

Mid Essex Casuals

Rules & Policy Documents **2023/24**

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>Rules of Mid Essex

Casuals

(based on 2023/24 England Athletics template)

1. Interpretation

Unless the context requires otherwise, the following terms in these Rules shall have the following meaning respectively:

AGM	has the meaning given in rule 12.1;
Committee	means the management committee of the Club from time to time;
Chair	means the person from time to time appointed as chair of the Club in accordance with these Rules;
Club	means the club intended to be regulated by these Rules;
EGM	has the meaning given in rule 12.2;
England Athletics	means England Athletics Limited (company number: 05583713) (or its successor body);
General Meeting	means a general meeting of the Members (being either an AGM or an EGM);
Member	means a member of the Club (and a member shall be legally bound by these Rules in accordance with rule 10);
Objects	has the meaning given in rule 3 ;
Officers	means the members of the Committee;
Secretary	means the person from time to time appointed as secretary of the Club in accordance with these Rules;
Treasurer	means the person from time to time appointed as treasurer of the Club in accordance with these Rules;
UKA	means UK Athletics Limited (company number 03686940) (or its successor body);
Writing and written	includes email [and fax].

2. Name and Office

2.1 The Club shall be called: “**Mid Essex Casuals**”.

2.2 The Headquarters of the Club is: 21 Elm Rise, Witham, Essex.

2.3 The club is registered with HMRC as a "Community Amateur Sports Club". As such, all surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

3. Objectives

3.1 The objective of the Club is for public benefit generally but with particular reference to the inhabitants of Mid Essex and its surrounding areas by promoting community participation in healthy recreation through amateur sport.

3.2 The aim of the club (MEC) is to promote running for sport & leisure, in all forms, and to give help and encouragement to **ALL** members, irrespective of their ability and to welcome second claim runners to take part in organised running events. The club encourages all runners of all standards.

3.3 The club aims to ensure at least 50% of the membership are ‘participating members’. That is, they participate in sporting activities on at least twelve occasions or more per year. (eg. training runs, races, club organisation etc...).

4. Ethos

4.1 The Club is committed to ensuring that equity is incorporated across all aspects of its operations, activities and development. In doing so, the Club 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.'

4.2 The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their sport, regardless of age, disability, gender, gender reassignment, race (including ethnicity and nationality), religious belief, sex, sexual orientation, pregnancy, maternity or social/economic status.

4.3 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

4.4 All Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

4.5 The Club will deal with any incidence of discriminatory behaviour seriously according to the Club's disciplinary procedures.

5. Exercise of Powers

In furtherance of the Objects but not otherwise the Club may exercise the following powers:

5.1 to carry on a sports club;

5.2 to provide sports coaching & training through England Athletics, and support members with communal equipment;

5.3 to participate in and organise leagues, competitions, tournaments and matches and related activities;

5.4 to provide information, advice and guidance in running and/or athletics, competitions, coach development and other related activities;

5.5 to publish or distribute information including by means of reports, books, leaflets, films, videos, websites and any other media;

5.6 to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to open and operate bank accounts in the name of the Club;

5.7 to accept or disclaim gifts of money or any other property; within the remit of a "Community Amateur Sports Club".

5.8 to raise funds and to invite and receive contributions; within the remit of a "Community Amateur Sports Club".

5.9 to purchase, take on, hire, lease, acquire, alter, improve, construct and maintain property and equip it for use; within the remit of a "Community Amateur Sports Club".

5.10 to sell, charge, let, mortgage or otherwise dispose of property and buildings; within the remit of a "Community Amateur Sports Club".

5.11 to employ such staff as are necessary for the proper pursuit of the Objects and to make all reasonable provisions for the payment of pensions and superannuation to staff and their dependants; within the remit of a "Community Amateur Sports Club".

5.12 NOT to reconstitute as a body corporate and transfer some or all of the undertaking, assets and liabilities of the Club to its corporate successor; as this is not possible under guidelines of a "Community Amateur Sports Club".

5.13 to insure the property of the Club against any foreseeable risk and to take out other insurance policies to protect the Club and the Officers when required including the provision of indemnity insurance to cover the liability of the Officers and other staff and volunteers; within the remit of a "Community Amateur Sports Club".

