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## CHANDLERS FORD SWIFTS



## CODES OF CONDUCT, CONSTITUTION, POLICIES AND PROCEDURES

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## **1 INTRODUCTION**

This document contains the club rules and regulations of the Chandler's Ford Swifts Running Club (referred to in this document as "**CFS**" or "**Club**"). We expect all members of the Club ("**Members**") to familiarise themselves with the policies and procedures which are likely to be applicable to them.

### **Before you run with us:**

As a minimum, all individuals who plan to run with us should read and agree to our Codes of Conduct.

### **Our Mission Statement:**

"Chandler's Ford Swifts Running Club provides local runners with a supportive club culture and a variety of guided sessions to develop as athletes and enjoy the social, physical and mental benefits of running with others."

### **Our Club Colours:**

Purple and Grey.

More information on Club kit (including how to purchase) and when it is mandatory is available from the website or Officer in charge of kit.

### **Defined terms used in this document:**

Defined terms used in this document have the meaning given to them in the Constitution, unless otherwise defined.

## 2 CODES OF CONDUCT

### Members Code of Conduct

- 2.1 For the safety and continued enjoyment of Members, CFS has adopted these codes of conduct that we expect Members to follow. By becoming a Member (and renewing your membership) you agree to comply with our codes of conduct.
- 2.2 As a minimum you should familiarise yourself with our Members Code of Conduct and Safeguarding Codes of Conduct before running with CFS.
- 2.3 As a Club, our members must also comply with the Codes of Conduct and Rules of England Athletics from time to time. The [UK Athletics Code of Conduct for Senior Athletes](#) is available on its website, along with the rules and regulations it refers to.
- 2.4 Any junior Members and their parent/carer must read and agree to our Children and Young People Code of Conduct at the point they become a member (or renew their membership).
- 2.5 If at any time you feel that someone within the Club is not acting in accordance with this code, please inform any of the Welfare Officer, Club Chair ([chairman@chandlersfordswifts.com](mailto:chairman@chandlersfordswifts.com)) or Club Secretary ([secretary@chandlersfordswifts.com](mailto:secretary@chandlersfordswifts.com)) as soon as possible.
- 2.6 As a Club, we will adopt the England Athletics policies and procedures on welfare and safeguarding (further details below).
- 2.7 Within the context of the Club, Members or a person acting on behalf of the Club are expected to:
  - 2.7.1 behave with and encourage respect and courtesy to other Members of the Club and members of the public, in the way they act and the language they use;
  - 2.7.2 take responsibility for their own safety and not compromise the safety of others, including wearing appropriate kit;
  - 2.7.3 behave in accordance with the Welfare Policy of the Club;
  - 2.7.4 respect and comply with the rules and regulations of competitions that they may participate in or assist with as an official;
  - 2.7.5 follow the complaints procedure if at any time they have cause for concern for the welfare, safety or behaviour of others;
  - 2.7.6 not publish defamatory material\* or behave in a manner that may bring the Club into disrepute;
  - 2.7.7 report and (where comfortably able to do so) challenge language or behaviour by other Members which we consider inappropriate, offensive or which does not encourage inclusion;
  - 2.7.8 co-operate with coaches, officials, team managers, representatives of the governing body and other Members;
- 2.8 Avoid abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment, and physical and sexual abuse.

- 2.9 Any under 18s (whether Members or otherwise) who choose to join Club social runs must be supervised by a responsible adult at all times. Juniors may not participate in seniors coached/training sessions without the approval of a member of the Committee and the relevant coach or run leader, so as to ensure we comply with supervision ratios and have adequate safeguarding protections in place.
- 2.10 In order to comply with our insurance requirements, dogs and other animals must not accompany any runner during a club or coach / leader led session that takes place on roads where interaction with traffic and pedestrians create inherent risks. Each runner may be accompanied by one dog in club or coach / leader led sessions that are predominantly off-road (subject to appropriate risk assessment). Dogs must be kept under close control and Members are expected to be responsible dog owners and clear up after their dog. Please contact a member of the Committee if you are unsure whether a planned run is suitable for dogs.
- 2.11 On training nights, Members should respect the Run Leaders and refrain from talking when session briefings are being made.
- 2.12 On all training nights when dark, it is recommended that Members wear fluorescent vests or other suitable clothing and lights to ensure they can be clearly seen.
- 2.13 All Members will follow the Highway Code while training and not take unnecessary risks with traffic. Give way to pedestrians and respect other path users.
- 2.14 Inform your session/run leader if you have any injury, illness or long-term medical condition that may affect your running and do not run at Club sessions or when representing the Club when ill, injured or if for any reason it has been recommended not to by any medical professional.
- 2.15 Inform your run leader of any medication you may need to carry with you during a Club run (e.g. inhaler, epi-pen).
- 2.16 We recommend that you carry In Case of Emergency (ICE) details on your person.
- 2.17 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. Take note of any recommendations given to you by coaches or run leaders about which group is most appropriate for you.
- 2.18 Listen to the run leaders and coaches and respect what they have to say; they have the best interests of the group in mind and are volunteers.
- 2.19 During social runs, do not run too far off the front of a group and always loop back at regular intervals or when requested to by the group leader.
- 2.20 Warn other participants around you of impending hazards, pedestrians, dustbins, low hanging branches, cars approaching etc.
- 2.21 Look after the other participants within your training group, if someone is struggling make sure that they are not left on their own or inform your run leader.
- 2.22 We recommend that you do not leave the session early. If it is necessary to leave early then inform the run leader.

