



Didcot Runners
Didcot Town Football Club
Loop Meadow
Bowmont Water
Didcot
Oxon
OX11 7GA

Constitution
&
Rules

Adopted on 26th January 2018

1. Name

The name of the club shall be Didcot Runners (henceforth known as `The Club`).

2. Address

`The Club` meets at Didcot Town Football Club, Loop Meadow, Bowmont Water, Didcot, Oxon, OX11 7GA.

3. Club Aims

`The Club` aims to encourage running at any standard, either with a view to competing in races or for regular exercise by providing a friendly and safe environment to train and develop with guidance from qualified Coaches and Run Leaders.

4. Affiliation

- a) The rules of bodies to which `The Club` is affiliated shall be effective to `The Club` in addition to any rules contained in this constitution.
- b) `The Club` shall be affiliated to the England Athletics (EA), South of England's Association (SEAA) and Oxfordshire Athletics Association (Oxon AA).

5. Club Colours

`The Club` colours shall be a navy blue vest with the name of the club in white text on the front and the back of the vest. Club colours shall be worn by members at all races where the member has entered as a member of `The Club`.

6. Management

- a) `The Club` shall be managed by a Committee comprising of the following Officers; President, Chair, Vice Chair, Secretary, Treasurer, Membership Secretary, Welfare Officers (Female & Male), Social Secretary and Webmaster who shall be elected annually at each AGM (excluding the President).
- b) Further Committee positions can be added at the discretion of the existing Committee, including the Beginners' Course Coordinator, Cross Country Coordinator, Club Championship Coordinator, Didcot 5 Coordinators and Tail Runner Coordinator.
- c) The Committee shall have the power to co-opt Club members to replace vacant Officers until the next AGM.
- d) The Committee shall meet whenever necessary to conduct the business of `The Club` and a quorum shall consist of not fewer than 5 Committee members.
- e) Any other member may attend a Committee Meeting as an observer, and may be allowed to join discussion at the Chair's discretion, but they will not be allowed to vote.
- f) It is the responsibility of the Committee to ensure affiliation to England Athletics, SEAA and Oxfordshire AA.
- g) `The Club` Constitution may be amended at an AGM or Ordinary Meeting, where quorum is achieved by majority vote.

7. Financial Accounts

- a) The Club's financial year shall commence on the 1st January and end on 31st December the same year.
- b) The Treasurer shall prepare a full and categorised report of annual accounts and submit these accounts to the AGM each year.

8. Membership

- a) Membership of `The Club` is confined to amateurs, as defined by England Athletics.
- b) Any subscription fees must be paid at the time of the application to join.
- c) The minimum age for membership to `The Club` is 16.
- d) The membership year shall commence on the 1st April and end the last day of March the following year.
- e) Honorary members may be nominated by the Committee and are not required to pay the annual subscription.

Honorary members shall have no voting rights at Ordinary Meetings or at the AGM and shall not be eligible for `The Club` London Marathon places.

- f) The Committee will have authority to cancel membership, subject to one month's written notice, of any member falling two months in arrears.

8.1. Membership Fee

- a) The Membership fee will be payable on application, and therefore annually on the 1st April each year.
- b) The annual membership fee shall be set at a level recommended by the Committee and agreed at the AGM.
- c) New members joining after 1st January will renew after 15 months.

9. Welfare of Members

9.1. Complaints, Grievances and Disputes Procedure

- a) If a grievance arises between members, an attempt should be made to resolve the matter by speaking directly with the other member if possible. The discussion should be conducted with courtesy and aim to reach a resolution as soon as possible.
- b) Definition: In this procedure, a complaint, grievance or dispute shall be defined as an issue that requires the intervention of a Welfare Officer(s) with support from the Committee/other(s) if required in order to put the issue right.
- c) Taking a statement: if any member hears of a complaint, first hand or through an intermediate source, they should take a note of the conversation (as best as possible), ask only questions that gain factual insight – not conjecture, and never offer their own opinion. They should then let the person know that they will pass

on the details of their conversation to a Welfare Officer(s), and that they are invited to contact the Welfare Officer(s) too if they have any further details they remember at a later stage. The Welfare Officer(s) should not promise to resolve the grievance, only to make sure that it is processed according to this procedure.

