

---

# Brighton & Hove Women's Running Club

## Club Handbook

---



[www.bhwrc.org](http://www.bhwrc.org)



## Welcome

---

Brighton and Hove Women's Running Club aims to provide a sociable, fun and safe environment for all women regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status - to participate in healthy exercise.

This pack is for all members, Leaders in Running Fitness (LiRFs) Coaches (CiRFs), committee members and volunteers within the club.

As part of your application to join the club/membership renewal, you have signed up to the Codes of Conduct in this pack.

Our club relies on all members following basic rules of etiquette and safety.

We also rely on volunteers to lead runs, to lead and support the beginners' group, to lead the training nights, and become committee members.

As an England Athletics-Affiliated club we also abide by rules and codes of conduct set out by our governing body.

By working together, we can ensure that the Club can thrive, grow and evolve whilst continuing to be a fun, caring, supportive and successful women's running club.

Thank you for your continued support!

## Contents

---

England Athletics Membership	3
Code of Conduct for Athletics Clubs	4
Data and Privacy	4
Code of Conduct for Members	5
Health and Safety Guidelines for Members	5
Accidents and incidents	7
Guidance for run leaders	9
Code of conduct for LiRFs and Coaches	12
Code of Conduct for Volunteers	13
Club Management and Committee	14
Social Media/Photos	15
Feedback and Complaints	16
Club Policies	18

## England Athletics Membership

---

BHWRC is affiliated to England Athletics. This makes us part of the national athletics community and provides us with a number of benefits including support with governance, access to training and qualifications, and benefits for members. More information can be found here: <https://www.englandathletics.org/clubs-and-facilities/club-affiliation/benefits-of-affiliation/>

Full members of the club, resident in the UK, are registered as competitive members of England Athletics, and can represent the club in competitions under UK Athletics rules (most races - often there is discounted entry for affiliated members). The full range of benefits can be found here: <https://www.englandathletics.org/athletics-and-running/athlete-registration/benefits-of-registration/>

It is club policy that all members resident in the UK should be affiliated to England Athletics, unless there are exceptional circumstances. Approximately half our annual membership fee pays for this affiliation. We have a hardship fund available for members for whom this would be a barrier to joining or continuing their membership. Please contact the Membership Secretary [bhwrc.membership@gmail.com](mailto:bhwrc.membership@gmail.com). If you are a non-UK national and plan to compete under UKA rules, we are expected to additionally register you with EA as a foreign athlete. There is a £10 charge for this which the club will pay. Please contact the Membership Secretary if this applies to you.

Registered athletes can manage their membership, including ensuring their contact details are up-to-date, by logging into their profile on the [myAthletics portal](#). Users can also select the relevant options in the Communication Preferences section of their profile to receive the EA newsletters, including our exclusive monthly partner offers mailout – The Edge.

## Code of Conduct for Athletics Clubs

---

As a responsible England Athletics-Affiliated Club we:

- Have adopted England Athletics national governance policies  
<https://www.englandathletics.org/clubhub/collection/intro-to-club-standards/>
- We have also adopted England Athletics Adult and Child Safeguarding policies:  
<https://www.englandathletics.org/clubhub/resource/adult-safeguarding-policy/>  
<https://www.englandathletics.org/clubhub/resource/child-safeguarding-policy/>
- We ensure that anyone operating within the club environment has the appropriate qualifications and has undertaken the appropriate checks e.g. DBS and licences for LIRFs and Coaches..
- Ensure that club members, officers, leaders in running fitness, coaches and volunteers, always act responsibly and set an example to others.
- Respect the rights, dignity and worth of every club member and others involved in athletics and treat everyone equally.
- Consistently promote positive aspects of running such as fair play and never condone rule violations.
- Challenge inappropriate behaviour and language by others.
- Place the welfare and safety of the athlete above other considerations including the development of performance.
- Report any suspected misconduct by anyone within the club to the Club, Regional, National or UKA welfare officer as soon as possible. Our Club Captain(s) is/are the appointed (and trained) Welfare Officer(s) for the Club and the first point of contact for any concerns about welfare issues  
[captain.bhwrc@gmail.com](mailto:captain.bhwrc@gmail.com).