#### **Our other codes of conduct**

2.23 We have adopted the following UK Athletics Codes of Conduct:

Children and Young People: [codes-of-conduct-children-young-people.pdf \(uka.org.uk\)](#)

Club Safeguarding: [codes-of-conduct-club-safeguarding.pdf \(uka.org.uk\)](#)

Welfare officer: [codes-of-conduct-club-welfare-officer.pdf \(uka.org.uk\)](#)

Coaches: [codes-of-conduct-coaches.pdf \(uka.org.uk\)](#)

Parents/ Carers: [codes-of-conduct-parents-carers.pdf \(uka.org.uk\)](#)

Senior Athletes: [codes-of-conduct-senior-athletes.pdf \(uka.org.uk\)](#)

Technical Officials: [codes-of-conduct-technical-officials.pdf \(uka.org.uk\)](#)

Volunteers: [codes-of-conduct-volunteers.pdf \(uka.org.uk\)](#)

#### **Updates to codes of conduct**

Our codes of conduct may be amended, or new codes adopted from time to time; we will notify Members should this happen outside of an AGM

### **3 SOCIAL MEDIA GUIDELINES**

3.1 Social networking is the process of interacting with other internet users in a communal online space. It can be engaging and provides information and advice about the Club, training, and helps the Club to grow. However, we ask that Members are aware that social networking sites and weblogs are in the public domain and one has little or no control over who has access to the information. Therefore, we ask all Members to follow the rules below in the use of social media:

#### Personal use of social media

3.2 In using social media, if a Member identifies themselves as a Member of CFS, we ask that you are respectful when talking about the Club and its Members.

#### Member use of social media set up by CFS

3.3 Club Members should be conscious at all times that anything posted on, or uploaded to the Clubs page may well be seen by non-members of the Club. As such, it reflects and represents the Club. Members should be careful about content that is uploaded to Facebook and other Social Media sites and be careful of the language and tone used. Members should not be rude or offensive and we ask Members to try and respect the public reputation of the Club and the privacy of some of its Members when using Social Media sites.

3.4 Comments made verbally, on our social media pages – including, but not limited to; Facebook, Instagram, TikTok, X and/or our website - should not be abusive, offensive or derogatory. If they are, the moderators reserve the right to delete these types of postings and remove the author. The Club recognises that many Members make use of social media in a personal capacity. While they are not acting on behalf of CFS, Members must be aware that they could risk damaging our reputation if their comments are not appropriate. All Members are therefore requested to ensure that they continue to recognise and respect this at all times.

- 3.5 As a Club that is affiliated to the National Governing Body, England Athletics, we (the Club, the Officers and Members) have duties to protect the Club, our Members and the sport. To comply with these duties, we ask Members:
- 3.5.1 do not post anything in breach of the Members code of conduct;
  - 3.5.2 do not post any confidential information, this includes: Club's members, finances and any internal discussions that involve specific Members;
  - 3.5.3 not to upload or post anything that could be considered offensive, abusive, discriminatory or defamatory;
  - 3.5.4 not to upload/post anything that could be interpreted as harassing a person receiving the post - including images, messages, etc.;
  - 3.5.5 not to post/upload any material which is sexually explicit or pornographic;
  - 3.5.6 not to post/upload any material which is sexist, racist, homophobic or xenophobic;
  - 3.5.7 not to post/upload any copyrighted material, including software and printed material in violation of copyright law;
  - 3.5.8 not to post/upload any material that could be considered a chain letter or email.

## 4 CONSTITUTION

### Club Rules of Chandlers Ford Swifts

#### 1. Interpretation

1.1 Unless the context requires otherwise, the following terms in these Rules shall have the following meaning respectively:

<b>AGM</b>	has the meaning given in rule 12.1;
<b>Committee</b>	means the management committee of the Club from time to time;
<b>Chair</b>	means the person from time to time appointed as chair of the Club in accordance with these Rules;
<b>Club</b>	means the club intended to be regulated by these Rules;
<b>EGM</b>	has the meaning given in rule 12.1;
<b>England Athletics</b>	means England Athletics Limited (company number: 05583713) (or its successor body);
<b>General Meeting</b>	means a general meeting of the Members (being either an AGM or an EGM);
<b>Member</b>	means a member of the Club (and a member shall be legally bound by these Rules in accordance with rule 10);
<b>Objects</b>	has the meaning given in rule 3;
<b>Officers</b>	means the members of the Committee;
<b>Secretary</b>	means the person from time to time appointed as secretary of the Club in accordance with these Rules;
<b>Treasurer</b>	means the person from time to time appointed as treasurer of the Club in accordance with these Rules;
<b>UKA</b>	means UK Athletics Limited (company number 03686940) (or its successor body);
<b>Writing and written</b>	includes email.

#### 2. Name and Office

2.1 The Club shall be called Chandler's Ford Swifts.

2.2 The principal office of the Club shall be situated in England.

#### 3. Objects

The objects of the Club (Objects) are for the public benefit generally, to promote community participation in healthy recreation by providing coaching, competition and other services to



support running and with particular reference to the inhabitants of Chandler's Ford (Hampshire) and its surrounding areas.

#### 4. **Ethos**

4.1 The Club is committed to ensuring that equity is incorporated across all aspects of its operations, activities and development. In doing so, the Club acknowledges and adopts the following Sport England definition of sports equity:

*'Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.'*

4.2 The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their sport, regardless of age, disability, gender, gender reassignment, race (including ethnicity and nationality), religious belief, sex, sexual orientation, pregnancy, maternity, civil partnership, marriage, or social/economic status.

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

4.4 All Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

4.5 The Club will deal with any incidence of discriminatory behaviour seriously according to the Club's disciplinary procedures.

#### 5. **Exercise of Powers**

In furtherance of the Objects but not otherwise the Club may exercise the following powers:

5.1 to carry on a sports club;

5.2 to provide sports coaching, training and equipment;

5.3 to participate in and organise leagues, competitions, tournaments and matches and related activities;

5.4 to provide information, advice and guidance in running and/or athletics, competitions, coach development and other related activities;

5.5 to publish or distribute information including by means of reports, books, leaflets, films, videos, websites and any other media;

5.6 to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to open and operate bank accounts in the name of the Club;

5.7 to accept or disclaim gifts of money or any other property;

5.8 to raise funds and to invite and receive contributions;

5.9 to purchase, take on, hire, lease, acquire, alter, improve, construct and maintain property and equip it for use;

5.10 to sell, charge, let, mortgage or otherwise dispose of property and buildings;

5.11 to reconstitute as a body corporate and transfer some or all of the undertaking, assets and liabilities of the Club to its corporate successor;

- 5.12 to insure the property of the Club against any foreseeable risk and to take out other insurance policies to protect the Club and the Officers when required including the provision of indemnity insurance to cover the liability of the Officers and other staff and volunteers;
- 5.13 to set aside income for special purposes or as a reserve against future expenditure but only in accordance with a policy in Writing on reserves determined by the Committee;
- 5.14 to support or establish or aid in the establishment of any trusts, associations or institutions formed for all or any of the Objects;
- 5.15 to acquire, merge, collaborate, amalgamate or co-operate with charities or voluntary bodies operating in furtherance of the Objects or similar purposes and to exchange information and advice with them;
- 5.16 alone or with other organisations to seek to influence public opinion and to make representations to and to seek to influence governmental and other bodies and institutions regarding the reform, development and implementation of appropriate policies, legislation, regulations and rules;
- 5.17 to do all such other lawful things as may further or are conducive to the Objects or any of them.

