

# GADE VALLEY HARRIERS

## Constitution

## Bylaws & Rules

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## **1 CONSTITUTION**

### **1.1 NAME**

The name of the Club shall be **GADE VALLEY HARRIERS**.

Hereinafter called 'the Club', the colours of which shall be:

- 1.1.1 Black Vests with Green and Red Vertical Stripe.
- 1.1.2 Black Shorts.

### **1.2 AIMS & OBJECTIVES (See Bylaws and Rules BR2)**

The Club is established as a not-for-profit organisation.

In particular, the Club is established:

- 1.2.1 To encourage and promote Amateur Athletics, as defined by England Athletics (EA) (BR2), within the area co-terminus with the Dacorum District.
- 1.2.2 To promote and organise co-operation in the achievement of the above purpose and bring together such persons who are engaged in the furtherance of the above purposes.
- 1.2.3 In the furtherance of the above purposes, but not further or otherwise, the Club may:
  - 1.2.3.1 Obtain, collect and receive money and funds by way of contributions, donations, subscriptions, affiliation fees, legacies, grants and other lawful methods and accept and receive gifts of property of any description.
  - 1.2.3.2 Procure and provide information.
- 1.2.4 Procure to be written and printed, published, issued and circulated gratuitously or otherwise any reports or periodicals, books, pamphlets, leaflets, or other documents.
- 1.2.5 Arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, lectures, training events and other related activities.

### **1.3 MEMBERSHIP (See Bylaws & Rules BR2, BR3, BR4, BR5, BR6, BR7, BR8)**

- 1.3.1 Membership of the Club is confined to 'amateurs' as defined by EA. (BR2)
- 1.3.2 There shall be such classes of membership and subscriptions as the Club prescribes from time to time. (BR3, BR4)
- 1.3.3 Election to any class of membership shall be by a majority vote of the Club Committee upon receipt of a duly completed Membership Application Form accompanied by the correct annual subscription fee. See appendix A Membership Application Form & current subscription.
- 1.3.4 Club members will be required to comply with Club Rules and Bylaws (BR5). Such Bylaws and Rules will include:
  - 1.3.4.1 Codes of Conduct for the Club and Members (Appendix C) Commendation, Comments and Concerns Procedure (Appendix D), London Marathon Club

Places Ballot Rules (Appendix E)

- 1.3.4.2 Any others as may become necessary from time to time
- 1.3.4.3 The Club may at its discretion upon formal submission to an Annual General Meeting (AGM) or Special General Meeting (SGM) and after approval by the Club Committee elect or re-elect: A PRESIDENT, VICE PRESIDENT(S), and LIFE AND/OR HONARARY MEMBERS. The latter two classes of membership only to be conferred on persons in recognition of services rendered to the Club, the former two classes being ex officio to all Committees.
- 1.3.4.4 A member intending to resign from the Club shall give due notice in writing to the Club’s Committee. Membership shall terminate as from the date of the letter of resignation unless that member is financially indebted to the Club, in which case the Club Committee shall withhold acceptance of the resignation until such time as all financial debts are settled to the Club’s satisfaction. The Club will follow guidelines laid down by EA for resignation and changing of first claim club registration.
- 1.3.4.5 A member who has not tendered his/her resignation in the prescribed manner prior to the date of the payment of the Club’ s annual subscription falling due shall be liable for ensuing year’s subscription.
- 1.3.4.6 Should a member’s subscription become six months in arrears the Club Committee shall have power to expel that member. (BR6, BR7, BR8)
- 1.3.4.7 In the event that the Committee (following a reasonable investigation and review of evidence) determine that the behaviour of a club member breaches the Code of Conduct for the Club and its Members (Constitution Appendix C, Code of Conduct for Club and Club Members), that the member may be issued with a warning letter setting out the nature of the warning, reason for issue, tenure and action to be taken for any subsequent incident occurring, including expulsion. Depending on the nature of the behaviour, the Member may be expelled without notice and with no right of appeal.

