



Club Rules

As revised following the Annual General Meeting held on 26 October 2023

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(1) Club Name

The name of the Club is Barking Road Runners known hereafter as “the 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. This will be achieved through:

- encouraging participation in and enjoyment of running and racing at all distances;
- celebrating achievement at both individual and Club level and in team events;
- sharing preparation, training and coaching for running and racing;
- encouraging good fellowship amongst Club members; and
- promoting and assisting in the promotion of running events in the local region.

(5) Club Kit

- a) The Club's primary colours will be white with dark blue.
- b) The Club's secondary colours shall be dark blue with orange.

(6) Management

The management of the Club is vested in the Committee. The membership and procedures of the Committee shall be as set out in the Committee's Standing Orders. These Standing orders shall be as agreed, or as amended from time to time, by the Committee, and shall be posted on the Club website.

(7) Membership

- a) Membership of the Club is confined to amateurs as defined by the governing body of UK Athletics (UKA).
- 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 approved their member application and their subscription fee has been received.
- c) Full Membership is limited to persons over the age of 16 years. 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 resign 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 accepted, confirmation will be given in writing by a member of the Committee.

- c) If a member of the Committee notifies the Secretary of his/her resignation from the Club, then that person shall immediately cease to be a member of the Committee, regardless of whether or not his/her resignation from the Club takes immediate effect.
- d) In the event of a member resigning part way through the year, no refund of annual subscription shall be made.

(9) Subscription

- a) The annual subscription for first claim membership, second claim membership and junior membership will be set by the Committee. The subscription year runs from 1 April to 31 March. New members joining part-way through the year will pay the appropriate pro-rata subscription, based on the four-month period in which they join. Existing members renewing their membership late will be expected to pay the full subscription charge.
- b) Membership may lapse if not renewed within one month of the renewal date, and the member will be removed from the Club's social media channels, at the discretion of the Committee.
- 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) Details of the agenda and any other relevant documentation will be made available by the Secretary a minimum of seven days prior to the meeting and will be posted to the Closed BRR Facebook page.
- d) 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.
- e) Ten per cent of the current first claim membership shall form a quorum at all annual general meetings. If a quorum is not present, that meeting shall be adjourned for two weeks and, upon re-convening the meeting, lack of quorum shall not prevent the meeting proceeding, and with decisions taken in accordance with the rules being quorate.
- f) Second-claim members may attend the AGM, but may not vote thereat.

(11) Special General Meeting

- a) A Special General Meeting (SGM) may be called, to discuss changes to the Rules or any other Club business too urgent to wait for the AGM, either by the Committee or by any 10 voting members petitioning the Club Secretary in writing.
- b) Two weeks' notice of an SGM must be given to members in writing together with the motion/s to be discussed. No other business shall be conducted.
- c) Other rules for the SGM will be as for the AGM.

(12) Minutes of Meetings

The Secretary will ensure that minutes are kept of all Committee and General Meetings and make such minutes available to members.

(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 requested.
- 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 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 shall report to the Committee with his or her recommendation(s). The Committee's decision is final.
- 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 for their gender.
- d) Should circumstances beyond the Committee's control lead to the cancellation or postponement of any race selected to be part of a Club competition, the Committee may, at its discretion, adjust the rules of that competition accordingly so that the competition may still take place.
- e) The hosting club's official results shall be used for the Club's internal competitions, except in the case of manifest error, in which case the Club will take into account the member's watch time and finishing position to award points.

(14.1) The Club Representation¹ Award

- a) The 'Club Representation Award' will be made to the male and female runner (one trophy each) who has represented the Club at the most races.
- b) The recipients will be selected based on participation in ELVIS, Chingford League, Grand Prix, and the SECCL (all races in the most recent full series for each competition preceding the Annual Awards Presentation).

¹ Representing the Club means running for the Club at an eligible race.

- c) Each race will count as one point. The male and female with the most points from representing the Club in the above races will receive an award.
- d) In the event of a tie, all members with the same winning score will receive an award.