## 6. **Club Finances and Property**

- 6.1 A bank account shall be opened and maintained in the name of the Club (**Club Account**). Designated account signatories shall be the Chair, the Secretary (if any) and the Treasurer. No sum shall be expended from the Club Account except by cheque signed by two of the designated signatories or by electronic transfer approved by at least one of the designated signatories subject to a maximum amount fixed by the Committee.
- 6.2 All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account as soon as is reasonably practicable. The Club Account shall be managed in accordance with any finance policy drawn up by the Committee and/or in accordance with the reasonable instructions of the Committee (acting collectively) from time to time.
- 6.3 The Club's financial year shall end on 31 March each year or such other date as the Committee may determine from time to time provided that no financial year shall be shortened to less than nine months or extended to more than fifteen months.
- 6.4 As at the date of adoption of these Rules, the maximum amount referred to at 6.1 above is £100.00 (or its equivalent in other currencies).
- 6.5 The Club is a not-for-profit organisation. No Member shall be paid any profit share, bonus or other distribution.

## 7. **Affiliation**

Subject to these Rules and the general law, the Club is a member of or affiliate to England Athletics and any constituent body designated to it by England Athletics and the Club shall comply with and uphold the rules and regulations of England Athletics and of any such constituent body for the time being in force.

## 8. **Club Membership**

- 8.1 The Members from time to time shall be those persons listed in the Club's register of members which shall be maintained by the Secretary.
- 8.2 The Committee may make bye laws under rule 27 below establishing classes of membership with different rights and obligations and shall record such rights and obligations in the Club's register of members.

## 9. **Admission to Membership**

- 9.1 Any person who wishes to be a Member must apply in such form as is determined by the Committee from time to time and deliver it to the Chair or the Secretary.
- 9.2 Membership of the Club is open to all (subject to a minimum age requirement) without discrimination and may only be refused where admission to membership would be contrary to the best interests of sport or the good conduct and interests of the Club. No person shall be denied membership of the Club on the grounds of race (including ethnicity and nationality) age, disability, gender, gender reassignment, occupation, sexual orientation, religious beliefs, political or other beliefs, pregnancy (save that the club reserves the right to consider the health and safety of the pregnant woman in deciding whether to admit her as a Member) or maternity. A person may appeal against any denial of membership in accordance with rule 29 below.
- 9.3 The Committee or the Members may from time to time fix the levels of admission fees and annual subscriptions to be paid by different categories of Members provided that the Committee or the Members (as the case may be) shall use its best endeavors to ensure that any such fees or subscriptions do not preclude open membership of the Club.
- 9.4 Membership is not transferable to anyone else.

## 10. **Conditions of Membership**

- 10.1 These Rules, including any bye laws made under rule 27 below, shall form a binding agreement between each Member and Members shall comply with these Rules and bye laws.
- 10.2 The Members shall pay any admission fees and annual subscriptions set by the Committee under rule 9.3 above.
- 10.3 Subject to these Rules and the general law, the Members shall so exercise their rights, powers and duties and shall where appropriate use their best endeavors to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the Objects and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.

## 11. **Cessation of Membership**

- 11.1 Membership of the Club shall terminate if:
- 11.1.1 the Member dies;
  - 11.1.2 the Member, being an individual, is convicted of a criminal offence which involves dishonesty or any other offence, relating to safeguarding, drugs and any crime involving violence (including any convictions relating to children) at the committee's discretion;
  - 11.1.3 the Member resigns by notice in writing to the Club by giving at least seven days' notice in writing to the Club provided that upon such resignation the number of Members is not less than one;
  - 11.1.4 the Member is in arrears to the Club and their subscriptions or any other payments are at least three months overdue;
  - 11.1.5 the Member is removed from membership by a resolution of the Committee as a result of application of the Club's (or England Athletics) disciplinary policy.
- 11.2 The Committee may exclude the Member from the Club's premises until the meeting has considered this matter (save that they shall be entitled to attend the meeting in question for the purpose of making representations to the meeting). A person may appeal against a decision to remove them from membership in accordance with rule 29 below.

11.3 Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and has no right to the return of any part of his subscription fee. Without prejudice to the foregoing, the Committee may refund an appropriate part of a resigning Member's subscription fee if it considers it appropriate in all the circumstances.

11.4 In the event of a Member's resignation or expulsion, their name shall be removed from the Club's register of members.

## 12. **General Meetings**

12.1 The Committee shall call an Annual General Meeting (**AGM**) each year and no more than fifteen months shall pass between one AGM and the next. The business of an AGM shall include:

12.1.1 the receipt of a report of the activities of the Club over the previous year;

12.1.2 the receipt of a report of the Club's finances over the previous year;

12.1.3 the election and retirement of Officers; and

12.1.4 any other business.

12.2 All General Meetings other than the AGM shall be called Extraordinary General Meetings (**EGMs**).

12.3 An EGM may be called at any time by the Committee at that time and shall also be called within fourteen days of the receipt by the Secretary of a requisition in Writing, signed by not less than 15% of Members stating the purposes for which the EGM is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

## 13. **Notice of General Meetings**

13.1 An AGM or EGM shall be called on at least twenty one clear days before the meeting save that 90% of all the Members may agree to shorter notice.

13.2 The notice shall specify the date, time and place of the meeting and the general nature of the business to be transacted and, in the case of an AGM, shall specify the meeting as such.

13.3 The Secretary shall send to each Member at their last known address (including an email address) written notice of the date of a General Meeting (whether an AGM or an EGM) together with any resolutions at that time proposed.

