

Barking Road Runners

Club Rules

As revised following the Annual General Meeting held on 13th October 2016



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(1) Title

The name of the club is Barking Road Runners known herein after as "Club".

(2) Location

The location of the Club is within the London Borough of Barking and Dagenham.

(3) Affiliation

The Club will be affiliated to the governing body of United Kingdom Athletics (UKA), via England Athletics (EA), and any other body to which affiliation would be advantageous to the Club.

(4) Object

The object of the Club is the promotion of amateur running.

(5) Club Kit

The Club's vest shall be white with dark blue.

The Club's secondary colours shall be dark blue with orange.

(6) Management

The management of the Club is vested in the Committee consisting of a core team of 5 Committee members, with a minimum of 8 and a maximum of 10. The 5 core Committee roles are Chairman, Vice-Chairman, Secretary, Treasurer and Captain. Anyone can apply for a Committee member role, regardless of how long they have been a member. All Committee members shall be elected annually at the AGM. The Committee shall endeavour to meet once a month and 50 percent of the Committee is required to form a quorum, one of which needs to be a Chairman or Vice-Chairman. The Committee shall have the power to fill any vacancy which may arise, or to co-opt members as necessary, from amongst the members of the Club.

A member of the Committee may resign through communication by notice (in writing) to the Chairman, Vice-Chairman or Secretary.

(7) Membership

- a) Membership of the Club is confined to amateurs as defined by the governing body of United Kingdom athletics.
- b) A candidate must apply for membership in writing by completing a form, provided for the purpose. The candidate will be considered a full member of the Club once a member of the Committee has confirmed to them that their member application has been approved by two members of the Committee and that their subscription fee has been received.
- c) Full Membership is limited to persons over the age of 16 years, but applications by persons under the age of 18 years must be signed by a parent or guardian.
- d) Junior Membership is limited to persons over the age of 11 years, one of whose parents or guardians is a Full Member. Responsibility for the conduct of the Junior Member rests solely with his/her parent(s) or guardian(s), who must ensure that the Junior member is accompanied by his/her parent(s) or guardian(s) during training.
- e) Life Membership is in the gift of the Committee, to be awarded in recognition of noteworthy service to the Club. The costs of Life Membership are borne by the Club.

(8) Resignation

- a) A member intending to withdraw from the Club shall give notice in writing to the Secretary, and his/her membership terminates at that date unless s/he is financially indebted to the Club, in which case the Committee may withhold acceptance of the resignation until s/he has discharged that liability.
- b) Once resignation is received, confirmation will be in writing by a member of the Committee, provided all fees are paid.
- c) If a member of the Club notifies the Secretary of his/her resignation, then that person shall immediately cease to be a member of the Committee, regardless of whether his/her resignation from the Club takes immediate effect.

(9) Subscription

- a) The Annual Subscriptions for Full membership and for Junior Membership will be set by the Committee. New members joining prior to April will pay a pro-rata fee is due before 1st April each year, when the full annual subscription will apply. EA membership will be required to enter events at affiliated prices, members will be informed of the affiliation fee prior to paying their membership fee and the Club will apply on their behalf if required. EA membership is not pro-rata, Club members wishing to be affiliated mid-year will pay the full year's subscription.
- b) Membership shall lapse if not renewed within one month of the renewal date.
- c) No member whose subscription is in arrears is eligible to take part in any competition promoted by the Club, to represent the Club in any event, to hold a Committee position or vote at any Annual or Special General Meeting.