5.14 to set aside income for special purposes or as a reserve against future expenditure but only in accordance with a policy in Writing on reserves determined by the Committee; and

5.15 to do all such other lawful things as may further or are conducive to the Objects or any of them; within the remit of a “Community Amateur Sports Club”.

6. Club Finances and Property

6.1 A bank account shall be opened and maintained in the name of the Club (**Club Account**). Designated account signatories shall be the Chair, the Secretary (if any) and the Treasurer. No sum shall be expended from the Club Account except by cheque signed by two of the designated signatories or by electronic transfer approved by at least one of the designated signatories subject to a maximum amount fixed by the Committee. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account as soon as is reasonably practicable. The Club Account shall be managed in accordance with any finance policy drawn up by the Committee and/or in accordance with the reasonable instructions of the Committee (acting collectively) from time to time.

6.2 The Club's financial year shall end on 31st March each year or such other date as the Committee may determine from time to time provided that no financial year shall be shortened to less than nine months or extended to more than fifteen months.

7. Affiliation

Subject to these Rules and the general law, the Club shall (as the case may be) become a member of or affiliate to England Athletics and any constituent body designated to it by England Athletics and the Club shall comply with and uphold the rules and regulations of England Athletics and of any such constituent body for the time being in force.

8. Club Membership

8.1 The Members from time to time shall be those persons listed in the Club's register of members which shall be maintained by the Membership Secretary.

8.2 The Committee may make bye laws under rule 27 below establishing classes of membership with different rights and obligations and shall record such rights and obligations in the Club's register of members.

9. Admission to Membership

9.1 Any person who wishes to be a Member must apply in such form as is determined by the Committee from time to time and deliver it to the Chair or the Secretary or Membership .

9.2 Membership of the Club is open to all without discrimination and may only be refused where admission to membership would be contrary to the best interests of sport or the good conduct and interests of the Club. No person shall be denied membership of the Club on the grounds of race (including ethnicity and nationality), age, disability, gender, gender reassignment, sex, occupation, sexual orientation, religious beliefs, political or other beliefs, pregnancy (save that the club reserves the right to consider the health and safety of the pregnant woman in deciding whether to admit her as a member) or maternity. A person may appeal against any denial of membership in accordance with rule 28 below.

9.3 The Committee or the Members may from time to time fix the levels of admission fees and annual subscriptions to be paid by different categories of Members provided that the Committee or the Members (as the case may be) shall use its best endeavours to ensure that any such fees or subscriptions do not preclude open membership of the Club.

9.4 Membership is not transferable to anyone else.

10. Conditions of Membership

10.1 These Rules, including any bye laws made under rule 27 below, shall form a binding agreement between each Member and Members shall comply with these Rules and bye laws.

10.2 The Members shall pay any admission fees and annual subscriptions set by the Committee under rule 9.3 above.

10.3 Subject to these Rules and the general law, the Members shall so exercise their rights, powers and duties and shall where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the Objects and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.

11. Cessation of Membership

11.1 Membership of the Club shall terminate if:

11.1.1 the Member dies;

11.1.2 the Member, being an individual, is convicted of a criminal offence which involves dishonesty or any other offence, relating to safeguarding, drugs and any crime involving violence (including any convictions relating to children) at the committees discretion

11.1.3 the Member resigns by notice in writing to the Club by giving at least seven days' notice in writing to the Club provided that upon such resignation the number of Members is not less than one.

11.1.4 the Member is in arrears to the Club and his or her subscriptions or any other payments are at least three months overdue;

11.1.5 the Member is removed from membership by a resolution of the Committee as a result of application of the Club's (or England Athletics) disciplinary policy.

11.2 The Committee may exclude the Member from the Club's premises until the meeting has considered this matter (save that he or she shall be entitled to attend the meeting in question for the purpose of making representations to the meeting). A person may appeal against a decision to remove him or her from membership in accordance with rule 28 below.

11.3 Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and has no right to the return of any part of his subscription fee. Without prejudice to the foregoing, the Committee may refund an appropriate part of a resigning Member's subscription fee if it considers it appropriate in all the circumstances.

11.4 In the event of a Member's resignation or expulsion, his or her name shall be removed from the Club's register of members.

12. General Meetings

12.1 The Committee shall call an Annual General Meeting (**AGM**) each year and no more than fifteen months shall pass between one AGM and the next following one. The business of an AGM shall include:

12.1.1 the receipt of a report of the activities of the Club over the previous year;

12.1.2 the receipt of a report of the Club's finances over the previous year;

12.1.3 the election and retirement of Officers; and

12.1.4 any other business.