13.4 The accidental omission to give notice of a General Meeting to or the non-receipt of notice of a General Meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting.

## 14. **Proceedings at General Meetings**

14.1 No business shall be transacted at any General Meeting unless a quorum is present. The quorum for an AGM or EGM shall be the greater of 10 Members or 10% of the total number of Members.

14.2 If a quorum is not present within half an hour from the time appointed for the meeting or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place as the Committee may determine.

14.3 If the number of Members present at the adjourned meeting is insufficient to constitute a quorum in accordance with rule 14.1 above, the Members present shall constitute a quorum.

- 14.4 The Chair, or in their absence any other Officer, shall preside as the chair of the meeting. Each Member present shall have one vote but in the event of an equality of votes the chair of the meeting shall have a casting vote. If at any time there is more than one Chair and those Chairs do not agree how to cast their vote, then the Secretary shall have a casting vote.
- 14.5 The Secretary, or in their absence any other Officer, shall enter the minutes into the Club's minute book.
- 14.6 The Committee may make whatever arrangements they consider appropriate to enable Members attending a General Meeting to exercise their rights to speak or vote whether attending directly or by telephone communication or by video conference, an internet video facility or similar electronic method allowing visual and/or audio participation.
15. **Powers of the Committee**
- 15.1 The Committee shall be responsible for the management of all the affairs of the Club and may exercise all the powers of the Club.
- 15.2 No alteration of these Rules and no such direction by the Members shall invalidate any prior act of the Committee which would have been valid if that alteration had not been made or that direction had not been given.
- 15.3 The Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Rules.
- 15.4 The Committee may, while retaining responsibility pursuant to rule 15.1, delegate to any person, company or sub-committee any of its powers or functions, the implementation of any of its decisions or the day-to-day management of the affairs of the Club by such means, to such an extent, in relation to such matters or areas and on such terms as they may determine in accordance with these Rules.
- 15.5 Subject to these Rules and the general law, the Committee shall so exercise its rights, powers and duties and shall where appropriate use its best endeavors to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the Objects and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.
16. **The Committee**
- 16.1 The Committee shall consist of a minimum of three Officers, including the following:
- 16.1.1 Club Chair;
- 16.1.2 Club Treasurer;
- 16.1.3 Club Secretary;
- 16.1.4 Officers to deal with, respectively, Membership, Welfare and DBS verification;
- 16.1.5 any other Officers elected at a General Meeting.
- 16.2 Officers shall be elected by the Members at an AGM. Nominations for election of Members as Officers shall be made:
- 16.2.1 by the Committee; or
- 16.2.2 in Writing by the proposer and seconder, both of whom must be existing Members, to the Secretary not less than fourteen days before the meeting.

- 16.3 Each Officer shall hold office from the date of election until the conclusion of the next AGM. A retiring Officer may be re-elected at the AGM.
- 16.4 Any vacancy on the Committee which arises between one AGM and the next may be filled by a Member proposed by one Officer, seconded by another Officer and approved by the Committee.
- 16.5 An Officer may not appoint an alternate or substitute to act on their behalf at any Committee meeting.
- 16.6 At least three members of the Club's committee should be unrelated or not co habiting.
- 17. Calling a Committee Meeting**
- 17.1 The Committee shall hold not less than four meetings each year.
- 17.2 A meeting of the Committee shall be called on not less than 3 days' notice to all Officers unless the Chair determines that urgent circumstances necessitate shorter notice.
- 17.3 Notice of a Committee meeting shall be given to each Officer.
- 18. Proceedings of a Committee Meeting**
- 18.1 Subject to the provisions of these Rules, the Committee may regulate its proceedings as it thinks fit.
- 18.2 Meetings of the Committee shall be chaired by the Chair or in their absence the Secretary. The chair of the meeting shall (subject to rule 19 below) have a casting vote in the event of a tie. If at any time there is more than one Chair and those Chairs do not agree how to cast their vote, then the Secretary shall have a casting vote.
- 18.3 The quorum for the transaction of business of the Committee shall be half of all of the Officers (rounded up). Business may including creating or appointing a sub-committee to make decisions in relation to specific areas of Club business.
- 18.4 Decisions of the Committee shall be made by a simple majority of those Officers attending the Committee meeting.
- 18.5 Decisions of the Committee of meetings shall be entered into the Club's minute book.
- 18.6 A resolution in Writing signed by all the Officers (or members of a sub-committee) entitled to vote on the matter shall be as valid and effective as if it had been passed at a meeting of Officers or (as the case may be) a sub-committee duly convened and held. Such a resolution may consist of several documents in the same form each signed by one or more of the Officers (or members of the sub-committee).
- 19. Conflicts of Interest**
- 19.1 Each Officer shall declare the nature and extent of any direct or indirect interest in a transaction or arrangement with the Club or a third party which conflicts or may possibly conflict with their duties to the Club.
- 19.2 If the non-conflicted Officers deem there to be a material conflict, the conflicted Officer should withdraw from that part of the meeting and shall not vote.
- 19.3 If there is deemed not to be a material conflict by the non-conflicted Officers, the Officer that declared the conflict shall be allowed to re-join the meeting, take part and vote as applicable.
- 20. Disqualification from Office**