(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 of the series members will be handicapped as determined by the Committee, based on: results from the previous season; a previous 5K race; or a parkrun. If a 5K time cannot be provided, then the first race by a member will be used to set their 5K handicap time and, as such, they will not receive competition points for that race.
- 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 the finishing positions on the basis of 100 points for first place, 99 points for second and so on. Each member's five best results will count towards their final score.
- e) Trophies will be awarded for first, second, and third place in the overall competition.
- f) Each year, prior to the first race in the series, the Committee shall confirm the entry fee per person and the prize to be awarded to the winner of each individual race. The prize for each race within the series shall be the same. The winner of the prize for each race shall be the first member to cross the finish line.
- g) Non-members may participate as a guest of the Club on the basis of a personal invitation, at the discretion of the Committee. Non-members will not be required to pay the entry fee or be eligible for competition points or prizes.

(14.3) The Grand Prix Series

- a) The Grand Prix Series shall consist of a maximum of eight 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 male and female finishing positions. Points are only awarded to first claim members.
- c) The final score for each member will be calculated using their best results based on the total number of events in the competition minus three (e.g. if there are eight races, the member's best five results will count).
- d) 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.
- e) Trophies will be awarded to male and female, for first, second, and third place.

(14.4) The Cross-Country Series

- a) The Club's Cross-Country competition shall consist of all South Essex Cross Country League (SECCL) races occurring within the season in question.
- b) Points shall be awarded for finishing positions on the basis of 100 for first place, 99 for second and so on, with separate points awarded for male and female finishing positions.
- c) The final score for each member will be calculated using their best results based on the total number of events in the competition minus two (e.g. if there are six races, the member's best four results will count).
- d) Points are only awarded to members. Second-claim members shall only be entitled to points when representing the Club.
- e) Trophies shall be awarded to male and female for first, second and third place.

(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 male and female finishing positions.
- c) The final score for each member will be calculated using their best results based on the total number of events in the competition minus three (e.g. if there are eight races, the member's best five results will count).
- 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.

(14.6) The Chingford League

- a) The Club's Chingford League competition shall consist of all Chingford League races occurring within the season in question.
- b) Points shall be awarded for finishing positions on the basis of 100 for first place, 99 for second and so on, with separate points awarded for male and female finishing positions.
- c) The final score for each member will be calculated using their best results based on the total number of events in the competition minus two (e.g. if there are six races, the member's best four results will count).
- d) Points are only awarded to members. Second-claim members shall only be entitled to points when representing the Club.
- e) Trophies shall be awarded to male and female for first, second and third place.

(15) Members' Cup

- a) The Members' Cup shall be awarded each year to the member judged by his or her fellow members to have made the biggest contribution to the Club in the year in question.
- b) The vote will commence no less than six weeks prior to the Annual Awards presentation and will close approximately two weeks prior to the Annual Awards presentation.
- c) First Claim and Second Claim members shall be eligible to vote.
- d) Members cannot vote for themselves and the same member cannot win the Cup two years in succession.
- e) The Cup will be awarded to the member who receives the most votes.
- f) In the event that there is a tie for the Cup, all members with the same winning score will receive a trophy. The following year, none of these members will be eligible to win again.
- g) One of the winners of the previous year's Member's Cup shall be responsible for receiving and counting the votes cast.

(16) London Marathon Points

The Club receives guaranteed London Marathon entries (places) for organising a drink station and for first claim EA-registered members over the age of 18.

- a) To allocate these places to first claim members, the Committee shall allocate points per Race/Job done as set out below so that, come the time to allocate the places, those members with the highest points will be offered a place at the next London Marathon. A draw will be held if there are equal points.
- b) To be eligible for a marathon place on the basis of points awarded under this Rule, a member must:
 - 1) 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;
 - 2) be affiliated to EA; and
 - 3) Not have run the London Marathon in the previous year, regardless how the place was obtained (ballot, club, championship, good for age, charity etc).

- c) Any Club place not allocated under Rule 17b shall be offered to the member(s) with the next highest points.
- d) Points for a place in a particular year's marathon shall be totalled from points earned for the following:
- the cross-country season that finished in the preceding calendar year; and
 - the ELVIS, Grand Prix, and Chingford League 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.