## Data and Privacy

---

- When you become a member or renew your membership of Brighton & Hove Women's Running Club (BHWRC) you will automatically be registered as a member of England Athletics (EA). We will provide EA with your personal data which they will use to enable access for you to an online portal called myAthletics. EA will contact you to invite you to sign into and update your record on the myAthletics portal (which, amongst other things, allows you to set and amend your privacy settings).
- In becoming a member of EA, EA will collect certain information about you which will include your name, date of birth, gender, URN number, email address, postal address, telephone number, name(s) of the EA affiliated clubs you are a member of and details of any coaching or officiating licences you might hold (Athletics data). If you have questions about the continuing privacy of your personal data when it is shared with EA, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org)
- As a member of BHWRC, your data may be shared with BHWRC Coaches, LIRFs, Committee members or other club officials, in order to administer membership renewals, training sessions, training courses, social events and other club activities. You can view the Club's privacy policy on our website

## **Code of Conduct for Members**

---

When engaged in Club activities (athletics or social) we expect all our members to:

- Act with dignity, courtesy and good manners towards others.
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others.
- Challenge inappropriate behaviour and language by others.
- Never bring the Club into disrepute as a result of language, behaviour or comments in person, in writing in printed and online media.
- Agree to the EA senior athlete code of conduct

## **Health and Safety Guidelines for Members**

---

### **Club Responsibility**

As far as possible, the Club will aim to protect the health and safety of all members engaged in Club training and participating in Club competition.

### **Guidelines for Club**

The scope of the Health and Safety guidelines extends to training sessions, club runs and organised Club events. To achieve its aim, the Club will:

- Endeavour to provide helpful guidance to members verbally and make the Health and Safety Guidelines available on the Club website and in the Welcome Pack
- Ensure that Club coaches have appropriate training to lead Club training sessions
- Ensure that any organised Club race or Club event is subject to a suitable and sufficient risk assessment
- Endeavour to provide written guidance for run leaders, basic guidance is included in this Handbook. Our aim is that all our runs (club runs and training sessions) should be safe, supportive and social.

### **Member Responsibility**

Members should familiarise themselves with the Health and Safety Policy located on the club website and in this Handbook. This includes advice on weather, terrain, personal limitations and protecting your fellow Club members. As members you have a responsibility to do your best to prevent harm to yourselves, your running partners or members of the public. As members you should acknowledge that you owe a duty of care to not wilfully injure yourselves or others by your negligent acts or omissions.

**Guidelines Review:** The Health and Safety Guidelines, Club procedures and any associated Health and Safety Guidance will be reviewed, at least on an annual basis, to ensure that they remain accurate and reflect the Club ethos.

### **Guidelines for Members**

All members agree to abide by the Club's Health & Safety Guidelines as follows:

#### **General safety**

- All club members must take personal responsibility for their own safety, whilst keeping a watchful eye on others running in the same group, particularly new members. Consideration should be given to others at all times.
- Take responsibility for ensuring you are adequately hydrated/fuelled for your run. You may need to carry water and fuel to keep hydrated/fuelled, particularly in warmer weather and on longer runs.
- It is advisable to carry a mobile phone in case of incidents. All leaders should carry one.
- All members should carry in case of emergency (ICE) contact details when attending club runs or training.
- Do not bring headphones to wear. They prevent you hearing instructions and vehicles.
- When joining a run/session, get to the meeting point on time and ready to run. Leaders will wait no more than 5 minutes.
- Members should be aware of the advice available through running magazines and other sources on issues including diet, dehydration and the treatment of strains and injuries due to participation in the sport. Advice should be sought from experts and professional practitioners outside the running club as appropriate.