**1.4 OFFICERS (See Bylaws & Rules BR1)**

- 1.4.1 At the Annual General meeting the Club shall elect an Honorary Chair (here after referred to as Chair) and such Honorary Officers (here after referred to as Officers) as the Club may from time to time decide. (BR1, Appendix B)
  - 1.4.1.1 The Chair and Officers shall hold office until the conclusion of the Annual General Meeting of the Club next after their election.
  - 1.4.1.2 The Club may elect an Honorary General Secretary (here after referred to as Secretary) and determine his/her duties.
- 1.4.2 The Chair and Officers shall form the Club Committee (see 5 below).
  - 1.4.2.1 The Club Committee shall appoint one or more qualified auditors and may determine their remuneration, if any.

## **1.5 CLUB COMMITTEE (See Bylaws & Rules BR1)**

- 1.5.1 The purposes of the Club and its general policies shall be carried out by a Committee to be known as the CLUB COMMITTEE all of whose members shall be first claim competing members who shall have been duly elected as such to the Club and shall therefore be eligible to be elected to serve on such a Committee.
- 1.5.2 The Club Committee may appoint other non-executive officers as it sees fit in order to further the aims of the Club.
- 1.5.3 The duty of the Club Committee shall also include the provision of administration, management and control of the affairs, finances and property of the Club.
- 1.5.4 The Club Committee shall lay down and have cause to have printed and circulated to every duly elected member such Rules and Bylaws as it may think fit for the furtherance of the Club's aims and objects. Any alterations to said Bylaws and Rules shall be ratified at a subsequent AGM.
- 1.5.5 The Club Committee shall have powers to co-opt persons having special knowledge or experience or to fill any vacancy occurring providing that the number of such co-opted members shall NOT exceed one quarter of the elected Club Committee.
- 1.5.6 The Club Committee shall retire annually but shall be eligible for re-election. As part of the notice to club members of an AGM (see 6ii below) a list of proposed Club Committee posts, with a short description of the duties associated with each post, will be circulated to all members of the club.
- 1.5.7 The Club Committee shall meet as often as is necessary to carry out the business of the Club and in order to promote its stated aims and objectives, usually monthly.
- 1.5.8 The Secretary should be advised of any nominations from members of the Club for Honorary Officers of the Club Committee before an AGM or SGM. Should nominations exceed vacancies, election shall be by ballot. (Appendix F Procedures for Election to the Club Committee).

## **1.6 MEETINGS**

The Annual General Meeting (AGM) of the Club shall usually be held in September/October and at a time and place that the Club Committee shall determine.

At least 21 days' clear notice of the AGM shall be given in writing by the Club Secretary to all members.

- 1.6.1 At the AGM the business shall include as necessary:
  - 1.6.1.1 Election of Chair and other Officers who form the Club Committee.
  - 1.6.1.2 Appointment of auditors.
  - 1.6.1.3 Election of Life and/or Honorary Members.
  - 1.6.1.4 Consideration of an Annual Report of the Club's full activities during the past year and the formal adoption of such a report.

- 1.6.1.5 Consideration of the audited accounts the formal adoption of such accounts.
- 1.6.1.6 Any other report/s which the Club Committee consider necessary for the clear explanation of the Club's activities and continued well-being.

Special General Meetings (SGM) may be called at 14 days clear notice in writing to the Club Secretary upon the demand of one quarter or more of first claim club members or by the Chair or by the Club Committee.

Any member who is in arrears for his/her annual subscription to the Club shall not be permitted to attend an AGM or SGM or vote.

## **1.7 QUORUM**

A quorum for any meeting of the Club or Club Committee shall be one half or other number as the Club Committee may from time to time prescribe.

## **1.8 FINANCE**

The Club shall have power to raise money by means of:

- 1.8.1 Membership subscriptions.
- 1.8.2 Donations.
- 1.8.3 Legacies.
- 1.8.4 Grant aid from Statutory Authorities.
- 1.8.5 Gifts, loans (without interest) and other sources.
- 1.8.6 Charging of fees.
- 1.8.7 The income and property of the Club, where ever derived, shall be applied towards the promotion of the aims and objects of the Club as set forth herewith and no portion thereof shall be paid in any way or transferred directly or indirectly by way of dividend, bonus or concession or otherwise howsoever by way of profit to any member of the Club.
- 1.8.8 Provided that nothing hereon shall prevent payment in good faith of reasonable and proper remuneration to any officer or servant of the Club or the repayment of proper out of pocket expenses.
- 1.8.9 Disbursements from Club funds shall be made only by approval of the Club Committee. This can be either by cheque (bearing the signature of one of the agreed signatories ratified by the Club Committee and recorded on the Bank Mandate, this mandate being lodged with a registered Bank) or by internet banking duly authorised with the bank. The mandate is to be reviewed at the first meeting of Club Committee following the AGM.
- 1.8.10 The Club may appoint a custodian trustee or a trust corporation of not less than three persons to hold any property held by or in trust for the Club.