12.2 All General Meetings other than the AGM shall be called Extraordinary General Meetings (**EGMs**).

12.3 An EGM may be called at any time by the Committee at that time and shall also be called within fourteen days of the receipt by the Secretary of a requisition in Writing,

signed by not less than five per cent of Members stating the purposes for which the EGM is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

13. Notice of General Meetings

13.1 An AGM or EGM shall be called on at least twenty one clear days before the meeting save that 90% of all the Members may agree to shorter notice.

13.2 The notice shall specify the date, time and place of the meeting and the general nature of the business to be transacted and, in the case of an AGM, shall specify the meeting as such.

13.3 The Secretary shall send to each Member at their last known (email) address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed.

13.4 The accidental omission to give notice of a General Meeting to or the non-receipt of notice of a General Meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting.

14. Proceedings at General Meetings

14.1 No business shall be transacted at any General Meeting unless a quorum is present. The quorum for an AGM or EGM shall be the greater of two Members or 25% of the total number of Members.

14.2 If a quorum is not present within half an hour from the time appointed for the meeting or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned for 30 minutes when the meeting can vote upon a motion that Members present shall constitute a quorum.

14.3 The Chair, or in his or her absence any other Officer, shall preside as the chair of the meeting. Each Member

present shall have one vote but in the event of an equality of votes the chair of the meeting shall have a casting vote.

14.4 The Secretary, or in his or her absence any other Officer, shall enter the minutes into the Club's minute book.

14.5 The Committee may make whatever arrangements they consider appropriate to enable Members attending a General Meeting to exercise their rights to speak or vote whether attending directly or by telephone communication or by video conference, an internet video facility or similar electronic method allowing visual and/or audio participation.

15. Powers of the Committee

15.1 The Committee shall be responsible for the management of all the affairs of the Club and may exercise all the powers of the Club.

15.2 No alteration of these Rules and no such direction by the Members shall invalidate any prior act of the Committee which would have been valid if that alteration had not been made or that direction had not been given.

15.3 The Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Rules.

15.4 The Committee may, while retaining responsibility pursuant to rule 15.1, delegate to any person, company or sub-committee any of its powers or functions, the implementation of any of its decisions or the day-to-day management of the affairs of the Club by such means, to such an extent, in relation to such matters or areas and on such terms as they may determine in accordance with these Rules.

15.5 Subject to these Rules and the general law, the Committee shall so exercise its rights, powers and duties and shall where appropriate use its best endeavours to ensure that others conduct themselves so that the business

and affairs of the Club are carried out in furtherance of the Objects and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.

16. The Committee

16.1 The Committee shall consist of a minimum of three Officers, including the following Officers:

16.1.1 Club Chair;

16.1.2 Club Treasurer;

16.1.3 Club Secretary;

16.1.4 Officers to deal with, respectively, Membership, Welfare, Cross Country, Kit, Championships;

16.1.5 any other Officers elected at a General Meeting.

16.2 Officers shall be elected by the Members at an AGM. Nominations for election of Members as Officers shall be made:

16.2.1 by the Committee; or

16.2.2 in Writing by the proposer and seconder, both of whom must be existing Members, to the Secretary not less than seven days before the meeting.

16.3 Each Officer shall hold office from the date of election until the conclusion of the next AGM. A retiring Officer may be re-elected at the AGM.

16.4 Any vacancy on the Committee which arises between one AGM and the next may be filled by a Member proposed by one Officer, seconded by another Officer and approved by the Committee.

16.5 An Officer may not appoint an alternate or substitute to act on his or her behalf at any Committee meeting.

16.6 At least three members of the clubs committee should be unrelated or not co habiting.

17. Calling a Committee Meeting

17.1 The Committee shall hold as many meetings each year as they need to run the club.

17.2 A meeting of the Committee shall be called on not less than seven days' notice to all Officers unless the Chair determines that urgent circumstances necessitate shorter notice.

17.3 Notice of a Committee meeting shall be given to each Officer save that it shall not be necessary to give notice of a meeting to an Officer who is absent from the United Kingdom.

18. Proceedings of a Committee Meeting

18.1 Subject to the provisions of these Rules, the Committee may regulate its proceedings as it thinks fit.

18.2 Meetings of the Committee shall be chaired by the Chair or in their absence the Vice Chair. The chair of the meeting shall (subject to rule 19 below) have a casting vote in the event of a tie.

