

# ***Pocklington Runners Constitution.***

## ***1. Name***

The name of the club shall be POCKLINGTON RUNNERS.

## ***2. Aims***

To promote and encourage running activities for all ages and abilities. To promote and encourage social activities for runners.

## ***3. Membership***

3.1 Membership of the Club is open to any person of 5 years of age and over wishing to join the running and/or social activities of the Club and willing to pay the relevant subscription and abide by the Constitution of the Club.

3.2 Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.

3.3 The Club may have different classes of membership and subscription on a non discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

3.4 The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

3.4 The Club colours shall be White Vest with a single broad Blue Band down either side. "Pocklington Runners" to be printed on the front in Blue writing. Club colours should be worn in all competitions under uk:athletics laws.

3.5 Club members are expected to assist with the marshalling of the clubs Snake Lane 10, Summer 10Km and Winter Cross Country events either by marshalling themselves or by providing a marshal to allow these events to run smoothly.

## ***4. Affiliation***

The Club shall affiliate to Associations relevant to the running activities of the Club in the manner laid down by those Associations necessary to compete in events under their control.

## ***5. The Committee***

5.1 A Committee consisting of a Chairperson, Secretary, Treasurer and five others, to be elected at the Annual General Meeting, shall manage the affairs of the Club. Only paid up members are eligible to vote. The Annual General Meeting shall be held in the month of December each year. Such other official Club posts may be created and filled at the Annual General Meeting or as the Committee considers appropriate. The Committee may co-opt members to fill vacancies during the year. Either the AGM or the Committee has power to form such Sub-Committees as it may deem necessary. Six Committee members are necessary to form a Quorum.

5.2 Annual Subscriptions may only be adjusted at a General Meeting of the Club. The amount of the annual subscription shall include any affiliation fee payable to North of England Athletic Association. The yearly subscription must accompany the application for membership and thereafter is due on the 1st January each year.

5.3 The following posts shall be assigned to those elected on to the Committee at the Annual General Meeting:

(i) Chairperson - Who shall have a second or casting vote at any Committee Meeting, Annual General Meeting, or Special General Meeting.

(ii) Secretary - Who shall be responsible for the general administration of the Club and the membership, new applications and renewals including maintenance of the Standing Instructions and Guidelines and ensuring that the affairs of the Club are administered in accordance with the requirements as laid down in this document.

(iii) Treasurer - Who shall be responsible for the finance and accounts of the Club.

(iv) Race Secretary – Who shall be responsible for the general administration of the clubs Snake Lane 10 mile road race its finance and accounts.

(v) Ladies Captain – Who shall be responsible for the co-ordinating of a Ladies team.

(vi) Men’s Captain – Who shall be responsible for the co-ordinating of a Men’s team.

(vii) Summer 10Km League Representative – Who shall be responsible for liaising with the York and District Road Race League and issuing of numbers and the collection of the entry fees.

(viii) Winter Cross Country Representative – Who shall be responsible for liaising with the East Yorkshire Cross Country League secretary, the issuing of numbers and the collection of entry fees.

5.4 Meetings will be held on a monthly basis on the last Wednesday of the month after running. All the membership are welcome to attend

5.5 Furthermore

(i) The Committee shall have the power to expel any member of the Club whose subscription is 6 months in arrears, provided a months notice in writing shall have been sent to such member by a Registered or Recorded Delivery letter, addressed to his/her last known address, informing him/her of the proposed action of the Committee. The name and address of any person so expelled from the Club shall be sent to the Secretary of the North of England Athletic Association who shall enter the name in a book kept for that purpose. Every person whose name has been so entered shall be suspended from competing under uk:athletics Laws until the liability causing his/her expulsion, which shall not exceed one year’s subscription shall have been discharged.

(ii) The Committee shall have the power to suspend or expel any member guilty of conduct antagonistic or prejudicial to the Club, however, such action may only be taken following a vote in favour of this by three quarters of those present at a properly convened Committee Meeting in a secret ballot. The decision of the Committee must be communicated in writing to the member concerned within one week of the meeting and any appeal against the decision must be lodged with the Secretary in writing within two weeks of the meeting.

(iii) Where any member is suspended or expelled by the Committee, written notice of this decision should be sent as soon as possible to the Secretary of the North of England Athletic Association.

(iv) Members wishing to resign must give notice in writing to the Secretary. Membership will cease with effect from the date of the notice unless the member is in debt to the Club (in particular if his/her subscriptions are overdue) in which case acceptance of the resignation will be withheld until the debt has been cleared. Written acceptance of resignation will be withheld until the debt has been cleared. The Secretary in all cases should send written acceptance of a resignation.