While participating in a club run/training session:

- Listen to and follow instructions from the run leader/LiRF or Coach. They have planned the activity and considered your health and safety. If you have any comments or suggestions on the run/training session, give them in feedback at the end, not during the session.
- On a club run, members should take care to listen to the proposed route before setting off particularly on a training or continuous run where there is less regrouping. Members should follow the route the leader has set. The group lead should ensure that a head count is taken and that a tail runner (back-marker) has been assigned to ensure that no one individual gets left behind. Whenever mixed ability occurs within a group, regrouping should take place at appropriate times along the route to ensure that no one individual gets left behind. If anyone decides to leave the group whilst out on the run, they must inform at least one other runner in that group and preferably the run leader or back marker. Upon returning to the start the group lead should check that everyone who started out has returned or can be accounted for.
- Be aware of hazards along paths, especially in the dark, and alert others running behind you

- Avoid bunching up so that the path can be clearly seen by others.
- Take care crossing roads. Remember, if you take a chance crossing, others may follow you.
- Keep over on paths to allow other pedestrians safe space.
- Routes shall be planned to avoid unlit roads at night during hours of darkness. Routes passing along roads without footpaths shall be avoided wherever possible and when this is not possible (on quiet roads) runners shall run to the right to face any oncoming traffic or to the left at bends where forward visibility to the right is limited.
- Whilst the run leader may be carrying a first aid kit, especially on off-road runs, they are not responsible for first aid. The kits are basic. Only water should be used to clean wounds.

After the run/training session:

- Please thank the people who made it happen – run leader/LiRF/Coach.
- Give feedback – the club is always keen to hear ways we can improve runs and training sessions. You can provide feedback directly to the run leader, CiRF, LiRF or Committee member or anonymously via the online suggestion box.

**Medical conditions:** All members of the club declare themselves medically fit to run at their own risk and shall not hold the club responsible for any incident occurring through a personal medical condition or injury. Members with any medical conditions agree where appropriate to carry with them the relevant details of the condition and their name, address and emergency phone number contact details. Voluntary disclosure of medical conditions shall be the responsibility of the individual member or their carer, in circumstances where they consider an individual risk assessment approach to their welfare may be appropriate.

**Appropriate clothing:** Members should understand the value of wearing appropriate clothing for the time of year and appropriate shoes for the variations of terrain. When running in the dark members should take responsibility for making themselves highly visible by them wearing “Bright fluorescent clothing with reflective strips/shapes” and/or chest/head torches, please be aware that drivers may find it difficult to see you.

**Club Events:** All sports events organised by the club shall be kept under review and if necessary allocated members shall undertake and record risk assessments and Event Health and Safety Plans. All events shall be staged in accordance with the rules and guidelines stipulated by England Athletics and their insurers.

## **Accidents and incidents**

---

As an England Athletics affiliated club we try to follow the UK Athletics recommendation that “volunteer club and event providers without employees achieve the same standards of health and safety as that required of employers”. Our run



leaders, LiRFs and Coaches take all reasonable care to ensure that hazards are highlighted and risks are minimised on club activities.

However sometimes accidents and incidents will happen during club runs and training sessions. One member of the group should carry a mobile phone. In the event of an incident, members should first check if anyone is injured and see if there is an emergency first aider in the group. It is advisable for at least one member to stay with the injured person, who should not be moved unless their location is immediately life threatening. If appropriate, emergency services should be contacted using 112 from a mobile phone as it will record your location; alternatively use 999.

### **Accidents and incidents reporting:**

In the event of any accident or incident during a club activity, it is important that the club records what happened so that we can try to prevent it from happening again. All incidents and accidents must be reported to the Club Captain who is responsible for member welfare.

### **Minor Accidents and Incidents**

For minor incidents or accidents it is generally enough to email the Club Captain at [captain.bhwrc@gmail.com](mailto:captain.bhwrc@gmail.com) or directly fill in the club accident/incident form. [BHWRC Accident/Incident Form](#)

Please ensure to advise :

- Date of Accident/Incident
- Name of person(s) involved
- Location
- Description of Accident/Incident
- Action Taken

A log of minor incidents is maintained by the Captains (incidents can be recorded anonymously if preferred). This is then reviewed and incidents discussed at Committee as part of the standing Health and Safety agenda item.

You may also wish to submit a report to UK Athletics following the process below.

### **Major Accidents and Incidents**

This process must be followed for all major accidents and incidents (including hazards encountered during club activity). As part of UK Athletics' ongoing commitment to provide a safe sport, anyone who has witnessed either an accident or near miss is asked to complete a short online form. The form can be found here : <https://www.uka.org.uk/governance/health-safety/online-accident-incident-report-form/>

. Please fill in a report form as soon as possible.