18.3 The quorum for the transaction of business of the Committee shall be three Officers.

18.4 Decisions of the Committee shall be made by a simple majority of those Officers attending the Committee meeting.

18.5 Decisions of the Committee of meetings shall be entered into the Club's minute book.

18.6 A resolution in Writing signed by all the Officers (or members of a sub-committee) entitled to vote on the matter shall be as valid and effective as if it had been passed at a meeting of Officers or (as the case may be) a sub-committee duly convened and held. Such a resolution may consist of several documents in the same form each signed by one or more of the Officers (or members of the sub-committee).

19. Conflicts of Interest

19.1 Each Officer shall declare the nature and extent of any direct or indirect interest in a transaction or arrangement with the Club or a third party which conflicts or may possibly conflict with his or her duties to the Club.

19.2 If the non-conflicted Officers deem there to be a material conflict, the conflicted Officer should withdraw from that part of the meeting and shall not vote.

19.3 If there is deemed not to be a material conflict by the non-conflicted Officers, the Officer that declared the conflict shall be allowed to re-join the meeting, take part and vote as applicable.

20. Disqualification from Office

20.1 A person shall cease to hold office as an Officer if:

20.1.1 he or she is disqualified from holding office as a company director;

20.1.2 he or she is subject to a decision of England Athletics or UKA that such person be suspended or disqualified from holding office or from taking part in any activity relating to the administration or management of a club;

20.1.3 the Committee reasonably believes that he or she has become incapable by reason of illness or injury of managing and administering his or her own affairs and it decides to remove him or her from office;

20.1.4 he or she resigns from his or her office by notice to the Club (but only if at least the minimum number specified in rule 16 above will remain in office when the notice of resignation is to take effect);

20.1.5 he or she is absent without the permission of the Committee from all its meetings held within a period of six months without good reason and the Committee decide that his or her office be vacated;

20.1.6 a bankruptcy order or an order is made against him or her in individual insolvency proceedings in a jurisdiction other than England and Wales which has an effect similar to that of bankruptcy;

20.1.7 he or she makes a composition with his or her creditors generally in satisfaction of his or her debts;

20.1.8 he or she is removed from office by the Committee on the grounds that he is in material or persistent breach of the Club's code of conduct as amended from time to time. A decision to remove an Officer from office under this rule 20.1.8.2 may only be passed if:

20.1.8.1 the Officer has been given at least twenty one clear days' notice in Writing of the Committee meeting at which the decision will be made and the reasons why it is to be proposed; and

20.1.8.2 the Officer or, at the option of the Officer, the Officer's representative (who need not be an Officer) has been allowed to make representations to the meeting; or

20.1.9 he or she ceases to be a Member for any reason whatsoever.

20.2 The provisions of rule 20.1 above shall also apply to sub-committees and any member of a sub-committee who is not an Officer.

21. Club Teams

21.1 At its first meeting following each AGM the Committee shall appoint one or more Members to be responsible for each of the Club's various teams.

21.2 The appointed Members shall be responsible for managing the affairs of the team. The appointed Members shall present to the Committee at its last meeting prior to an AGM a written report of the activities of the team.

22. Irregularities

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice.

23. Minutes

The Committee shall cause minutes to be made in digital form or books kept for the purpose:

23.1 of all appointments of Officers made by the Members or the Committee;

23.2 of all resolutions of the Members and of the Committee (including decisions of the Committee made outside a meeting); and

23.3 of all proceedings and reports of meetings of the Club and of the Committee, and of sub-committees, including the names of those present at each such meeting.

24. Communications by the Club

Subject to these Rules, any document or information (including any notice, report or accounts) sent or supplied by the Club under these Rules may be sent or supplied:

24.1 in hard copy form;

24.2 in electronic form; or

24.3 by making it available on a website or internet forum.

25. Personal Risk

25.1 Members [and guests] acknowledge and accept that playing or participating in sport of any kind can be dangerous and may result in injury and damage to property.

Members and guests shall take personal responsibility for their own actions and play or participate in the Club's sporting activities at their own risk.

25.2 Subject to rule 25.3 below, the liability of the Club and its Officers to any Member is limited to the net assets of the Club.

