responsible for what you post. If in doubt, don't post it
- Think about your image – what do people want to think about me or my club?
- Respect confidentiality within the team – for example, tactics, club information, announcements, coaching advice and training sessions
- Members should take the necessary steps to protect themselves online. Be smart about protecting yourself, your privacy and your confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully and your privacy settings
- Never post content that discriminates against individuals or groups on the basis of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, sexual orientation – this is not an exhaustive list
- Avoid writing anything on social media channels that you wouldn't feel comfortable seeing in a newspaper or hearing on TV/radio. Everything you write is treated as a direct quote, so consider "would I say this face to face with someone"?
- Do not speak negatively about another club member, competitor, official or governing body. Never use slurs, personal insults or obscenity. Be professional and respectful
- Be in the right state of mind when you make a post. Avoid posting when you are angry, upset or your judgement is impaired in any way. Be very careful what you say, do and post because once something appears on a social media channel, it can go viral very quickly
- Never engage in online disputes and don't allow family or friends to argue on your behalf

WHAT WE EXPECT FROM OUR MEMBERS, VOLUNTEERS, COACHES AND COMMITTEE MEMBERS (HEREINAFTER REFERRED TO AS 'MEMBERS')

- All members should be aware of the club's social media policy and the behaviours set out within it, and act accordingly
- We expect all members behaviour online to be consistent with the guidelines set out in the code of conduct and anti bullying statements
- Members should seek advice of the designated welfare officers if they have any concerns about the use of the internet or social media
- Members should make sure any content posted on public personal accounts is accurate and appropriate as club members may "follow" them on social media
- Emails or messages should maintain the club's tone and be written in a professional manner, in the same way that you would engage in a professional setting – avoiding kisses (X's) or using slang or inappropriate language
- Members should not delete any messages or communications sent to or from club accounts to third parties
- Any volunteer, designated committee member, welfare officer, social media officer should undertake online safety training offered and gain a basic knowledge of the platforms and how to report or remove inappropriate content online
- Any concerns reported through social media should be dealt with in the same way as a face-to-face disclosure, according to the club's safeguarding procedure

RELATED POLICIES AND PROCEDURES

Club code of conduct

Club anti bullying statement (including Cyber bullying)

Club constitution

CLUB WELFARE OFFICERS	Ann Fidge Andrew Johnstone
CLUB SOCIAL MEDIA OFFICER	Jolene Brind
OTHER DESIGNATED COMMITTEE MEMBERS RESPONSIBLE FOR MANAGING ONLINE PRESENCE	

LAST UPDATE OF POLICY

OCTOBER 2025



Club Discipline and Appeals Process

Step 1:

All complaints regarding the misconduct of club members should be submitted in writing to the Committee via the email address feedback@ashforddistrictrrc.co.uk. Where the complainant does not feel comfortable with this process, a written complaint may be passed to any member of the Committee. The content of a complaint will include specific details and evidence in relation to the infringement of Club Rules or any other offence or misconduct carried out during or in association with athletics activities which might reasonably be considered as bringing or having the potential to bring the Club into disrepute.

Step 2:

Upon receipt of a formal complaint, the Committee shall, having taken, and subject to, such advice as he or she considers it prudent to take in the circumstances, write to the Member or Members concerned to inform them of the complaint and to invite them to comment in writing within fourteen days upon the relevant allegations.

Step 3:

On completion of step 2, the Committee will determine if the complaint has sufficient grounds and is capable of being pursued based on the evidence/statements provided and will dismiss any frivolous complaints at this stage.

If the matter is sufficiently evidenced a process will be pursued. The Committee will appoint 3 club members to sit on the Disciplinary Panel, none of whom have had any direct interest or involvement in the matter.

Step 4:

The Club Disciplinary Panel or Hearing will consider the matter on receipt of the initial complaint and formal responses from the member(s) involved.

The Club Disciplinary Panel will have the power to suspend temporarily from membership any Member accused of an offence or misconduct, pending further investigations or enquiries. This suspension shall be to facilitate the investigation and be without prejudice to the outcome of the investigation.

The Disciplinary Panel/Hearing will make such further enquiries as it thinks fit and will offer a reasonable opportunity to any Member concerned, who may be accompanied by a supporter, if so desired, to meet with it and answer the allegations and the Disciplinary Panel/Hearing will hear such witnesses as are reasonably produced. The Disciplinary Panel/Hearing will make such procedural provisions as necessary for the just and efficient disposal of the case.