## **1.9 DISSOLUTION**

- 1.9.1 The Club may at any time be dissolved by a resolution passed by a two thirds majority of those present and voting at a meeting of the Club called by the Club Committee of which at least 21 days' clear notice shall be sent to all

members of the Club.

- 1.9.2 In the event of the dissolution of the Club all Club assets shall accrue and be vested in England Athletics after all Club debts have been discharged and the final accounts audited.

### **1.10 THE CLUB'S YEAR OF AUDIT**

The Club's financial year shall run from 1st January to December 31st. Once in every year (at least) the accounts shall be audited by one or more qualified auditors.

### **1.11 ALTERATIONS TO THE CONSTITUTION**

No alterations or additions to this Constitution may be made unless any proposed alteration or addition shall receive not less than two-thirds of the members agreement gathered by voting either at the AGM or electronically.

## 2 BYLAWS AND RULES

Reference	Subject	Document reference
	<b><u>Club Committee</u></b>	
BR1	List of Honorary Officers and Executive Committee for ensuring year giving name.	1.4, 1.5.8, and 4
	<b><u>Membership and Subscription</u></b>	
BR2	Refer to England Athletics and UKA websites: www.englandathletics.org and www.uka.org.uk	1.2.1 and 1.3.1
BR3	There shall be the following classes of membership for the time being:  Adult (18+) Adults (of pensionable age) Trial/Temporary (limited to attending up to 4 training sessions without formally applying for membership)  Age groups shall be determined by birthdays which fall on or before 1 January.	1.3.2 and 3
BR4	The Club Committee shall at the first meeting following an AGM consider the level of subscription due for the following year related to the classes of membership defined in BR3. All subscriptions shall fall due for payment on 1 January. Members will be given at least one month's notice of any change in annual subscription.	1.3.2 and 1.4.1
BR5	The Club and Club Members are required to comply with the following: Codes of Conduct for Club and Club Members Commendation, Comments and Concerns Procedure London Marathon Club Places Ballot Rules	1.5.4 5 6 <b>Error! Reference source not found.</b>
BR6	The Club Executive Committee shall have the power to expel any member whose subscription is six months in arrears provided a month's notice in writing shall have been sent to a member by a recorded delivery letter, addressed to their last known address informing them of the proposed action of the Committee.	1.3.4.6
BR7	Members who resign, fail to renew their membership or are expelled from the club will be resigned as club members on the England Athletics database.	1.3.4.6

BR8	No member whose subscription is in arrears is eligible to take part in any competition or event promoted by the Club.	1.3.4.6
BR9	<p><b><u>Training Sessions</u></b></p> <p>The Club shall arrange and provide a suitable venue with accommodation when and if necessary, for athletic training sessions during the whole year. Such training sessions are to be open to all subscribers.</p>	3
BR10	A member who has previously taken part in any athletic or cross-country event in the name or colours of any other club shall not be eligible to compete for the Club as a 'first claim' member for the period of time stipulated by England Athletics.	
BR11	The Club shall organise and promote such internal Club Championships as it sees fit. All such championships shall be organised and run in accordance with the rules laid down by England Athletics and other relevant recognised associations.	
BR12	The Club shall apply to join and, if accepted, compete in such athletic and/or cross country or other competitive leagues as may be organised by England Athletics and other relevant recognised associations.	
<b>NOTE</b>	Where there is no mention of an issue within these rules (i.e. the rules are 'silent') the Club Committee may agree to consult England Athletics for guidance.	