The following are definitions for the purposes of reporting

- Accident: An event that results in injury or ill health
- Near miss: an event not causing harm, but has the potential to cause injury or ill health
- Hazard - is a dangerous situation or object, which has the potential to cause harm

A copy of the details you complete will be e-mailed back to you. Please ensure a copy is e-mailed to the Club Captain at [captain.bhwrc@gmail.com](mailto:captain.bhwrc@gmail.com).

## Guidance for run leaders

---

Our club relies on volunteers to lead the runs.

Anyone can lead a run. You don't need to be a fast runner – you can lead a run from the middle or the back of the group as well as the front.

You don't have to plan a new route. There are route plans in the Club boxes you could use or you can ask a previous run leader for details of their run.

If you don't want to lead alone, pair up with someone to co-lead.

### Planning the run

- **For urban runs** - If possible try and recce the route first. Think about how runnable the route will be for a group especially if it will be dark. Consider the quality and width of pavements, tree roots, fallen leaves - very slippery in the wet, street lighting, number of road crossings etc. You don't need to avoid all hazards, but be aware so you can warn runners appropriately.
- **Off road runs** - If you can recce it first then great as it will give you confidence but it's not essential. Walking is a good way to recce. You might want to take photos at points where you could get confused or lost to help remind you of the way.
- If you want further information/inspiration, more detailed run leading notes are available with details of resources you can use to help plan and plot your route and gauge the distance of your run.

### Leading the run

#### Before

- Expectation is that Club members turn up warmed up and ready to run. However, If you are a LiRF or CiRF and happy to lead a warm-up, please do so.
- Tell the group what the distance is and if there is a shorter option (more likely for a Sunday run). You can briefly describe the route or leave it as a surprise!
- Ask for a back marker - you will always get a volunteer.
- If it's a night run, the leader and the backmarker should wear a light and high-vis vest or clothing.
- Ask people if they have any injuries. They run at their own risk but it helps to know if someone is going to possibly need to regroup more often.
- Count how many runners are in the group.
- Take a mobile phone. If possible, carry a map/screen shot of the route with you (especially for off road routes) in case you do get lost! It is easily done and people will be supportive and helpful.
- There are first aid kits in the club boxes but these are basic and you do not have to take them. Run leaders are not first aid trained and this is not an expectation or leader responsibility.

## During

- **Pacing** - As per the club etiquette the pace needs to be inclusive. There is an expectation that faster runners will run ahead and double back. Periodically check with the back runners whether the pace is ok for everyone. If not, slow down. If on the way back faster runners ask to run ahead back to the clubhouse/meeting point, it is up to you if you are happy for them to do that.
- **Regrouping** – Regroup frequently. Explain the next regroup point to the faster runners so they can run on and loop back. The group will get particularly spread out on a hill, make sure to regroup at the top. Check the back runners are ready before restarting. Runners can jog on the spot whilst they are waiting to maintain a level of activity.
- **Hazards** – Remember to warn the group as they approach any potential hazards along the route, uneven pavements, tree roots, poor lighting etc.
- **Road safety** - where possible, use crossings and make sure runners know they are responsible for crossing the road safely. On country roads, always run on the side of the road towards the oncoming traffic, so that motorists can see you.
- **Livestock on off road runs** – Ask runners to stop running and walk up to and then past livestock, being mindful not to get between calves and cows. As a precaution walk as a group and don't start running until the whole group has passed the livestock. Horses can be particularly spooked by runners and it is best to walk across any field they are in (possibly in smaller groups if in a large group). If they gallop up to you, try and stay calm, walk don't run. If you are nervous about livestock then ask for support from someone in the group who is more confident.

## After

- If you or a LiRF/CiRF are happy to lead cool down stretches please do so or encourage everyone to stretch independently if not.

## Loop Night

---

The first Thursday of each month is 'The Loop' - a simple 4.2 mile route around the streets of Hove. The idea behind this is for runners of all abilities to judge how they are improving. There are opportunities to cut off at an earlier point if you do not want to do the whole route.

In the summer The Loop follows the same format but includes some off-road terrain.