- 20.1 A person shall cease to hold office as an Officer if:
- 20.1.1 they are disqualified from holding office as a company director;
  - 20.1.2 they are subject to a decision of England Athletics or UKA that such person be suspended or disqualified from holding office or from taking part in any activity relating to the administration or management of a club;
  - 20.1.3 the Committee reasonably believes that they have become incapable by reason of illness or injury of managing and administering their own affairs and it decides to remove him or her from office;
  - 20.1.4 they resign from their office by notice to the Club;
  - 20.1.5 they are absent without the permission of the Committee from all its meetings held within a period of six months without good reason and the Committee decide that their office be vacated;
  - 20.1.6 a bankruptcy order or an order is made against him or her in individual insolvency proceedings in a jurisdiction other than England and Wales which has an effect similar to that of bankruptcy;
  - 20.1.7 they make a composition with their creditors generally in satisfaction of their debts;
  - 20.1.8 they are removed from office by the Committee on the grounds that they are in material or persistent breach of the Club's codes of conduct as amended from time to time. A decision to remove an Officer from office under this rule 20.1.8 may only be passed if:
    - 20.1.8.1 the Officer has been given at least twenty one clear days' notice in Writing of the Committee meeting at which the decision will be made and the reasons why it is to be proposed; and
    - 20.1.8.2 the Officer or, at the option of the Officer, the Officer's representative (who need not be an Officer) has been allowed to make representations to the meeting; or
  - 20.1.9 they cease to be a Member for any reason whatsoever.
- 20.2 The provisions of rule 20.1 above shall also apply to sub-committees and any member of a sub-committee who is not an Officer.
- 20.3 If any person ceases to be an Officer between AGMs for any of the reasons set out at 20.1 above or otherwise:
- 20.3.1 the Committee shall take steps to procure the replacement of such Officer;
  - 20.3.2 the Committee shall take steps to ensure any Club property vested in that Officer is vested in a current Officer in accordance with these Rules; and
  - 20.3.3 the Committee shall take steps to ensure that if such Officer was a signatory in respect of the Club Account, that that Officer is removed from the bank mandate and replaced as soon as practicable with an alternative signatory in accordance with these Rules.
21. **Club Teams**
- 21.1 The Committee shall appoint one or more Members to be responsible for each of the Club's teams.

21.2 The appointed Members shall be responsible for managing the affairs of the relevant team. The appointed Members shall present to the Committee at its last meeting prior to an AGM a written report of the activities of the team.

22. **Irregularities**

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice.

23. **Minutes**

The Committee shall cause minutes to be made in books kept for the purpose:

23.1 of all appointments of Officers made by the Members or the Committee;

23.2 of all resolutions of the Members and of the Committee (including decisions of the Committee made outside a meeting); and

23.3 of all proceedings and reports of meetings of the Club and of the Committee, and of sub-committees, including the names of those present at each such meeting.

24. **Communications by the Club**

Subject to these Rules, any document or information (including any notice, report or accounts) sent or supplied by the Club under these Rules may be sent or supplied:

24.1 in hard copy form;

24.2 in electronic form; or

24.3 by making it available on a website or internet forum.

25. **Personal Risk**

25.1 Members and guests acknowledge and accept that playing or participating in sport of any kind can be dangerous and may result in injury and damage to property. Members and guests shall take personal responsibility for their own actions and play or participate in the Club's sporting activities at their own risk.

25.2 Subject to rule 25.3 below, the liability of the Club and its Officers to any Member is limited to the net assets of the Club.

25.3 Nothing in these Rules shall limit or exclude liability:

25.3.1 for death or personal injury caused by negligence;

25.3.2 for any loss or damage caused by criminal or fraudulent conduct; or

25.3.3 for any other liability which cannot lawfully be limited or excluded.

26. **Indemnity**

Without prejudice to any other indemnity to which an Officer may otherwise be entitled, every Officer of the Club shall be indemnified out of the assets of the Club against any liability incurred by him or her in the proper discharge of their duties to the fullest extent permitted by law.



## 27. **Bye Laws**

27.1 The Committee may from time to time make such bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Club and for the purposes of prescribing classes of and conditions of membership and in particular the Committee may by such bye laws regulate:

27.1.1 the establishment of different categories of membership of the Club;

27.1.2 the admission and classification of Members and the rights and privileges of such Members and the conditions of membership and the terms on which Members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by Members;

27.1.3 the creation of regulations, standing orders and bye laws for the better administration of the Club and to govern the functioning of sub-committees to assist the Committee in the better administration of the Club;

27.1.4 the adoption or alteration of such other regulations or policies as the Committee thinks fit;

27.1.5 the conduct of Members in relation to one another and to the Club's Officers, staff, volunteers or beneficiaries including disciplinary procedures;

27.1.6 the terms on which Members and guests may be permitted to take part in the Club's sporting activities;

27.1.7 the setting aside of the whole or any part of parts of the Club's premises at any particular time or times or for any particular purpose or purposes;

27.1.8 any licensable or other regulated activities of the Club;

27.1.9 the procedure at General Meetings and meetings of the Committee and sub-committees insofar as such procedures are not regulated by these Rules;

27.1.10 the appointment of proxies, the form and content of proxy notices, the delivery of proxy notices to the Club and the revocation of such appointments;

27.1.11 any procedures to assist the resolution of disputes within the Club;

27.1.12 generally, all such matters as are commonly the subject matter of Club rules;

provided that nothing in such bye laws shall prejudice the Club's affiliation to England Athletics.

27.2 The Club in General Meeting shall have power to alter, add to or repeal the bye laws and the Committee shall adopt such means as they think sufficient to bring to the notice of the Members all such bye laws.

## 28. **Guests**

28.1 Members shall be entitled to bring one or more guests to any activity of the Club with the express consent of the Chair or the Secretary.

28.2 The Member in question shall be responsible for the acts and omissions of their guests and shall be liable to the Club for any loss or damage of any kind whatsoever suffered or incurred by the Club as a direct or indirect result of the acts or omissions of any of their guests.

- 28.3 Guests shall be legally bound by these Rules as if they were a Member save that guests shall have none of the rights of membership.
- 28.4 A guest may be to sign a guest register in such form as shall from time to time be determined by the Committee.
- 28.5 The same guest may attend coached Club activities on no more than two occasions before being asked to become a member or pay a visitor's fee.
- 28.6 Under 18s may only attend training sessions which are specifically for juniors. Under 18s (members or otherwise) may only attend social runs if in accordance with Club Codes of Conduct and if the designated run leader is advised and approves in advance.

## 29. **Complaints and Disputes**

- 29.1 All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and UKA's/EA's safeguarding policy and procedures. A Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.
- 29.2 Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its discipline and appeals process (see section 4.5) and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer). Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the Secretary will appoint 3 (three) Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule 29.3 below, a decision of the disciplinary panel shall be final and conclusive.
- 29.3 Any appeals must be received by the Secretary within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed.
- 29.4 Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of EA, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by EA in accordance with its Disciplinary Procedures.
- 29.5 If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

## 30. **Alteration of the Rules**

- 30.1 No alterations or amendments shall be made to or in the provisions of these Rules except by resolution at a General Meeting in accordance with these Rules and shall be carried by the majority of at least 75% of the Members present.