### **3 Appendix A – Safety Charter**

#### **3.1 Principles**

- 3.1.1 The Committee and Coaches of Gade Valley Harriers are committed to ensuring the highest standards of safety for all runners on club nights
- 3.1.2 All UK Athletics affiliated coaches and run leaders have an obligation under the terms of their license to ensure runners' safety at all times

#### **3.2 Coaches/Leaders' Obligations**

- 3.2.1 Undertake a Risk Assessment for each session
- 3.2.2 Provide a clear briefing for all sessions, both in advance on Facebook and in person at the clubhouse before the session starts. These briefings will highlight any risks identified in the RiskAssessment
- 3.2.3 Ensure that all runners are following the Runners Code of Conduct (see below)
- 3.2.4 Report any incident (including near misses) via the UK Athletics approved reporting system (<http://www.uka.org.uk/governance/health-safety/online-accident-incident-report-form>)
- 3.2.5 Review Safety Charter with GVH committee bi-annually (Winter & Summer) and following any incidents

#### **3.3 Runner's Code of Conduct**

- 3.3.1 Runners will familiarise themselves as much as possible in advance with the session and route and any pre-identified risks
- 3.3.2 Runners will inform coaches of any injury or illness which may prevent them taking part in all or some of the session
- 3.3.3 When running in the dark or at dusk all runners will wear Hi-Viz clothing
- 3.3.4 Runners will follow common safety practices and when crossing roads will find the safest place to do so (e.g. pedestrian or pelican crossing, bridge of underpass, especially if such a crossing forms part of the published route)
- 3.3.5 Runners will show consideration for all other road users and pedestrians using pavements and footpaths
- 3.3.6 When running off-road, runners will take suitable caution at gates, stiles or other countryside 'furniture'. Also, runners will be aware of changing underfoot conditions and hazards such as tree roots
- 3.3.7 Agreement:
  - A Coach or Leader may ask a runner to leave a session if they fail to follow the **Runner's Code of Conduct**

## 4 Appendix B - Committee

### 4.1 Committee Members as voted at 2024 AGM:

Chair	Crawley-Wise, Victoria
Secretary and Data controller	Kendall, Roland
Treasurer	Newing, Stephen
Health and Safety Coordinator	Trent, Ines
	Morgan, Kim (support)
Women's Team Captain	Morgan, Kim
Men's Team Captain	Morris, Simon
Social Secretary	Mooney, Christeena
Kit Manager	Trent, Ines
Communications Officer	Phillipson, Jane
Website Manager	Newing, Andy
Facilities and Equipment Manager	Mercer, Phil
Club League and Results Managers	Price, Edward
	Woollett, Guy

### 4.2 Committee roles and members

From time to time, to support the smooth running of the club, the Committee may decide to combine certain roles with existing elected members.

### 4.3 Core Club Committee role descriptions and accountabilities:

Core committee members are expected to attend all sections of committee meetings regardless of content.

#### Chair

Ensure committee runs smoothly Lead committee and AGM meetings  
Take on some of general workload of the committee

#### Secretary

Manage club correspondence and act as point of contact for the club  
Take minutes of the club meetings  
Take on the responsibilities of data protection officer

#### Treasurer

Maintain club accounts  
Make payments on behalf of club and reimburse club members for expenditure on behalf of club  
Obtain members subscriptions and keep record of club members  
Register members with UK Athletics

### Health & Safety Coordinator

Responsible for overseeing the implementation of the Health and Safety Policy and associated risk assessments by:

- Manage hazards and remove/minimise/isolate hazards by carrying out risk assessments
- Ensure all club members and other involved parties are aware of the Health and Safety Policy and how to adhere to the health and safety/emergency procedures.
- Share with the committee any major health and safety issues on a regular basis.
- Report all incident and accident to UK Athletics

### Women's and Men's Team Captains

Encourage and coordinate individual club members and teams to participate in races

Coordinate entries and logistics for Cross Country Fixtures (Chiltern League, County Championships & Southern Championships)

Provide advice and encouragement to individual runners in co-operation with the Head Coaches

Give Member of the Month Awards

Welcome new members and help them to identify appropriate training group in co-operation with the Head Coaches

Act as Welfare Officers in line with Commendation, Comments and Complaints Procedure and England Athletics guidelines

### **4.4 Extended Club Committee role descriptions and accountabilities:**

Extended committee members are only expected to attend committee meetings (or sections of meetings) where relevant. Extended committee members have the same voting rights as core committee members.