All runs on loop night start from the Hove Rugby Club in Hove Recreation Ground. This gives members a chance to get together and have the opportunity to socialise after the run.

## Rules for taking part in competitions and events

---

The Club colours are a Jade vest or short-sleeve tee with single black chest band and Club name on back in white text.

If you have entered an individual event as an England Athletics affiliated member under the Club name, we would encourage you to wear Club colours, although it is not mandatory.

In team or relay events run under UK Athletics rules, you **must** wear the Club vest.

When taking part in athletics competitions and events, remember that you are representing the Club. You should:

- Act with dignity and display courtesy and good manners towards others.
- Avoid swearing and abusive language and irresponsible behaviour, including behaviour that is dangerous to yourself or others.
- Challenge inappropriate behaviour and language by others.
- Never engage in any inappropriate or illegal behaviour.
- Avoid destructive behaviour and leave athletics venues as you find them.
- Not carry or consume alcohol to excess and/or illegal substances.
- Always thank the coaches and officials who enable you to participate in athletics.

## Code of conduct for LiRFs and Coaches

---

The Club has a number of Leaders in Running Fitness (LiRFs) and Coaches in Running Fitness (CiRFs) who support members in improving their running.

If the Club has paid for the LiRF or CiRF to undertake the relevant qualification, the Club expects that in return the person will commit time to working with members to improve their running, and support activities such as beginners' courses, return to running courses and regular training sessions.

The Club also expects that LiRFs and Coaches will meet regularly to support one another, co-ordinate their activities and advise the Committee on how individual and Club performance can best be supported and developed.

As a responsible LiRF/Coach, all are expected to abide by the general Code of Conduct for members set out in Section 2. In addition, we expect our LiRFs and Coaches to:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete above the development of performance.
- Be appropriately qualified including obtaining DBS clearance, updating your licence and education as and when required by UKA and adhere to the terms of the coaching licence.
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete.
- At the outset, clarify with athletes exactly what it is that is expected of them and what athletes are entitled to expect from you.
- Try to observe a recommended maximum ratio of 1 coach to 12 athletes at a training session, or work in partnership with another coach/leader in running fitness.
- Consistently promote positive aspects of running such as fair play and never condone rule violations.
- Encourage and guide athletes to accept responsibility for their own performance and behaviour.
- Develop appropriate working relationships with athletes based on mutual trust and respect.
- Never exert undue influence to obtain personal benefit or reward.
- Agree to the EA coaches code of conduct.

## Code of Conduct for Volunteers

---

Sometimes the Club relies on volunteers such as friends and family to help with activities such as marshalling at events, running the Club water station at the Brighton Marathon and helping with fundraising activities.

If you recruit someone to act as a volunteer on behalf of the Club, please make sure they understand that they are representing the Club for that activity, and like all Club members, should:

- Act with dignity, courtesy and good manners towards others.
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others.
- Challenge inappropriate behaviour and language by others.
- Never bring the Club into disrepute as a result of language, behaviour or comments in person, in writing and in traditional and social media.
- Agree to the EA volunteer code of conduct

## Club Management and Committee

---

The headquarters of the Club is Hove Rugby Club, Hove Recreation Ground, Old Shoreham Road, Hove, BN3 6QP.

The Club Constitution is on our website and sets out the rules for managing the Club's affairs.

The Club holds an Annual General Meeting each October and elects a Committee. All members have a right to vote at the AGM.

The roles are:

**CHAIR** – ([chair.bhwrc@gmail.com](mailto:chair.bhwrc@gmail.com)) the official spokesperson of the Club. Organises and chairs Committee meetings and the Annual General Meeting and is responsible with the other Committee members, for arranging and delivering the functions of the Club.

**VICE CHAIR** ([vicechair.bhwrc@gmail.com](mailto:vicechair.bhwrc@gmail.com)) – provides support and back up to the Chair and organises the run rotas.

**SECRETARY** – ([secretary.bhwrc@gmail.com](mailto:secretary.bhwrc@gmail.com)) official first point of contact for the Club, takes minutes at Committee meetings/AGM, organises meetings, supports Chair and Vice Chair, responsible for applying for Club London Marathon places, coordinates communications to club members and maintains club records.