- e) The guaranteed race entries received by the Club for providing a water station shall be allocated first, using points calculated for each member in accordance with the table below. Any marathon place(s) received by the Club through its affiliation to EA shall then be allocated in accordance with the same points, except that any points for the first 3 categories listed in the table shall be ignored.
- f) Members allocated a marathon place will be requested to pay their membership for the following year (which would normally be due on 1st April) by 1st January (to ensure they are still a member of the Club when they run the marathon).
- g) Any member who already has a place (whether due to deferral, qualification as Good for Age, or because of any other reason) shall not be entitled to one of the Club's places for that year's marathon.
- h) Where a member of the Club would earn points in his or her own right by helping at the water station, but:
- is ineligible to enter the next London Marathon due to age; and
 - one of his or her parents also helped at the water station; and
 - that parent was a member of the Club at the time
- then the ineligible member may be treated as a non-member for the purposes of awarding points, and the parent shall be awarded a point accordingly.
- If both parents were members of the Club at the time, and both helped at the water station, they may notify the Committee as to which of them shall receive the benefit of the point to be awarded for their child.

	Job/Race	Points Value
1.	Drink Station Leader	7
2.	Drink Station helper	6
3.	Recruiting additional helpers (for members on the drinks station only)	1
TOTAL FOR 1 - 3 ABOVE NOT TO EXCEED 10 POINTS		
4.	At Committee's discretion for projects completed of benefit to BRR	5 (maximum)
5.	Representing the Club in a BRR Grand Prix race	2 per race
6.	Representing or officiating ² for the Club in a SECCL race	2 per race
7.	Representing the Club in an ELVIS race	2 per race
8.	Volunteering for the Club at the BRR ELVIS race	2
9.	Representing or officiating for the Club at a Chingford League race	2 per race

(17) Equity Statement

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

- Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them.
- It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality, marriage or maternity, or social/economic status.

² Officiating means recording the Club's official results or performing an official marshalling/volunteering role.

- The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

(18) Welfare

- a) The Committee shall be responsible for ensuring that the Club as a whole is managed in a way that ensures the welfare of all members, as well as that of any family, friends, or guests who may participate in the Club's activities from time to time.
- b) The Committee shall appoint a member as Club Welfare Officer, to be the first point of contact for members or parents with concerns about the welfare of any person participating in the Club's activities. The Committee shall ensure that the Club Welfare Officer receives any training that is considered necessary for carrying out his or her role.
- c) Whenever practicable, the Committee shall appoint a second Club Welfare Officer, so that there shall be one Officer of either gender.
- d) In consultation with the members of the Club, the Committee shall publish a Club Welfare Policy, and also a Role Profile setting out the duties, etc. of the Club Welfare Officer.

(19) Disciplinary Procedure

- a) Any Member may be disciplined or excluded from membership of the Club for infringement of Club Rules or any other offence or misconduct carried out during or in association with athletics activities which might reasonably be considered as bringing or having the potential to bring the Club into disrepute.
- b) All complaints regarding the misconduct of Club members will be considered in accordance with the England Athletics Discipline and Appeals process, as published on the Club's website and amended from time to time'.

(20) Dissolution of the Club

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

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

(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 other electronic notification is considered to be 'in writing' as well as a written letter.

Club Discipline and Appeals Process

Step 1

All complaints regarding the misconduct of club members should be submitted in writing to the Club Secretary. Where the matter relates to the Club Secretary, submit the complaint to the Club Chair. The content of a complaint will include specific details and evidence in relation to the infringement of Club Rules or any other offence or misconduct carried out during or in association with athletics activities which might reasonably be considered as bringing or having the potential to bring the Club into disrepute.

Step 2

Upon receipt of a formal complaint, the Club Secretary shall, having taken, and subject to, such advice as he or she considers it prudent to take in the circumstances, write to the Member or Members concerned to inform them of the complaint and to invite them to comment in writing within fourteen days upon the relevant allegations.

Step 3

On completion of step 2, the Club Secretary will determine if the complaint has sufficient grounds and is capable of being pursued based on the evidence/statements provided and will dismiss any frivolous complaints at this stage.

If the matter is sufficiently evidenced a process will be pursued. The Club Secretary will appoint three club members to sit on the Disciplinary Panel, none of whom have had any direct interest or involvement in the matter.

Step 4

The Club Disciplinary Panel or Hearing will consider the matter on receipt of the initial complaint and formal responses from the member(s) involved.

The Club Disciplinary Panel will have the power to suspend temporarily from membership any Member accused of an offence or misconduct, pending further investigations or enquiries. This suspension shall be to facilitate the investigation and be without prejudice to the outcome of the investigation.