## 31. **Incorporation**

- 31.1 The Members at a General Meeting may authorise the Committee to transfer the assets and liabilities of the Club to a limited company or charitable incorporated organisation established for purposes within, the same as or similar to the Objects and of which the Members will be entitled to be Members.

31.2 On a transfer under rule 31.1 the Committee must ensure that all necessary steps are taken as to:

31.2.1 the transfer of land and other property;

31.2.2 the assignment or novation of contracts and grants;

31.2.3 the transfer of employment and transfer of pension rights; and

31.2.4 the trusteeship of any property held as permanent endowment.

32. **Dissolution**

32.1 A resolution to dissolve the Club may only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the Members present.

32.2 The dissolution shall take effect from the date of the resolution and the Committee shall be responsible the winding up of the assets and liabilities of the Club.

32.3 Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be applied or transferred to another club or England Athletics for use by them related to community sports.

33. **Declaration**

The Club duly adopted these Rules as its governing document on 2 May 2023.

## 5 CURRENT COMMITTEE MEMBERS AND CLUB OFFICERS

POSITION	NAME	DATE APPOINTED
<b>Committee Members</b>		
Club Chair(s)	Natalie Kempster	23 Feb 2024
Email: chairman@chandlersfordswifts.com		
Club Treasurer	Andy Prestidge	23 Feb 2024
Email: treasurer@chandlersfordswifts.com		
Club Secretary	Emileigh Clifford	March 2023 (reappointment 23 Feb 2024)
Email: secretary@chandlersfordswifts.com		
<b>Other Officers</b>		
Coaching coordinator	Phil Wiseman	March 2023 (reappointment 23 Feb 2024)
Communications and social media Officer	Paul Carrett	March 2023 (reappointment 23 Feb 2024)
	Assistant: Gary Ashley	23 Feb 2024
Communities Officer	Rob Dean	23 Feb 2024
Compliance Officer	Anna Richardson	March 2023 (reappointment 23 Feb 2024)
DBS Verification Officer	Penny Gorman	March 2023 (reappointment 23 Feb 2024)
Events & Competitions Coordinator	Phil Wiseman	March 2023 (reappointment 23 Feb 2024)
	Assistant: Seb Wollam	23 Feb 2024
Membership Secretary	Clare Ramsey	23 Feb 2024
Men's Captain	Rob Dean	March 2023 (reappointment 23 Feb 2024)
Women's Captain	Miranda Bates	23 Feb 2024
Run Co-Ordinator	Steve Wills	23 Feb 2024
	Kevin Yates	

Webmaster	Dave Gorman	23 Feb 2024
Kit Manager	Dave Bittlestone	23 Feb 2024
Diversity & Inclusion Officer	Fiona Donovan	23 Feb 2024
Welfare Officer (1)	Penny Gorman	March 2023 (reappointment 23 Feb 2024)
Welfare Officer (2)	Suzanne Reimer	March 2023 (reappointment 23 Feb 2024)
Welfare Officer (3)	Matthew Clark	23 Feb 2024
Social Secretary	James Symonds	23 Feb 2024
Mental Health Champion	Fiona Donovan	23 Feb 2024
Health and Safety Contact	Club Secretary	

## **6 SAFEGUARDING POLICY**

### **6.1 Section One: Adoption of Safeguarding Code of Conduct, Policies and Procedures**

The Committee has agreed to implement the UK Athletics & The Home Country Athletics Federation (UKA&HCAF) code of conduct, policies and procedures in respect of safeguarding, including those detailed below. We are committed to ensuring that our Club remains a safe place for children and vulnerable adults and any safeguarding issue raised will be taken seriously – please speak up.

It is essential that all of our Members comply with our Safeguarding Policy.

For more information and/or a soft copy please contact a member of the Committee. The hyperlinks below will take you to the relevant pages or you can visit where you can also find Safeguarding Regulations and Process Map: <https://www.uka.org.uk/governance/safeguarding>

#### **6.1.1 Club Safeguarding Code of Conduct**

Available here: [UK Athletics and HCAF Club Safeguarding Code of Conduct \(englandathletics.org\)](https://www.uka.org.uk/governance/safeguarding)

#### **6.1.2 Adult Safeguarding Policy**

Available here: [UK Athletics and HCAF Adult Safeguarding Policy \(englandathletics.org\)](https://www.uka.org.uk/governance/safeguarding)

#### **6.1.3 Child Safeguarding Policy**

Available here: [UK Athletics and HCAF Child Safeguarding Policy \(englandathletics.org\)](https://www.uka.org.uk/governance/safeguarding)

#### **6.1.4 Adult Safeguarding Procedures**

Available here: [UK Athletics and HCAF Adult Safeguarding Procedures \(englandathletics.org\)](https://www.uka.org.uk/governance/safeguarding)

#### **6.1.5 Child Safeguarding Procedures**

Available here: [UK Athletics and HCAF Child Safeguarding Procedures \(englandathletics.org\)](https://www.uka.org.uk/governance/safeguarding)

### **6.2 Section Two: Addendum to UKA&HCAF policies and procedures**

As well as the National Safeguarding Contact Details provided in Section 2 of the Child Safeguarding Policy and Appendix 2 of the Adult Safeguarding Policy, the following contact details may be useful to you: Club Secretary/ Welfare Officer: [Secretary@chandlersfordswifts.com](mailto:Secretary@chandlersfordswifts.com)

Our Club Welfare Officers, the UKA Safeguarding Team and the Club Committee are always ready and willing to discuss any safeguarding concerns with you.

The other contact points provided in the Adult Safeguarding Procedures and Child Safeguarding Procedures, including the Police, Social Services and doctors are still relevant.

## 7 DISCIPLINE AND APPEALS POLICY

### 7.1 Step 1:

All complaints regarding the misconduct of Club Members should be submitted in writing to the Club Secretary. Where the matter relates to the Club Secretary, submit the complaint to the Club Welfare Officer. The content of a complaint will include specific details and evidence in relation to the infringement of the Codes of Conduct or other Club rules, policies or procedures contained in this document, 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.