**TREASURER** ([treasurer.bhwrc@gmail.com](mailto:treasurer.bhwrc@gmail.com)) – is responsible for the funds of the Club and paying bills/expenses. Provides monthly statement of accounts to Committee and is responsible for production and arranging independent audit of annual Club accounts.

**GOVERNANCE OFFICER** ([governance..bhwrc@gmail.com](mailto:governance..bhwrc@gmail.com)) responsible for keeping abreast of England Athletics governance requirements and reminds and assists other Committee offices to ensure that the club has the relevant processes, policies and procedures in place to remain a compliant, well run club.

**CLUB CAPTAIN** ([captain.bhwrc@gmail.com](mailto:captain.bhwrc@gmail.com)) – responsible for the welfare of club members and is there to nurture and develop women's talent, providing advice and experience. As the person responsible for Club welfare matters, the Captain will deal with any confidential matters that may arise related to members and will have an understanding and an appropriate way to deal with such matters. Provides liaison between Committee and CiRF/LiRF team.

**MEMBERSHIP SECRETARY** ([bhwrc.membership@gmail.com](mailto:bhwrc.membership@gmail.com)) –onboards new members, maintains all Club membership records via England Athletics portal, maintains e-mail distribution list and Club Facebook membership. Responsible for administering annual Club renewals. Encourages the recruitment/ welcome of new members.

**SOCIAL SECRETARY** ([social.bhwrc@gmail.com](mailto:social.bhwrc@gmail.com)) – responsible for planning and organising a range of relevant/accessible social events to meet the needs and interests of Club members such as the annual dinner and other activities. Brings costed proposals for events to Committee for consideration.

The Committee sometimes co-opts other members to help with special projects.

Committee members should ensure that the Club is represented in a positive light when talking with organizers or the media, and the Chair should be the first point of contact for any comment made on behalf of the Club.

## Social Media/Photos

---

The Club uses social media to both communicate with its members and publicise its activities.

The following are used :

- BHWRC public website – the principal source of information for prospective members. It contains details about the club, its activities, ethos and latest news including some photos of club members.
- a closed group Facebook page (visible to members only) used to share information such as upcoming club runs/activities, race reports, photos from club runs, interesting running related articles etc.
- Club instagram account – used as a way to extend club publicity to a wider audience, this is a public account where club running related photos/information are shared.
- Whatsapp communities - used as an additional medium through which to communicate announcements to members as well as the creation of specific activity groups (Monday Night Training, Saturday Training, injured runners etc). The intention of these groups is to share information and enable conversation.

Club members taking photos during a club activity must make it clear if they intend to share the photos on public social media. Photos must not be shared publicly without the subjects' consent. When captioning photos on public social media, you should avoid using people's names.

Once you have been advised that a photo is being taken with the intention of sharing on public social media, it is your responsibility to “step out” of the frame if you do not wish to be included.

(For further details, see Club social media policy on the website)



## Feedback and Complaints

---

### Feedback

The Club exists for the enjoyment of its members. Regular feedback is essential to let us know what you think works well and to provide suggestions about areas where we might want to consider change.

You can provide feedback in the following ways :

- Speak to or e-mail a member of Committee. (See Club Management section for contact details)
- Provide feedback (anonymously if you want) via the online suggestion box.  
[BHWRC Online Suggestion Box](#)

### Complaints and Disputes

In the event that you want to make a complaint, please email the club secretary [secretary.bhwrc@gmail.com](mailto:secretary.bhwrc@gmail.com). Informal complaints will be dealt with in line with guidance set out by EA.

For formal or serious the formal grievance procedure will be followed :

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's safeguarding policy and procedures. The Club Captain shall be the lead Officer for all Members in the event of any safeguarding concerns. (captain.bhwrc@gmail.com).
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 (secretary.bhwrc@gmail.com) (and where the matter relates to the Secretary, the complaint must be submitted to the Vice Chair (vicechair.bhwrc@gmail.com)). 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. A decision of the disciplinary panel shall be final and conclusive.
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.
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.

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.

## **Club Policies**

---

For the full policy wording for all running club policies, members should refer to the club website.