### Social Secretary

Identify club social activities, publicise these and make bookings where necessary

### Kit Manager

Maintain and purchase stock of club kit Publicise kit to club members

Sale of kit items to club members

### Communications Officer

Advertise club activities

Liaise with local press over coverage of club activities

Be responsible for coordinating all club communications

### Club League and Results Officer

Manage the club league, confirming and publicising fixtures, managing club league results and scoring.

### Website Manager

Manage the upkeep and on-going development of the GVH website, supported by various content owners.

### Facilities and Equipment Manager

The key point of contact regarding the GVH facilities, being the link with Boxmoor Cricket Club and to ensure the facilities meet the needs of the club.

### Non-Executive Club Roles (non-elected roles appointed based on experience and expertise)

Head Coach(es)

Price, Edward

Head Coach(s) - minimum requirement for the role will be that of Level 2 Coach as undertaken on the UK Athletics official course

- Design and deliver the various training schedules throughout the year including a Learn to Run course
- Coordinate Run Leaders for support at sessions
- Create and/or advise on individual plans for runners as requested and be available to answer queries during club sessions
- In cooperation with the Team Managers to monitor runners' progress and give feedback and encouragement when appropriate
- Welcome new members and help them to identify appropriate training group
- Design & manage the Club League
- Post sessions on Facebook and create routes where necessary for each group

Welfare Officer

Sam Raffety

Minimum requirement of role: UKA DBS checked, Safe guarding in athletics E-learning module

- Welfare covers a range of issues such as safeguarding and protecting children, anti-bullying, poor practice in coaching and disciplinary matters.



## **5 Appendix C – Codes of Conduct**

### **5.1 Codes of Conduct for Club and Club Members**

Gade Valley Harriers has adopted Codes of Conduct for Club and Club Members based on standards as laid down by England Athletics. These standard codes are shown below, omitting those that are not relevant to this Club

### **5.2 Code of Conduct for Athletics Clubs:**

As a responsible Athletics Club Gade Valley Harriers will:

- 5.2.1 Adopt national welfare policies and procedures, adhere to the codes of conduct and respond to any suspected breaches in accordance with the Welfare Procedures as laid down by England Athletics
- 5.2.2 Appoint a Welfare Officer, and ensure that they are provided with appropriate training to act as a first point of contact for concerns about welfare issues. In GVH this role will be supported by the Men's and Women's Team Captains
- 5.2.3 Ensure that all staff and volunteers operating within the Club environment hold the appropriate qualifications and have undertaken the appropriate checks e.g. CRB//Disclosure Scotland, licences, qualifications such as massage, sports nutrition etc.
- 5.2.4 Ensure that club officers and volunteers always act responsibly and set an example to others
- 5.2.5 Respect the rights, dignity and worth of every Club member and others involved in athletics and treat everyone equally
- 5.2.6 Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- 5.2.7 Challenge inappropriate behaviour and language by others
- 5.2.8 Place the welfare and safety of the athlete above other considerations including the development of performance
- 5.2.9 Report any suspected misconduct by club officials, coaches, technical officials or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible
- 5.2.10 Embrace 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.
- 5.2.11 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
- 5.2.12 Not tolerate discrimination, harassment, bullying or victimisation

### **5.3 Code of Conduct for Athletes**

As a responsible athlete all Club members will:

- 5.3.1 Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally

- 5.3.2 Uphold the same values of sportsmanship off the field as you do when engaged in athletics.
- 5.3.3 Co-operate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of yourself and other athletes.
- 5.3.4 Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances.
- 5.3.5 Anticipate and be responsible for your own needs including being organised, having the appropriate equipment and being on time.
- 5.3.6 Always thank those who enable you to participate in athletics.

As a responsible Athlete, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:

- 5.3.7 Act with dignity and display courtesy and good manners towards others
- 5.3.8 Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- 5.3.9 Challenge inappropriate behaviour and language by others
- 5.3.10 Never engage in any inappropriate or illegal behaviour
- 5.3.11 Avoid destructive behaviour and leave athletics venues as you find them
- 5.3.12 Not carry or consume alcohol to excess and/or illegal substances
- 5.3.13 Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

## **6 Appendix D - Commendation, Comments Concerns and Disputes Procedure**

### **6.1 Commendation:**

The GVH Committee endeavours to run the Club and its activities in a positive, constructive manner. We are always pleased to receive feedback, good or bad, as it enables us to develop and improve what we do for the benefit of the club and its members.