25.3 Nothing in these Rules shall limit or exclude liability:

25.3.1 for death or personal injury caused by negligence;

25.3.2 for any loss or damage caused by criminal or fraudulent conduct; or

25.3.3 for any other liability which cannot lawfully be limited or excluded;

26. Indemnity

Without prejudice to any other indemnity to which an Officer may otherwise be entitled, every Officer of the Club shall be indemnified out of the assets of the Club against any liability incurred by him or her in the proper discharge of his or her duties to the fullest extent permitted by law.

27. Bye Laws

27.1 The Committee may from time to time make such bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Club and for the purposes of prescribing classes of and conditions of membership and in particular the Committee may by such bye laws regulate:

27.1.1 the establishment of different categories of membership of the Club;

27.1.2 the admission and classification of Members and the rights and privileges of such Members and the conditions of membership and the terms on which Members may resign or have their membership terminated and the entrance fees,

subscriptions and other fees or payments to be made by Members;

27.1.3 the creation of regulations, standing orders and bye laws for the better administration of the Club and to govern the functioning of sub-committees to assist the Committee in the better administration of the Club;

27.1.4 the adoption or alteration of such other regulations or policies as the Committee thinks fit;

27.1.5 the conduct of Members in relation to one another and to the Club's Officers, staff, volunteers or beneficiaries including disciplinary procedures;

27.1.6 the terms on which Members and guests may be permitted to take part in the Club's sporting activities;

27.1.7 the setting aside of the whole or any part of parts of the Club's premises at any particular time or times or for any particular purpose or purposes;

27.1.8 any licensable or other regulated activities of the Club.

27.1.9 the procedure at General Meetings and meetings of the Committee and sub-committees insofar as such procedures are not regulated by these Rules;

27.1.10 the appointment of proxies, the form and content of proxy notices, the delivery of proxy notices to the Club and the revocation of such appointments;

27.1.11 any procedures to assist the resolution of disputes within the Club;

27.1.12 generally, all such matters as are commonly the subject matter of club rules;

provided that nothing in such bye laws shall prejudice the Club's affiliation to England Athletics.

27.2 The Club in General Meeting shall have power to alter, add to or repeal the bye laws and the Committee shall adopt such means as they think sufficient to bring to the notice of the Members all such bye laws.

28. Complaints and Disputes

28.1 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 UKA's/EA's safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.

28.2 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 (see section 4.5) 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 28.3 below, a decision of the disciplinary panel shall be final and conclusive.

28.3 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.

28.4 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 EA, 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 EA in accordance with its Disciplinary Procedures.

28.5 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.

29. Alteration of the Rules

29.1 No alterations or amendments shall be made to or in the provisions of these Rules except by resolution at a General Meeting in accordance with these Rules and shall be carried by the majority of the Members present.

30. Incorporation

30.1 The Members at a General Meeting may authorise the Committee to transfer the assets and liabilities of the Club to another body registered with HMRC as a "Community Amateur Sports Club". All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.'

30.2 On a transfer under rule 30.1 the Committee must ensure that all necessary steps are taken as to:

30.2.1 the transfer of land and other property;

30.2.2 the assignment or novation of contracts and grants;

30.2.3 the transfer of employment and transfer of pension rights; and

30.2.4 the trusteeship of any property held as permanent endowment.

31. **Dissolution**

31.1 A resolution to dissolve the Club may only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the Members present.

31.2 The dissolution shall take effect from the date of the resolution and the Committee shall be responsible the winding up of the assets and liabilities of the Club, subject to the requirements mentioned in 30 of being registered with HMRC as a "Community Amateur Sports Club".

31.3 Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be applied or transferred to another club or England Athletics for use by them related to community sports, subject entirely to the requirements mentioned in 30 of being registered with HMRC as a "Community Amateur Sports Club".

32. **Declaration**

The Club duly adopted these Rules as its governing document on **[date.....,]**

Signed

Chair

>Grievance & disciplinary policy (based on 2023/24 England Athletics template)

The club is registered with England Athletics & all members should acquaint themselves with the England Athletics standards expected of those athletes who are registered with England Athletics. These are available on the England Athletics .

Complaints and Disputes

All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and England Athletics's safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.

Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its discipline and appeals process and must be presented in writing to the Secretary (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 3 below, a decision of the disciplinary panel shall be final and conclusive.

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.

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.

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.