(10) Annual General Meeting

- a) The Annual General Meeting shall be held in the month of October to receive the Committee's report and financial statement, elect the Committee for the ensuing year and deal with matters specified on the agenda. Any matters not specified on the agenda may be raised only if time allows.
- b) The Secretary shall give each member 21 days' notice of the time, date and place of the meeting. Details of any business to be placed on the agenda or nominations for Committee posts (including current Committee members) must be given in writing to the Secretary at least 14 days prior to the meeting. Details of the agenda and any other relevant documentation will be available from the Secretary a minimum of 7 days prior to the meeting and be posted to the forum.
- c) If there are not nominations for any given Committee position in advance of the AGM, voting for that (or those) positions will be left until the remaining Committee positions have been elected. Members who were nominated for any of the other positions but were unsuccessful can then transfer their nomination to one of the vacant positions if they so choose.
- d) Fifteen per cent of the current first-claim membership shall form a quorum at all annual general meetings. If a quorum is not present at the appointed start time, that meeting shall be adjourned for two weeks and upon re-convening the meeting, lack of a quorum shall not prevent the meeting proceeding, and with decisions taken in accordance with the rules being quorate.
- e) Second-claim members may attend the AGM, but may not vote thereat.

(11) Special General Meeting

- a) A Special General Meeting can be called by the Committee if it is thought necessary, by either the Committee or any 10 members, and must be called by the Secretary within 14 days of receipt of a requisition in writing, signed by ten members, stating the business to be brought before the meeting.
- b) Fifteen per cent of the current first-claim membership shall form a quorum at all special general meetings. If a quorum is not present at the appointed start time, that meeting shall be adjourned for two weeks and upon re-convening the meeting, lack of a quorum shall not prevent the meeting proceeding, and with decisions taken in accordance with the rules being quorate.

(12) Minutes of Meetings

The Secretary will ensure that minutes are kept of all Committee and general meetings, and make such actions and decisions available to members, upon request.

(13) Amendments to Club Rules

- a) No amendment, deletion or addition may be made to these Rules except by an Annual General Meeting or a Special General Meeting called for that purpose. Notice of any proposed amendment, deletion or addition must be given in accordance with Rules 10 and 11. Any member may submit to the Secretary a proposal for changing the rules, but the proposal should state in detail the text to be inserted, replaced, or omitted. The Committee shall assist the member in drafting the formal text of the proposal if he or she requests.
- b) Unless stated otherwise, any changes to Rule 14.1 (Most Improved Runner) shall not come into effect until the first day of November next occurring after the date of the Annual General Meeting or Special General Meeting at which they were approved.
- c) Unless stated otherwise, any changes to the following rules shall not come into effect until the day of the first race of the next series commencing after the date of the Annual General Meeting or Special General Meeting at which they were approved:
 - Rule 14.2 (Handicap Series)
 - Rule 14.3 (Grand Prix Series)
 - Rule 14.4 (Cross-Country Series)
 - Rule 14.5 (ELVIS races)
- d) Unless stated otherwise, any changes to Rule 17 (London Marathon Points) shall not come into effect until the day of the first race of the cross-country season commencing next after the date of the Annual General Meeting or Special General Meeting at which they were approved.
- e) Unless stated otherwise, any other changes to the existing rules shall come into effect immediately upon the closing of the Annual General Meeting or Special General Meeting at which they were approved.
- f) The Annual General Meeting or Special General Meeting may amend the text of a proposed rule change to correct a manifest error, or where the wording is insufficiently clear to convey the intended meaning, or to correct an apparent ambiguity. However, such an amendment cannot be approved by the meeting where it would affect the substantive meaning of the proposed rule change, including (but not limited to) the date upon which the proposed rule change shall take effect; in such a case, the meeting may direct the Committee to prepare a revised text to be voted upon at a subsequent Special General Meeting.

(14) Club Competitions

- a) The Committee will be responsible for the organisation of all Club competitions.
- b) Any protest or query regarding Club competitions will be dealt with in the first instance by the Captain, who will report to the main Committee with his or her recommendations.
- c) Should any member start a race and sustain an injury during the race preventing them from finishing, they will be awarded the lowest points of the day.