If the Disciplinary Panel/Hearing is satisfied that an offence of misconduct has been committed by a Member, then it may impose one or more of the following actions:

- i. note the offence or misconduct but take no further action;
- ii. formally warn the Member concerned as to future conduct;
- iii. suspend or disqualify the Member from club athletic competition, club coaching and/or administration and/or use of the Club's premises for some definite or indefinite period;
- iv. recommend to the relevant governing body that the Member be disqualified from any involvement in athletics for some definite or indefinite period and/or;
- v. terminate the membership or such other penalty as the Disciplinary Panel considers appropriate.

All parties concerned will be provided with the Disciplinary Panel's/Hearing formal written outcome notification by hand or by recorded delivery within seven days of the decision.

Step 5 – Appeal Process:

The letter notifying the decision of the Disciplinary Panel shall also set out the right to Appeal.

The accused and/or the Complainant, may appeal against the decision of the Disciplinary Panel/Hearing, by serving a Notice of Appeal to the Committee within seven calendar days of receiving the written decision. The Notice of Appeal must state the grounds on which the verdict of the Disciplinary Panel is challenged.

The Committee shall acknowledge a Notice of Appeal within seven calendar days of its receipt and will cast a decision in regards to 'the grounds on which the verdict is challenged', if there are sufficient grounds/evidence provided to support the challenge, the Appeal Panel process will commence (Step 5.1.), if there are insufficient grounds, the appeal will be dismissed.

Step 5.1.

The Committee shall appoint an Appeal Panel of three members who have not been involved directly, either in the events giving rise to the Hearing, or in the initial Disciplinary Hearing itself.

The Committee shall inform all parties concerned of the composition of the Appeal Panel. Either party may object to the composition of the Appeal Panel by notifying the Committee of the Objection and setting out the reasons for such an Objection no later than seven calendar days from the date of being informed of the composition of the Panel.

The Committee, within fourteen calendar days from the date of receipt of an Objection, will notify in writing the parties that either:

- the composition of the Panel has changed, in which case the Committee shall provide details of the new Appeal Panel; or

- the composition of the Panel has not changed, in which case the Committee shall give reasons why it has not accepted the Objection.

Within fourteen calendar days from the date the Committee responds to the Objection above (as appropriate), the Committee shall give such directions to all parties that include;

- the date and place at which the Appeal Panel will meet to determine the Appeal.
- whether the appeal will proceed by way of written submissions or an oral hearing; and
- whether the parties should be required to submit statements of their evidence and/or written submissions prior to the hearing and, if so, a timetable for doing so and the procedure for exchanging such statements and written submissions.

Powers of the Appeal Panel

The Appeal Panel shall meet on the date fixed by the Committee. The Appeal Panel may at its sole discretion disregard any failure by a party to adhere to this appeal procedure and may give such further directions as may be appropriate.

Any such hearings shall be in private unless all parties agree otherwise, or unless the Appeal Panel directs. The Appeal Panel shall have power to make a decision on the facts as it thinks fit and may:

- Quash the original decision
- Confirm the original findings & sanction
- Request that the case be reheard
- Increase the original sanction
- Reduce the original sanction

The Appeal Panel shall inform all parties of its decision within fourteen calendar days together with written reasons for its decision. The decision of the Appeal Panel shall be final. The Appeal Panel shall decide on any issue by majority.

Records of Hearings and Appeals

The decision of a Disciplinary Panel/Hearing, including Appeal Panel/Hearing, shall be recorded and retained in confidential records for a period of six years by the Club. Supporting documentation shall also be retained in the same fashion.

Notification to UK Athletics (UKA) and England Athletics (EA)

Where appropriate the Panel Chair, once the Appeal notice has expired, will inform EA/UKA;

- Disciplinary Hearing - details of a decision, including sanctions imposed, will be communicated to EA and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.
- Appeal Panel - details of a decision, including sanctions imposed, will be communicated to EA and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the

safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.

Co-operation of All Parties

The procedures described in these Discipline Procedures assume that all parties will co-operate in the interest of resolving the issue in question. In the absence of such co-operation, or if it is withdrawn at any stage, the Club reserves the right to proceed with a Hearing or an Appeal based on such evidence and information as it is able to obtain.

When dealing with a complaint, the Committee or nominated Club representative shall be entitled to take, or omit to take, such action as is recommended pursuant to legal advice received from a legal practitioner whom the Committee reasonably believes is competent to provide such advice and/or EA's legal representative service for affiliated members.