>Data Protection & Privacy Policy (based on 2023/24 England Athletics template)

Mid Essex Casuals are committed to protecting and respecting members privacy. For any personal data members provide for the purposes of their membership, the Membership Secretary is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you as a member

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, [subscribe to our newsletter, or participate in discussion boards on our website – enter as applicable] 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).

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.

Reasons we need to process your data include:

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 athletic facilities; and
- sharing personal data with leagues, county associations and other competition providers for entry in events.

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

Marketing and communications (where separate consent is provided)

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

[Any special category health data we hold on you is only processed for the purpose of the safe running of training or racing 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 occasion 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 MEC event). This information will be stored for an agreed time 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 social media pages on Facebook. All members are free to join these pages. If you join Social Media pages 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.

Who we share your personal data with

If you join England Athletics as an individual member, 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.]

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

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.

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.

>Inclusion & Diversity Policy

(based on 2023/24 England Athletics template)

Introduction

For the purposes of this policy 'inclusion' means access for all. It means recognising differences between individuals / groups and providing opportunities for them to participate in Athletics and Running regardless of those differences, whether this is as a participant, coach, leader, official, volunteer or member of staff.

Mid Essex Casuals Running Club embraces 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.

We will develop a focus on inclusion, not exclusion, and ensure that we provide appropriate advice to members and volunteers to ensure that everyone can participate as fully as possible.

The Inclusion Policy is intended to promote a change in attitudes and perceptions and to improve opportunities for everyone to participate at our club.

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.

Our aim is to provide an environment where everyone feels:

- Welcome
- Represented
- Included in decision making
- Able to participate
- Safe and free from discrimination, bullying, harassment and vilification.

Aims

The aims of the Inclusion Policy are:

- To promote the development of knowledge and understanding of disability, equity and inclusion amongst our participants, leaders/coaches, officials, volunteers and competition/event organisers by the provision of appropriate guidance and training. To guide and support the integration of inclusive practice into our core club/group programmes and activities.
- To contribute towards growing and sustaining numbers of people from under-represented groups participating within our club.
- To promote inclusion within Athletics and Running wherever possible and in accordance with the provisions of the Equality Act. The chairperson is typically the most senior official role in a club and fulfils a range of duties dealing with overall management of club affairs. The chairperson leads

the club to achieve their vision, short term and long-term goals.

- To adopt inclusive practice within our competition and events.
- To promote close working partnerships with relevant groups and organisations to support the development of inclusive practice within our club.

Commitment

We will;

- Not tolerate discrimination, harassment, bullying or victimisation.
- Actively identify and reduce barriers to participation for under-represented groups.
- Consult with expert partners and other organisations to facilitate inclusive practices and remove barriers to participation.
- Ensure under-represented groups are given the opportunity to participate in all aspects of our club.
- Provide opportunities for all in coaching, officiating and leadership positions.

There are a number of measures that we will take to ensure that we are working under the guidance of the Policy and within the requirements of the [Equality Act \(2010\)](#).

We will provide a welcoming environment

- We will think positively about how we can include people rather than focusing on potential barriers to participation.
- We will consider how our club/group is promoted. For example, by providing information in formats which are accessible and by using appropriate imagery.
- We will encourage people to contact us to discuss their needs and requirements to facilitate inclusion and we will

ensure we consider what reasonable adjustments could be made to enable them to participate.

- We will develop the knowledge and understanding of key officials, coaches, leaders and other volunteers, of disability, equity and inclusive practice by providing appropriate guidance and training.

We will talk to people

- We will, so far as is reasonably possible, consult with relevant groups and with prospective individuals about their needs and requirements.

- We will not make assumptions and will try to speak to people about the reasonable adjustments they believe might be made to enable them to participate and to discuss how these could be made.

We will make reasonable adjustments

- We will demonstrate that every effort has been made to enable everyone to participate and that inclusion not exclusion has been the priority

- We will operate the same policies as England Athletics concerned LGBT+.

- If reasonable adjustments are required to make an event/ activity accessible, then we will make those reasonable adjustments.

>Safeguarding Policy & Code of Conduct

(based on 2023/24 England Athletics & 2023/24 MEC Websites)

Introduction (Copy on the club website)

Mid Essex Casuals wants all athletes to feel safe and to be able to train and compete without being subjected to any form of harassment, bullying, verbal or physical abuse or excessive pressure.