(14.1) The Most Improved Runner

- a) The 'Most Improved Runner' trophy will be awarded annually to one male and one female runner (1 award each) who has achieved the greatest improvement during the season (1st November to 31st October). The recipients will be selected by the Committee on the basis of official race results including ELVIS, GPs, non-GPs and Handicaps, (excluding Cross-Country) and where they have competed in the same race twice.
- b) To be eligible for selection, an individual must have been continually a first-claim member of the Club since 1st November in the preceding year.

(14.2) The Handicap Series

- a) The Handicap Series will consist of seven races, all over a distance of 5 kilometres. Each race within the series for a particular year shall take place over the same course (unless circumstances beyond the control of the Club require otherwise). Race starts will be staggered according to members' handicaps.
- b) For the first race in a series members will be handicapped according to their season's handicap as determined by the Committee.
- c) For subsequent races in a series members will be handicapped on the faster of their season's handicap or their fastest actual time of the season.
- d) Points will be awarded for finishing positions on the basis of 100 points for first place, 99 points for second and so on. All members will score in all of the races in which they participate.
- e) Only persons who were members on the date of the first race in the series will be awarded points. Members who join 'mid season' will still be able to take part and will be given a handicap accordingly.
- f) Each member's four best results will count towards their final score.
- g) In order to be eligible for a trophy each participating member must make himself / herself available to officiate at a minimum of one race.
- h) An entry fee of one pound is charged by the Club per person per race. Non-members may participate in an individual race as a guest of the Club on the basis of a personal invitation, but subject to the discretion of the member of the Committee responsible for organising the race.
- i) Trophies will be awarded for first, second, and third place.
- j) If a 5K time cannot be provided for or by any member via results from the previous season, or a previous 5K race or a parkrun, then the first race by a member will be used to set their 5K handicap time and as such, they will not receive points towards the trophy for the handicap series for this race.
- k) Barking Road Runners official results will be used for the Club's internal results/competition.
- l) Prior to the date of the first race in the series, the Committee shall confirm the prize to be awarded to the winner of each individual race, which may be in the form of a trophy, cash prize, or some other award that is considered appropriate. The prize for each race within the series for a particular year shall be the same. The winner of the prize for each individual race shall be the first first-claim member of the Club to cross the finishing line.

Note: it was confirmed by a vote at the AGM held on 26th February 2015 that second-claim members are not able to earn points in the handicap series.

(14.3) The Grand Prix Series

- a) The Grand Prix Series shall consist of a maximum of ten races. There shall be at least one 5 miles, 10 kilometres, 10 miles and half-marathon race.
- b) Points will be awarded for finishing positions on the basis of 100 for first place, 99 for second and so on, with separate points awarded for men's and women's finishing positions.
- c) Each member's six best results will count towards their final series score.
- d) Points are only awarded to members.
- e) Races that make up the Grand Prix Series will run from 1st March to 31st October of the same year (selected races permitting) and will where possible be spread evenly to occur at least once in every calendar month and selected so as not to occur on consecutive weekends.
- f) Trophies will be awarded to male and female, for first, second, and third place.
- g) The hosting club/organisation's official results will be used for the Club's internal results/competition. Should a member wish to query a finishing time they should do so with the hosting club/organisation. Should the host not publish a runner's finishing time, the Club will take into account the member's watch time and finishing position to award points.

(14.4) The Cross-Country Series

- a) The Cross-Country Series shall consist of five races.
- b) The cross-country series in which the Club competes is held by the South Essex Cross-Country League.
- c) Trophies will be awarded to male and female, for first, second, and third places (upon completion of a minimum of four races).
- d) 2nd claim members will not be eligible for trophies, their finishing position within the Club will be recorded but points will not be scored. Example: 1st home BRR member - 100 points, 2nd home 2nd claim member – 0 points, 3rd home BRR member – 99 points. Points will be awarded 100, 99, 98 and 97 from the first man and lady home downwards until the last man and lady finish. (First man 100 points, first lady 100 points, second man 99, second lady 99, and so on).
- e) Each member's four best results will count towards their final series score.