- d) If informal discussion between members, as described in clause 9.1.a. above, does not resolve the dispute, any complaints regarding the behaviour of members shall be submitted in writing to the Welfare Officer(s). The Welfare Officer(s) will provide written acknowledgement of receipt of the complaint within one week. Unless exceptional circumstances apply, the Welfare Officer(s) will arrange for a hearing with an impartial active club member within fourteen days of receiving a complaint. This hearing will take place between the parties involved in the dispute, the impartial club member and either or both Welfare Officers, depending on the nature of the grievance.
- e) If formal discussion, as described in clause 9.1.d. above, does not resolve the dispute, any complaints regarding the behaviour of members shall be submitted in writing to the Welfare Officer(s) for a second time. The Welfare Officer(s) will provide written acknowledgement of receipt of the complaint within one week. Unless exceptional circumstances apply, the Committee will hear complaints within 21 days of receiving a complaint. At this hearing, both parties may bring a representative or person to support them. This hearing will take place between the parties involved in the dispute, the impartial club member(s), both Welfare Officers, and at least two additional members of the Committee. If it is decided that a member has violated any club rules, or is guilty of misconduct in any way detrimental to the interests of the club or the sport, they may be suspended for a period of time or expelled by a vote of two thirds of the members of the Committee present.
- f) A person whose membership has been terminated by a decision of the Committee, as described in clause 9.1.e. above, will have a right of appeal to the members in a General Meeting. Appeals shall be submitted in writing to the Welfare Officer(s). The Welfare Officer(s) will provide written acknowledgement of receipt of the appeal within one week. Unless exceptional circumstances apply, the members shall consider the appeal within twenty-eight days of the club receiving the appeal. A vote may be taken as to whether the membership should be re-instated.
- g) Appeals to EA: A person with a grievance may state his or her grievance formally in writing to the Lead England Athletics Welfare Officer. England Athletics has a set of grievance procedures that it complies with. The use of formal disciplinary procedures by England Athletics should only be resorted to when all other avenues to resolve the matter have been pursued, or are considered inappropriate. In general, wherever possible, complaints should be resolved within the club and informal resolutions of complaints are preferable if appropriate.

9.2. Child Protection and Safety Policies

Children under 16 years of age are not permitted to join `The Club`. `The Club` does not cater for minors.

10. Annual General Meeting (AGM)

- a) A General Meeting will be held in January each year. The business of the meeting will be to receive the Committee report and financial accounts; to elect Committee Officers for the ensuing year and to deal with such other matters that are specified on the meeting agenda.
- b) The Secretary shall post notice of the AGM at least 14 days prior to the scheduled date.
- c) Members wishing to have business included on the agenda should notify the Secretary at least 7 days before the meeting. The Secretary will then prepare the agenda.
- d) The agenda shall be distributed at the start of the meeting but all members may ask for business to be included in Any Other Business (AOB)
- e) A quorum for the AGM will be 20% of members who are eligible to vote.
- f) Only fully paid up members are eligible to vote.
- g) Only First claim members are eligible to be Committee Officers.

11. Ordinary Meetings

The Chair will organise Ordinary Meetings upon request from a club member.

- a) Ordinary Meetings shall be open to all members of `The Club`.
- b) The agenda for Ordinary Meetings shall be distributed at the start of the meeting, but all members may ask for business to be included in Any Other Business (AOB)

12. Minutes

Minutes from the Annual General Meeting, Committee Meetings and Ordinary Meetings will be made available to all members, and circulated by the Secretary upon request after a period of 14 days.

13. London Marathon Place

- a) The Secretary will apply for the London Marathon Place(s).
- b) The draw for the London Marathon Place will take place in November. Runners wishing to be entered into the draw must give their name to the Secretary.

Name(s) will be drawn out of the hat by a non-interested party.
- a) Runners can only enter the draw if they are fully paid up First Claim members of `The Club` and if they themselves have entered the London Marathon but were not successful in their application. They need to send their unsuccessful slip to the Secretary, together with a description of how they meet the eligibility criteria.
- b) Even though you `win` the place you still have to pay for it. It's just guaranteeing you a place.

- c) To be able to enter the club ballot, you must be a member of the club and come to the club on a regular basis. You must wear the Club vest when you run the London Marathon.
- d) To be able to enter the club ballot you must have helped with the running of the club in some way, i.e. volunteered to help with the Didcot 5, be on or help the committee, been a tail runner/buddy, etc.

14. Didcot 5 and 2 Mile Fun Run

- a) This annual event is organised by a subcommittee, led by the Didcot 5 Coordinators working in close partnership with Didcot Town Council. Members of `The Club` can make themselves available to help on this subcommittee by contacting the Didcot 5 Coordinators.
- b) Proceeds from this event are donated to local Charities, the Charities are chosen either by the Didcot 5 Sub-committee during the plan stage of the event or by `The Club` at the AGM.
- c) The accounts for the event will be provided to any member of `The Club` or Didcot Town Council if asked.
- d) The accounts for the event are kept by the Treasurer.

15. Liability

`The Club` accepts no liability for loss or damage to the property for any of its members or for any personal injury sustained by any member received whilst participating or competing in any of the club activities.

16. Interpretation of this Constitution

Any question arising from anything not covered by this Constitution or any interpretation of this Constitution shall be dealt with by the Committee whose decision shall be final.

17. Dissolution

If for whatever reason `The Club` dissolves, any assets remaining after the settlement of any outstanding debts and obligations will be given to Charity.