If you have any concerns about the way you are treated by club officers, or other athletes, we encourage you to contact the club welfare officer, and discuss the issue with them.

Similarly, if you feel concern that another athlete, or a friend, is being subjected to any form of abuse, you should mention your concerns to the club welfare officer.

Any discussions you have will be treated in complete confidence, and you will have access to professional assistance if required.

The club welfare officer is: Sue Clarke. She can be contacted via email at safeguarding@midessexcasuals.org.uk

Mid Essex Casuals committee agrees with and will implement the UKA Safeguarding Code of Conduct

Mid Essex Casuals committee adopts and will implement the UKA Adult and Child Safeguarding Policies and Procedures

Click on the SAFEGUARDING link provided on the Club website at: <http://www.midessexcasuals.org.uk>

Members

- Remember: **Safeguarding is the responsibility of every individual member of the club.**
- All individual members of Mid Essex Casual agree on joining the club to adopt, & abide by, the rules and policies of the club on an ongoing basis.
- Any club member may raise a “concern” & present it, in writing, to the Club Secretary. If the matter specifically relates to the Club Secretary, the complaint must be submitted to the Welfare Officer & the Chairperson. If the matter specifically relates to the Safeguarding, the complaint should be submitted to the Welfare Officer.
- The club is registered with England Athletics & all members should acquaint themselves with the England Athletics standards expected of those athletes who are registered with England Athletics. These are available on the England Athletics .

Members under the age of 18

- Historically Mid Essex Casuals was formed with adult members only and without club coaches. In recognition of being committed to providing opportunities that are safe, inclusive, accessible, and equitable the club has recently accepted members under the age of 18 who have a parent or guardian within the club.
- **No person under the age of 18 may join the club unless a parent or guardian is a member of the club.**
- The safeguarding of club members under the age of 18, at club events, is the full responsibility of the parent or

guardian, who should be present. Club members who are **not** the direct parent or guardian of a club member who is under the age of 18 may accept any form of responsibility for that club member.

Club Committee

- The club committee will adopt the most up to date safeguarding policies and procedures recommended by UK Athletics (UKA) and the Home Counties Athletics Federation (HCAF). These can be found on the England Athletics website.
- The club committee will read and adopt the UKA and HCAF Club safeguarding codes of conduct. These can also be found on the England Athletics website
- The club committee will ensure that any “club volunteers” are appropriately (DBS) checked if required.
- The club committee will ensure that all club welfare officer(s) hold a valid UKA DBS check and that they are appropriately trained. All welfare officers will have a direct line of communication with the club committee as a member of the committee. The specific role description of the welfare officer will be in-line with best practice outlined by England Athletics & UK Athletics on their website and agreed by all the committee.
- The club committee will ensure that any “concerns” raised by members are managed within the procedures of the club rules and in accordance with the UKA’s/EA’s safeguarding policy and procedures. The Lead Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.
- The club committee will ensure that all club members have access to safeguarding policies, procedures and code of conducts via the club website.

>Health & Safety Policy

(based on 2023/24 England Athletics website)

Individual members of Mid Essex Casuals are responsible for the Health and Safety of the activities they deliver as members of the club. The Club's specific Health and Safety policy is that risk assessments are carried out for any activity involving members of Mid Essex Casuals. This policy is accepted by the Committee and anyone acting in the capacity of organising a Mid Essex Casuals event.

UK Athletics provide a Health and Safety Helpline, supported by the Royal Society for the Prevention of Accidents. If any club member or committee member needs support with producing a risk assessments they can call 0121 248 2235 or email athleticsafety@RoSPA.com

A great first step for all organisers of athletic activities is to review the Health & Safety Executive (HSE) Guidance on Health & Safety for Sport and Leisure activities. The guidance is designed to act as a one-stop-shop for sports clubs and bodies and includes checklists and advice to help those running sports clubs to comply with health and safety law;

- How to prepare a Health & Safety Policy can be found on the HSE website
- Policy template examples can be found on the HSE website (Follow Link)
- Risk Assessment templates can be found on the UK Athletic website (Follow Link)

If there is an incident, accident or fatality it should be immediately reported to the Club Secretary or any member of the Club Committee for immediate reporting to the [UK Athletics accident, incident and fatality website](#) Once reported this will generate a report to UK Athletics who use the information to help manage incidents, accidents and fatalities.