### 7.2 Step 2:

Upon receipt of a formal complaint, the Club Secretary 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.

### 7.3 Step 3:

- 7.3.1 On completion of step 2, the Club Secretary 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.
- 7.3.2 If the matter is sufficiently evidenced a process will be pursued. The Club Secretary will appoint 3 Club Members to sit on a panel (the “**Disciplinary Panel**”), none of whom have had any direct interest or involvement in the matter or be related to or co-habiting with the Complainant, the Club member accused or the other Disciplinary Panel members.

### 7.4 Step 4:

- 7.4.1 The Club Disciplinary Panel or “Hearing” will consider the matter on receipt of the initial complaint and formal responses from the Member(s) involved.
- 7.4.2 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.
- 7.4.3 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.
- 7.4.4 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:
  - a) note the offence or misconduct but take no further action;
  - b) formally warn the Member concerned as to future conduct;

- c) 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;
- d) recommend to the relevant governing body that the Member be disqualified from any involvement in athletics for some definite or indefinite period and/or;
- e) terminate the membership or such other penalty as the Disciplinary Panel considers appropriate.

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

**7.5 Step 5 – Appeal Process:**

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

7.5.2 The accused and/or the Complainant, may appeal against the decision of the Disciplinary Panel/Hearing, by serving a Notice of Appeal on the Club Secretary 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.

7.5.3 The Club Secretary 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.

**7.6 Step 5.1.**

7.6.1 The Club Secretary 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 and who are not related to or co-habiting with the Complainant, the Member accused or the other Appeal Panel members.

7.6.2 The Club Secretary 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 Club Secretary 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.

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

- a) the composition of the Panel has changed, in which case the Club Secretary shall provide details of the new Appeal Panel; or
- b) the composition of the Panel has not changed, in which case the Club Secretary shall give reasons why it has not accepted the Objection.



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

- a) the date and place at which the Appeal Panel will meet to determine the Appeal.
- b) whether the appeal will proceed by way of written submissions or an oral hearing; and
- c) 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.

## **7.7 Powers of the Appeal Panel**

7.7.1 The Appeal Panel shall meet on the date fixed by the Club Secretary. 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.

7.7.2 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:

- a) Quash the original decision;
- b) Confirm the original findings
- c) Request that the case be reheard (re-trial)
- d) Increase the original sanction;
- e) Abate the original sanction;

7.7.3 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.

7.7.4 A supporter can be a legal representative, who must be named, and may accompany the Complainant/Accused throughout the appeal process.

## **7.8 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 no less than six years by the Club. Supporting documentation shall also be retained.

## **7.9 Notification to UK Athletics (UKA) and England Athletics (EA)**

The process below shall be followed once CFS receives EA affiliation:

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

- 7.9.2 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;
- 7.9.3 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.

**7.10 Co-operation of All Parties**

- 7.10.1 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.
- 7.10.2 When dealing with a complaint, the Club Secretary 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 Club Secretary reasonably believes is competent to provide such advice and/or EA's legal representative service for affiliated members.

## **8 GRIEVANCE AND DISCIPLINARY POLICY**

- 8.1 All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and England Athletics' safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.
- 8.2 Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its discipline and appeals process\* and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer). Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the Secretary will appoint 3 (three) Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule 3 below, a decision of the disciplinary panel shall be final and conclusive.
- 8.3 Any appeals must be received by the Secretary within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed.
- 8.4 Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.
- 8.5 If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

## **9 INCLUSION POLICY**

### **Introduction**

For the purposes of this policy 'inclusion' means access for all. It means recognising differences between individuals / groups and providing opportunities for them to participate in Athletics and Running regardless of those differences, whether this is as a participant, coach, leader, official, volunteer or member of staff.

Chandler's Ford Swifts Running Club embraces diversity and difference and is committed to providing opportunities that are safe, inclusive, accessible, and equitable. We want our Club to be equally accessible to all members of society, whatever their age, disability, gender, race, ethnicity, religion or belief, sexual orientation, or social/economic status.

We will develop a focus on inclusion, not exclusion, and ensure that we provide appropriate advice to members and volunteers to ensure that everyone can participate as fully as possible.

The Inclusion Policy is intended to promote a change in attitudes and perceptions and to improve opportunities for everyone to participate at our club.

We will seek to ensure that we comply with the Equality Act 2010 and the characteristics protected by it (age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity) and encourage our members to do so. We will seek to include everyone regardless of whether they have a protected characteristic or not.

Our aim is to provide an environment where everyone feels:

- Welcome
- Represented
- Included in decision making
- Able to participate
- Safe and free from discrimination, bullying, harassment and vilification.

### **Aims**

The aims of the Inclusion Policy are:

- To promote the development of knowledge and understanding of disability, equity and inclusion amongst our participants, leaders/coaches, officials, volunteers and competition/event organisers by the provision of appropriate guidance and training. To guide and support the integration of inclusive practice into our core club/group programs and activities.
- To contribute towards growing and sustaining numbers of people from under-represented groups participating within our club.
- To promote inclusion within Athletics and Running wherever possible and in accordance with the provisions of the Equality Act. The chairperson is typically the most senior official role in a club and fulfils a range of duties dealing with overall management of club affairs. The chairperson leads the club to achieve their vision, short term and long-term goals.

- To adopt inclusive practice within our competition and events.
- To promote close working partnerships with relevant groups and organisations to support the development of inclusive practice within our club.

### **Commitment**

We will;

- Not tolerate discrimination, harassment, bullying or victimisation.
- Actively identify and reduce barriers to participation for under-represented groups.
- Consult with expert partners and other organisations to facilitate inclusive practices and remove barriers to participation.
- Ensure under-represented groups are given the opportunity to participate in all aspects of our club.
- Provide opportunities for all in coaching, officiating and leadership positions.

There are a number of measures that we will take to ensure that we are working under the guidance of the Policy and within the requirements of the Equality Act (2010).