(14.5) The East London fiVe Interclub Series (ELVIS)

- a) The Club's ELVIS competition shall consist of all ELVIS races occurring within the same calendar year, except for any race hosted by the Club itself.
- b) Points will be awarded for finishing positions on the basis of 100 for first place, 99 for second and so on, with separate points awarded for men's and women's finishing positions.
- c) Each member's four best results will count towards their final series score.
- d) Points are only awarded to members. Second-claim members shall only be entitled to points when representing the Club.
- e) Trophies will be awarded to male and female, for first, second, and third place.
- f) The hosting club's official results will be used for the Club's internal competition, except in the case of manifest error. Should the host club not publish a runner's finishing time, the Club will take into account the member's watch time and finishing position to award points.

(15) Voting for the Members' Cup

- a) This will commence three weeks prior to the last GP and will close approximately 2 weeks prior to the Annual Awards presentation evening.
- b) Voting is cast by each fully paid up member and should be based on the biggest contribution to the Club by another member.
- c) Members cannot vote for themselves and the same member cannot win this cup two years in succession.
- d) Second claim members shall be eligible to vote. In the event that there is a tie for the trophy, all members with the same winning score will receive a trophy. The following year, none of these members will be eligible to win again.
- e) One of the winners of the previous year's Members' Cup shall be responsible for receiving and counting the votes cast by members for the current year's Members' Cup.

(16) Charity of the Year

This will be voted for at the same time as the Members' Cup.

(17) London Marathon Points

- a) This system awards points per 'Job/Race done' so that, come the time to allocate the entries, those members with the highest points will earn a place at the next London marathon. A draw will be held if there are equal scores.
- b) To be eligible for a marathon place on the basis of points awarded under this Rule, a member must have entered the race organisers' ballot for the year in question, and been rejected. The member must be able to provide either a printed notification or an e-mail from the race organisers, confirming that they failed to obtain a place through the ballot.
- c) To be eligible for a marathon place members must be affiliated to England Athletics.
- d) All entries will be allocated on the condition that the recipients raise funds for the Club's nominated charity. Failure to do so will render the person ineligible for future places. Guaranteed entries not taken up by members will be offered to the Club's nominated charity.
- e) Points for a place in a particular year's marathon shall be totalled from points earned for the following:
 - the cross-country season that finishes in the preceding calendar year; and
 - the ELVIS and Grand Prix races taking place during the preceding calendar year; and
 - in the case of all other points, during the period of twelve months ending on 31st October in the preceding calendar year.

Points are not transferable from one member to another.
- f) For the 6 guaranteed entries received by the Club as a result of doing the drinks station, points from all the 7 categories below will count. For the place(s) received as a result of the Club being affiliated to the UKA, only points from categories 4-7 below will count. Places will be allocated on the basis of drinks station places first and UKA places second.
- g) Members allocated a marathon place will be requested to pay their membership for the following year (which would normally be due on 1st April) on the 1st January (to encourage they are still a member of the Club when they run the marathon).

The new points system relates to places awarded for the 2015 marathon onwards (i.e. from 1st November 2014):

| | Job/Race | Points Value |
|--|--|---------------------|
| 1. | Drink Station Leader | 7 |
| 2. | Drink Station helper | 6 |
| 3. | Recruit helpers (for member on the drinks station only) | 1 |
| TOTAL FOR 1 - 3 ABOVE NOT TO EXCEED 10 POINTS | | |
| 4. | Marshalling at a Club handicap (in addition to the one required) | 1 per race (max 2) |
| 5. | At Committee's discretion for projects completed of benefit to BRR | 5 (maximum) |
| 6. | Running in a BRR Grand Prix race | 2 per race |
| 7. | Supporting at a BRR Grand Prix race | 1 per race (max 4) |
| 8. | Running in a BRR club entered Cross-Country race | 2 per race |
| 9. | Supporting at a BRR club entered Cross-Country race | 1 per race (max 2) |
| 10. | Running in an ELVIS* race | 2 per race |
| 11. | Supporting in an ELVIS* race | 1 per race (max 3) |