The Disciplinary Panel/Hearing will make such further enquiries as it thinks fit and will offer a reasonable opportunity to any Member concerned, who may be accompanied by a supporter, if so desired, to meet with it and answer the allegations and the Disciplinary Panel/Hearing will hear such witnesses as are reasonably produced. The Disciplinary Panel/Hearing will make such procedural provisions as necessary for the just and efficient disposal of the case.

If the Disciplinary Panel/Hearing is satisfied that an offence of misconduct has been committed by a Member, then it may impose one or more of the following actions:

- i. note the offence or misconduct but take no further action;
- ii. formally warn the Member concerned as to future conduct;
- iii. suspend or disqualify the Member from club athletic competition, club coaching and/or administration and/or use of the Club's premises for some definite or indefinite period;
- iv. recommend to the relevant governing body that the Member be disqualified from any involvement in athletics for some definite or indefinite period and/or;
- v. terminate the membership or such other penalty as the Disciplinary Panel considers appropriate.

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

Step 5 – Appeal Process:

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

The accused and/or the Complainant, may appeal against the decision of the Disciplinary Panel/Hearing, by serving a Notice of Appeal on the Club Secretary within seven calendar days of receiving the written decision. The Notice of Appeal must state the grounds on which the verdict of the Disciplinary Panel is challenged.

The Club Secretary shall acknowledge a Notice of Appeal within seven calendar days of its receipt and will cast a decision in regards to 'the grounds on which the verdict is challenged', if there are sufficient grounds/evidence provided to support the challenge, the Appeal Panel process will commence (Step 5.1.), if there are insufficient grounds, the appeal will be dismissed.

Step 5.1.

The Club Secretary, shall appoint an Appeal Panel of three members who have not been involved directly, either in the events giving rise to the Hearing, or in the initial Disciplinary Hearing itself.

The Club Secretary shall inform all parties concerned of the composition of the Appeal Panel. Either party may object to the composition of the Appeal Panel by notifying the Club Secretary of the Objection and setting out the reasons for such an Objection no later than seven calendar days from the date of being informed of the composition of the Panel.

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

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

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

- the date and place at which the Appeal Panel will meet to determine the Appeal.
- whether the appeal will proceed by way of written submissions or an oral hearing; and
- whether the parties should be required to submit statements of their evidence and/or written submissions prior to the hearing and, if so, a timetable for doing so and the procedure for exchanging such statements and written submissions.

Powers of the Appeal Panel

The Appeal Panel shall meet on the date fixed by the Club Secretary. The Appeal Panel may at its sole discretion disregard any failure by a party to adhere to this appeal procedure and may give such further directions as may be appropriate.

Any such hearings shall be in private unless all parties agree otherwise, or unless the Appeal Panel directs. The Appeal Panel shall have power to make a decision on the facts as it thinks fit and may:

- Quash the original decision;

- Confirm the original findings
- Request that the case be reheard (re-trial)
- Increase the original sanction;
- Abate the original sanction;

The Appeal Panel shall inform all parties of its decision within fourteen calendar days together with written reasons for its decision. The decision of the Appeal Panel shall be final. The Appeal Panel shall decide on any issue by majority.

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

Records of Hearings and Appeals

The decision of a Disciplinary Panel/Hearing, including Appeal Panel/Hearing, shall be recorded and retained in confidential records for a period of six years by the Club. Supporting documentation shall also be retained in the same fashion.

Notification to UK Athletics (UKA) and England Athletics (EA)

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

- Disciplinary Hearing - details of a decision, including sanctions imposed, will be communicated to EA and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.
- Appeal Panel - details of a decision, including sanctions imposed, will be communicated to EA and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.

Co-operation of All Parties

The procedures described in these Discipline Procedures assume that all parties will co-operate in the interest of resolving the issue in question. In the absence of such co-operation, or if it is withdrawn at any stage, the Club reserves the right to proceed with a Hearing or an Appeal based on such evidence and information as it is able to obtain.

When dealing with a complaint, the Club Secretary or nominated Club representative shall be entitled to take, or omit to take, such action as is recommended pursuant to legal advice received from a legal practitioner whom the Club Secretary reasonably believes is competent to provide such advice and/or EA's legal representative service for affiliated members (contact EA Membership Services for further details on 0121 347 6543).