- (v) Alterations to the Constitution may only be made at a General Meeting of the Club following a vote in favour by two thirds of those paid up members of Pocklington Runners present.
- (vi) The Committee shall have power to deal with contingencies not provided for in the Constitution and Rules.

## ***6. Annual General Meeting***

- 6.1 Members may attend all general meetings of the Club in person.
- 6.2 Such meetings need 21 clear days' written notice to members.
- 6.3 The quorum for all general meetings is 10 per cent of the total membership.
- 6.4 The Chair or (in his or her absence) another member chosen at the meeting shall preside.
- 6.5 Except as otherwise provided in these Rules every resolution shall be decided by a simple majority of the votes cast on a show of hands.

## ***7. Special General Meeting***

These can be called by the Secretary or at the written request of 10 Club members. At least 14 days notice of such a meeting must be given. A Special General Meeting shall be considered to be legitimate if 10% or more of the current membership of the Club is present, provided that due notice of the meeting has been given.

## ***8. Subscriptions***

8.1 Subscriptions and payment procedures shall be decided at the Annual general Meeting and will come under the following categories:

- (i) Senior member - £15
- (ii) Junior member (ie under 18 years of age) – Plus those still in full time education - £5
- (iii) Social member - £7.50
- (iv) Second Claim membership - £15 - Any person joining the club as second claim shall be eligible for all benefits of the club with the following exceptions:
  - (a) Unable to be a Committee member
  - (b) Unable to set a club record

## ***9. Disclosure***

9.1 Annual club reports and statements of account must be made available for inspection by any member and all club records may be inspected by any Committee member.

## ***10. London Marathon Places***

10.1 After being a member of the club for at least 12 months and run as a club member in at least 6 races any runner who receives a rejection slip from the London Marathon can enter into the club ballot for a place. Any runner who has received a ballot place in previous years is not exempt from this draw.

## ***11. Winding up the club***

11.1 The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.

11.2 The Committee will then be responsible for the orderly winding up of the Club's affairs.

11.3 In the case of the club folding the membership would receive a rebate of which the formula would be as follows: If the club was to fold in May each member would receive 7/12 of their annual subscription and if the club was to fold in November each member would receive 1/12 of their annual subscription.

11.4 After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

- (i) To another Club with similar sports purposes which is a registered charity and/or
- (ii) To the Club's governing body for use by them for related community sports.

## ***12. Athletics Welfare***

'Athletics Welfare' is the document shared by UKA and AAA which forms the policy and procedures for best practice in the sport of athletics and lays down procedures to assist club members if things should go wrong. It contains flow charts of the actions club members and clubs must take when there are complaints about the welfare and treatment of club members. It covers such things as child protection, poor coaching, bullying and cheating. It lays down minimum standards of expectations within a club in the section entitled codes of conduct and it gives simple proofreads to assist clubs as they strive to provide the highest possible standards.

Why do we need 'Athletics Welfare'?

All organizations which offer a service to the community offer an implicit statement that their services are safe and of high standard. Athletics is no different. Some of the disciplines within the sport are highly dangerous but there is a blind expectation that the coach is trained and knows how to teach/coach the discipline, or they entrust their children to the club on away journeys. Athletics clubs have a duty of care towards all its members whether they are athletes, officials, coaches, volunteers or parents. Similarly 'Athletics Welfare' states that each has a duty towards the club and its other members. More than ever, clubs and its officials are being asked to examine the ways they fulfil their duty of care. The following extracts from the code sets out some of your duties. It is meant to help you to anticipate and overcome some of the problems which might occur.

### **Welfare & Child Protection Policy**

Aim of the Policy

Our aim is to create an environment in which the young athlete (child) and their parent(s), guardian, responsible adult, carer, closest relative; can feel confident that our Running Club is providing a safe and wholesome 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.

### **Child Protection**

All suspicions and allegations of abuse against young athletes will be responded to, and followed up appropriately in accordance with this policy and local Area Child Protection Policy guidelines and procedures.

Key Principles

All people under the age of 18 years are defined as children for the purpose of this policy. All children regardless of their gender, racial origin, culture, ability, religious belief and sexual orientation have the

right to protection from abuse.

All suspicions and allegations of abuse will be taken seriously and will be responded to by any officer of the club, who through the Club's child protection officers will refer the matter to the Social Services Department in whose area the incident or suspicion occurred.

All coaches and officers who come into active contact with children will be subject to a police reference.

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 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 young athletes, or use language or actions which may cause children 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. Actions to be taken by Child Protection Officer of Pocklington Runners, or in their absence, any officer of the club

Advise the child that you will not be able to maintain confidentiality.

Listen to the child rather than question him/her.

Never stop a child who is freely recalling significant events.