* Further details about the ELVIS series of races can be found on the Club website

(18) Barking Road Runners Disciplinary Procedure

- a) If it appears to the Club Committee that any irregularity, breach of its Constitution or other matter of concern has occurred it shall, at its discretion, appoint an individual (who need not be a Club member) or a Committee to investigate with such terms of reference as the Club Committee sees fit.
- b) If it appears to the Club Committee that a member is in breach of its Constitution or that that person's continued membership of the Club is detrimental to the Club, the Secretary shall write to the member concerned setting out the alleged breach and invite the member to comment in writing by a specified date which, unless the Club Committee directs otherwise, shall not be less than 14 days after the letter was sent.
- c) The Club Committee shall consider any response at its next convenient meeting and if it is not satisfied that the Constitution has been observed, or is satisfied that continued membership by the person in question is not in the best interests of the Club, it shall appoint a Disciplinary Committee, of not less than three and not more than five people, none of whom shall be directly interested in the matter otherwise than as Club members. The Disciplinary Committee shall make further enquiries as it thinks fit, shall afford to the person against whom the allegation has been made a reasonable opportunity to appear before it, accompanied and/or represented by a friend if s/he wishes, to answer the allegation brought against him/her, and shall hear such witnesses as s/he reasonably produces.
- d) If it is satisfied that a breach of the Constitution has occurred or that continued membership by the person in question is not in the best interests of the Club the Disciplinary Committee may recommend to the Club Committee one or more of the following penalties:
 - to note the offence but take no further action;
 - warn the person concerned as to his/her future conduct and thereafter take no further action;
 - suspend or disqualify the person from athletics competition, coaching and/or administration for any period whether fixed or indefinite;
 - recommend to the Regional Association that the person concerned shall be disqualified from any involvement in athletics for any period whether fixed or indefinite;
 - such other penalty as the Disciplinary Committee shall consider appropriate in the circumstances.
- e) The Disciplinary Committee shall report its recommendation to the Club Committee in writing within seven working days and the Club Committee shall determine its decision as soon as practicable thereafter.
- f) A term of suspension starts from the time it is pronounced by the Club Committee unless otherwise stipulated and does not expire until the close of the day named in the decision.
- g) Every person suspended, expelled, disqualified or otherwise dealt with shall be notified in writing by hand, by recorded delivery post or by electronic transmission (i.e. email) within seven working days of the decision.
- h) The Club Committee shall, as it sees fit, transfer as many of its duties under the provisions of its Constitution to such Disciplinary Committee as from time to time it shall set up.
- i) Any person suspended, expelled or disqualified by decision of the Club Committee may appeal against such decision as defined in BAF rules.

(19) Barking Road Runners Dissolution Clause

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

- i to the Club's most recently chosen "charity of the year" (in accordance with rule 16) and/or
- ii to one or more charities which had been a "charity of the year" for a previous year and/or
- iii to another Club with similar sports purposes which is a registered charity and/or
- iv to another Club with similar sports purposes which is affiliated to a governing body as in rule 3 above and/or
- v to the Club's national governing bodies for use by them for related community sports.

(20) Child & Vulnerable Adult Protection Policy

The Club requires that all coaches and other officers working with young people when requested, agree to Criminal Records Bureau Enhanced Check via the National Governing Body. The General Committee of BRR will nominate a Child Protection Officer and an Assistant Child Protection Officer, one of whom will normally be present on the junior club night. The nominated persons will receive training on child protection issues and will be the first point of contact for any athlete, parent or coach.

(21) Any Other Matters

The Committee shall decide any matters not covered in these Rules.

Note

Anywhere these rules require a member (or the Committee) to provide a request or notification 'in writing', email or private message through the Club's forum is considered to be 'in writing' as well as a written letter.