Please do tell us what has been good about your experience with GVH. Have you enjoyed an event we have organised? Do you get something positive from the training sessions? Do you find the website useful? We like to receive commendation for what we do.

### **6.2 Comments:**

The Committee also wish to ensure that members have access to a clear process by which they can raise concerns regarding both the Club's operation and conduct of members which could be deemed as detrimental to the Club's reputation or to other Club members.

The following sections describe how comments and concerns should be brought to the attention of the Committee and how these will be handled.

We are keen to receive all types of feedback so that we can be sure we are providing the services you want and need from your club. We welcome the opportunity to talk with you about any issue that you have.

You can do this by e-mail, on the phone or in person. Should any club member wish to make comments as to how the club could better serve its members, the member should either:

- 6.2.1 approach the appropriate Committee member to make their comment and put forward any proposals or ideas they have for improvement or
- 6.2.2 attend a monthly committee meeting to make any comments and put forward any proposals or ideas for consideration.

In either case, the Committee will discuss and consider the proposal and will provide a response within 14 days.

### **6.3 Complaints and Disputes**

- 6.3.1 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.
- 6.3.2 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 outline by England Athletics 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 6.3.3 below, a decision of the disciplinary panel shall be final and conclusive.

- 6.3.3 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.
- 6.3.4 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.
- 6.3.5 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.

## **7 Appendix E - Marathon Club Place Rules**

Each year, assuming there are enough EA registered members, GVH will be granted 1 or more London Marathon places. This Appendix defines the process and eligibility for how the club manages these places.

### **7.1 Criteria on the eligibility for Club members to enter the draw for the GVH London Marathon (LM) club allocated places:**

- 7.1.1 You must have been a fully paid up member of the Club since the end of January in the year of application (e.g. if you wish to be considered for a Club place in the 2024 LM you must have been a member since the end of January 2023)
- 7.1.2 You must have completed the London Marathon application process and have been rejected in the ballot. You must provide evidence of this if requested.
- 7.1.3 You must have earned at least 1 credit from the 'Qualifying club support activities' (QCSA) listed in 7.2.
- 7.1.4 The date of the draw will be announced by the club secretary at least 2 weeks before the draw. You must submit your name and list your QCSA credits to the club secretary via email (secretary@gadevalleyharriers.co.uk) at least 2 days before the day of the draw. This period will be used to confirm your eligibility.
- 7.1.5 If in the previous year you had been allocated a GVH LM place you will not be eligible for entering the club draw the following year, regardless of whether you used the place or not. Unfortunately, LM no longer allow transfers of these places.
- 7.1.6 Willing to organize the London Marathon club bus which is normally made available to all members on the day of the race, picking up from Hemel Hempstead.

### **7.2 Qualifying Club Support Activities (QCSA):**

For the LM place draw a club member can have up to 15 entries based on credits earned through the year from the following GVH support activity categories:

- 7.2.1 Cross Country (support our club success)
  - 1 credit per cross country appearance
  - Up to 4 credits
  - "Appearance" means running OR turning up to support the women and men OR volunteering as a marshal
- 7.2.2 MTR (support or club sustainability, community)
  - credits for helping at least 1 MTR (assuming only 2 MTRs in the year)
  - 5 credits for helping at all MTR's that year
- 7.2.3 Gadebridge Parkrun Volunteering (To support our local community)
  - 1 credit per volunteering
  - Up to 3 credits
  - Only 1 credit can be earned per month (so you can't cram, we'd prefer consistent support)
- 7.2.4 Helping with L2R coaching (To support diversity, club success)
  - As a LiRF and helping coach a session
  - Up to 3 credits

### 7.3 Draw process

The number of Club places allocated will not normally be known until late November.

The Club Secretary will have responsibility for announcing and managing entries for the draw.

Places will be allocated to Club members in the order which their names are drawn.

More than two names will be drawn out and additional names will go on the waiting list.