Make a note of what is said, taking care to record the time, date, setting and people present.

Any person with a suspicion or allegation of child abuse shall report to the Child Protection Officers or any club officer who should without delay, refer the matter to the Social Services Department where the alleged incident occurred.

Telephone numbers Out of hours

The person reporting the suspicions or making the allegations must be prepared to speak to the Social Services to clarify their concerns.

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.

Any child, parent or person is encouraged to contact the Social Services or the police local to them, directly, without referring the matter to the Child Protection Officers of the Club.

Any coach or member of the club who has been accused of abusing a child will be suspended by the Club "without prejudice" pending the investigation.

Definitions of Child Abuse

Physical Abuse. Occasions when adults or other children deliberately inflict injuries upon a child, or knowingly do not prevent such injuries. This could include the nature of the intensity of training or competition. Offering alcohol or drugs.

Emotional Abuse. Where adults or other children fail to show due care or attention or threaten, use sarcasm, taunt or shout at a child causing them to lose confidence, self-esteem and become nervous or withdrawn.

Neglect. Where adults fail to provide help and care to the child. This also includes leaving a child without proper supervision or placing the child at risk of injury.

Sexual Abuse. Where adults or children use children to fulfil their sexual needs.

The coach, volunteer, official or Officer of the Club may be placed in a position of trust by the child who may feel able to disclose incidents which have occurred at school or at home. These must be taken seriously and referred immediately to the Social Service Department. It may not be safe for the child to return home.

## **Athletics Welfare Roles**

### **The Athlete: Code of Conduct**

As a responsible athlete you will

Treat others with the same respect and fairness that you would wish to receive

Uphold the same values off the field as you do when engaged in athletics

Anticipate your own needs, be organised and on time

Thank those that help you participate in athletics

Inform your coach of any other coaching you are receiving.

Show patience with and respect diversity in others

Act with dignity at all times

Notify a responsible adult if you have to go somewhere( why, where and when you will return)

Not respond if someone seeks private information, unrelated to athletics

Use safe transport or travel arrangements

Avoid destructive behaviour and leave athletics venues as you find them

Never engage in illegal or irresponsible behaviour

Challenge anyone whose behaviour falls below the expected standards of 'Athletics Welfare'

Speak out immediately if anything makes you concerned or uncomfortable (telling your parents/carers and or the club Welfare Officer) or if you suspect a club mate has suffered from misconduct by someone else.

### **The Coach: Code of Conduct**

As a responsible coach you will:

Respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability

Place the welfare and safety of the athlete above the development of performance

Develop appropriate working relationships with athletes (especially under 18s), based on mutual trust and respect

Not exert undue influence to obtain personal benefit or reward

Encourage and guide athletes to accept and take responsibility for their own behaviour and performance and give them as much autonomy as possible

Never do something for an athlete that they can do for themselves (in the case of some disabled athletes or vulnerable adults tasks of a personal nature may be requested or necessary. In such cases the full understanding and consent of the athlete, parent or carer should be sought and the individual's dignity should be respected.)

Avoid critical language or actions, such as sarcasm, that undermine the athletes self esteem

Not spend time alone with a young athlete unless clearly in view of others

Avoid taking a young athlete alone in your car

Never invite a young athlete alone to your home

Never engage in physical or sexually provocative games, including horseplay, or share a bedroom with a child

Always explain why and ask for consent before touching an athlete

Work in same-sex pairs when supervising changing areas

Ensure that parents/carers know about and have approved in advance if taking a young athlete away from the usual training venue

Respect the right of young athletes to an independent life outside athletics

Make sure you are appropriately qualified for activities that you coach and update your licence and education when required by UK Athletics

Adopt safe training regimes appropriate to the age, stage of development and capacity of the athlete

At the outset, clarify with athletes (and where appropriate their parents or carers) exactly what is expected of them and what performers are entitled to expect from you

Never try to recruit, either overtly or covertly, athletes who are already receiving coaching

Co-operate fully with other colleagues (e.g. other coaches, officials, team managers, sport scientists, doctors, physiotherapists, governing body staff) in the best interests of the athlete

Consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited or age inappropriate substances

Strictly maintain a clear boundary between friendship and intimacy with athletes

Challenge inappropriate behaviour or language by others

Report any accidental injury, distress or misunderstanding or misinterpretation (including if a child appears to have been sexually aroused by your actions). A brief written report of such incidents should be submitted to the Welfare Officer as soon as possible, and the parents/carers notified. Your club should have incident report forms, otherwise see sample Incident Report Form in appendices of 'Athletics Welfare')

Report any suspected misconduct by other coaches or athletics personnel (see figure 1 in 'Athletics Welfare')

Consistently display high standards of behaviour and appearance.