### **We will provide a welcoming environment**

- We will think positively about how we can include people rather than focusing on potential barriers to participation.
- We will consider how our Club/group is promoted. For example, by providing information in formats which are accessible and by using appropriate imagery.
- We will encourage people to contact us to discuss their needs and requirements to facilitate inclusion and we will ensure we consider what reasonable adjustments could be made to enable them to participate.
- We will develop the knowledge and understanding of key officials, coaches, leaders and other volunteers, of disability, equity and inclusive practice by providing appropriate guidance and training.

### **We will talk to people**

- We will, so far as is reasonably possible, consult with relevant groups and with prospective individuals about their needs and requirements.
- We will not make assumptions and will try to speak to people about the reasonable adjustments they believe might be made to enable them to participate and to discuss how these could be made.

### **We will make reasonable adjustments**

- We will demonstrate that every effort has been made to enable everyone to participate and that inclusion not exclusion has been the priority.
- If reasonable adjustments are required to make an event/activity accessible, then we will make those reasonable adjustments.

**This policy should be read in conjunction with the following other Club policies:**

### **Codes of Conduct**

### **Complaints, Disputes and Grievances Policy**

**Chandler's Ford Swifts are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Chandler's Ford Swifts is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.**

### **What personal data we hold on you**

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail, social media or otherwise. This includes information you provide when you register with the Club, subscribe to our newsletter, or participate in discussion boards on our website or social media pages. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health information, other data which is classed as special category personal data.

### **Why we need your personal data**

The reason we need your Athletics Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal is that we have a contractual obligation to you as a Member to provide the services you are registering for.

Reasons we need to process your data include:

#### **For training and competition entry**

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events;
- sharing personal data with facility providers to manage access to the track or check delivery standards; and
- sharing personal data with leagues, county associations (and county schools' associations) and other competition providers for entry in events.

#### **For funding and reporting purposes**

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor club trends; and
- sending an annual club survey to improve your experience as a club Member

#### **For membership and club management**

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club newsletter promoting club activity; and

- publishing of race and competition results

#### **Marketing and communications (where separate consent is provided)**

- sending information about promotions and offers from sponsors;
- sending information about selling club kit, merchandise or fundraising.

Any special category health data we hold on you is only processed to allow the safe running of training sessions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasion we may collect personal data from non-members (e.g. non-member participant who fills in a health disclaimer or form at an event or taster session) This information will be stored for six weeks after an event (except results which are published online) and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has the following social media pages: Facebook, Facebook Messenger and Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

#### **10.1 Who we share your personal data with**

When you become a full Member of the Club, you will also automatically be registered as a member of England Athletics Limited. We will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org).

We will also provide your email address to our email distribution platform provider (currently Mailchimp) for the purposes of distributing our newsletter.

The Club does not supply any personal data it holds for this purpose to any other third party without your consent.

The Club's data processing may require your personal data to be transferred outside of the UK for the purpose of cloud hosting. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

#### **10.2 How long we hold your personal data**

We will hold your personal data on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

#### **10.3 Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including

direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.



## 11 HEALTH AND SAFETY POLICY

This is the health and safety policy statement of Chandlers Ford Swifts Running Club (Club).

The Club is committed to prioritising your health, well-being and safety during our runs. Whilst we will encourage participation and may recommend levels of training, we rely on our Members (and others running with us) to participate in our runs within their own physical limits and to alert the run leader of any health or safety concerns.

We ask all those participating in our events and activities to familiarise themselves and agree to comply with our Codes of Conduct which includes recommendations and requirements to help ensure your health and safety.

Our policy is to as far as reasonably practicable during training and competitions:

- Prevent accidents and manage health and safety risks proportionately;
- Provide clear instructions and information to our runners;
- Where we deem it necessary (e.g. when undertaking a new activity which may leave Members exposed to a new hazard), we will undertake a risk assessment (which may or may not be recorded in writing) and will put in place measures we identified during such assessments.;
- Ensure our Members train at an appropriate level and are aware of this policy;
- Report any injuries or accidents sustained during any Club activity to the Named Person.

We ask our Members to:

- Take reasonable care for your own health & safety and that of others who may be affected by what you do or do not do;
- Assess your own fitness levels and maturity as a competitor when deciding what training to undertake and what competitions to enter;
- Co-operate with the Club on health & safety issues;
- Familiarise yourself with our Codes of Conduct; and
- Report any health or safety concerns to the Named Person.

**The Named Person** is: The Club Secretary (Secretary@chandlersfordswifts.com)

UKA provide a Health and Safety Helpline, supported by the Royal Society for the Prevention of Accidents: 0121 248 2235 or email [athleticsafety@RoSPA.com](mailto:athleticsafety@RoSPA.com)

More information on managing risk and template risk assessments are available at:  
[www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

<b>Document control</b>		
Responsibility for contents:	Club Secretary and Compliance Officer	
Changes, errors, suggestions to be reported to:	Club Secretary and/or Compliance Officer	
Last reviewed (on, by):	February 2023 Full committee review	
Where published:	Club Website	
<b>Version control</b>		
<b>Version number</b>	<b>Date of publication</b>	<b>Description of amendments to last version</b>
1.0	19 March 2022	First published version for consideration/adoption at AGM
1.1	September 2022	Tidy ups and confirmatory amendments following adoption at AGM and EA Affiliation
2.0	March 2023	Update to code of conduct – in line with UKA recommendations and in anticipation of junior members. Update to other policies per EA templates.  Constitution based on EA template 100305.0019.12581870.3 (finalised 13 March 2023 and reviewed at AGM for adoption at next EGM)
2.1	May 2023	Specific references to EA Codes of Conduct added to our CoC
2.2	February 2024	Tidy up amendments and updates following AGM
<b>Known updates required and health warnings</b>		
<b>Policies/ pages affected</b>	<b>Brief description of issue</b>	<b>Steps taken/ Committee member responsible</b>
March 2024	Annual membership confirmation/ renewal (and confirmation of personal details)	Club Secretary, Compliance Officer
1 April 2025	Latest date to serve notice of next AGM	Club Secretary
22 April 2025	Latest date for next AGM	Club Secretary
Following each AGM	Review/update of all policies as necessary  Update to committee members	Club Secretary, Compliance Officer and relevant committee members

Ongoing	Personal details to be checked/ updated/ deleted (after 4 years of inactivity), in line with privacy policy.	Club Secretary, Membership Secretary
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