LM normally require that they are notified of the members names within 2 weeks of the club draw. The club member drawn should confirm acceptance of the place in writing to the club secretary within 2 days of the draw. If you receive a Club place in the draw and subsequently do not wish to confirm your entry, the place will be offered to those on the waiting list in the order in which they were drawn.

If you receive a place in the Club ballot you will be liable for the entry fee and adhering to the rules laid down by the LM organisers.

## **8 Appendix F – Election of Committee**

### **8.1 Procedure for Election to The Club Committee**

- 8.1.1 As part of the AGM, GVH members have an opportunity to vote for the posts on the Club Committee. All posts come up for election at each AGM. The existing committee members in effect resign and may choose to offer themselves for re-election. Any club member can apply for any post. The committee have drawn up the following rules for the election of committee posts. These rules are intended to make the election process as transparent as possible and to ensure all candidates are treated equally.
- 8.1.2 Club members who wish to stand for a post should nominate themselves by advising the club Secretary or via an online form if specified instead at least 14 days before the AGM. This includes current committee members who wish to offer themselves for re-election at the AGM. A member putting themselves forward for a post should also submit a brief written rationale on why they have applied for the post and why they think they would be a suitable candidate. This should be no more than 150 words and submitted to the club Secretary.
- 8.1.3 If a single candidate has applied for any post, the AGM will be asked to approve or reject their election.
- 8.1.4 If two or more candidates have applied for the same post, the following procedure will be applied:
- 8.1.5 The written rationale from candidates on why they have applied for the post and why they think they would be suitable will be circulated prior to the AGM.
- 8.1.6 A vote will be held by secret ballot conducted electronically in the 14 days prior to the AGM. Members who have not yet voted will still also be able to vote in person at the AGM, but members will be encouraged to vote in advance
- 8.1.7 The target timings are as follows:
- **5 weeks prior to AGM** – applications open: send an email to the Club secretary ([secretary@gadevalleyharriers.co.uk](mailto:secretary@gadevalleyharriers.co.uk)) specifying the role you want to be considered for (this includes existing club officers)
  - **3 weeks prior to AGM**– the names of all applicants received to date will be communicated to club members so everyone is aware what roles are yet to receive applicants
  - **2 weeks 2 day prior to AGM** – applications close and personal statements of up to 150 words specifying the reason for standing are to be submitted by all applicants via the web link (google forms)
  - **2 weeks 1 day prior to AGM** – voting opens (send via email to members registered email addresses)
  - **1 day prior to AGM** – online voting closes
  - **AGM** – members who have not already voted can vote at the AGM and results announced at the AGM
- 8.1.8 In the event of a tie the newly appointed Chair shall cast the deciding vote.
- 8.1.9 The Chair will not vote in the main ballot.
- 8.1.10 In the event of no candidates being received for any post by 14 calendar days before the AGM, further nominations will be sought following the AGM.

## **9 Appendix G - Privacy Notice/ Data protection policy**

### **9.1 Gade Valley Harriers are committed to protecting and respecting your privacy.**

For any personal data you provide for the purposes of your membership, we have a committee member role as the Data Controller who is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

### **9.2 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 or otherwise. This includes information you provide when you register with the Club or participate in specific club events such as the MTR. 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 or medical qualifications which is classed as special category personal data. We will only collect data which is needed for the purpose of running a safe and effective club for our members.

### **9.3 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.

### **9.4 Reasons we need to process your data include:**

#### 9.4.1 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
- sharing personal data with leagues, county associations and other competition providers for entry in events.

#### 9.4.2 For funding and reporting purposes

- analysing anonymised data to monitor club trends; and

#### 9.4.3 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;
- promoting club activity; and
- publishing of race and competition results

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

- sending information about promotions and offers from sponsors;

9.4.5 sending information about selling club kit, merchandise or fundraising.

Any special category health data we hold on you is only processed for the purpose(s) of fitness/ health checks or passing health data to coaches 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 occasions we may collect personal data from non-members [(e.g. such as any non-member participant who fills in a health disclaimer or form at a taster event)]. This information will be stored for no more than 6 weeks after an event 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 on Facebook, WhatsApp, Twitter and Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that the 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.

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

When you become a 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).

The Club does not supply any personal data it holds for this purpose to any other third party. The Club does not store or transfer your personal data outside of the UK.

### **9.6 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.

### **9.7 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.