

[Revised Version: *Draft 1.1*]



Rochford Endurance & Distance (R.E.D.) Runners

Membership Bye Law

Adopted by Written Resolution on **Draft 26 May 2022**

Rochford Endurance & Distance (R.E.D.) Runners

Membership Bye Law

1. Rules of R.E.D. Runners

- 1.1 Rochford Endurance & Distance (R.E.D.) Runners is a running Club affiliated with England Athletics.
- 1.2 R.E.D. Runners is operated in accordance with the overall standards set by England Athletics and by the agreed 'Rules of R.E.D. Runners' document. The Rules are those agreed by the Club Committee and made available to Club members. The content of the Rules document should be read in conjunction with this document.

2. Bye Laws

- 2.1 The Club Rules allow the Committee to 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.
- 2.2 The Membership Bye Law has been made under the authority of 2.1 (above).

3. Eligibility

- 3.1 Membership of the Club is open to all without discrimination and in line with our Inclusion Policy (see Appendix B). However, the Club may not be able to offer membership in all cases where the needs of an individual cannot be adequately met or it would not be in the best interests of the Club.
- 3.2 Where it is not possible to offer appropriate coaching or support to an individual runner, e.g. a person aged under 18 years or a person with specific needs, the Club may decline membership. If these circumstances arise, a decision will be made on a case-by-case basis.
- 3.3 A person who is denied membership may appeal in accordance with the procedure in section 33 of the Rules.

4. Categories

- 4.1 A person who is accepted into membership is a full member of the Club and has the right to attend General Meetings and vote on resolutions in accordance with the Rules.
- 4.2 Members can join in one of two ways:
 - 4.2.1 As a member without affiliation to England Athletics (unaffiliated); or
 - 4.2.2 As a member with affiliation to England Athletics (affiliated).
- 4.3 A person may become a member regardless of whether they are affiliated or associated with another running Club. However, they cannot be affiliated to England Athletics via more than one Club at the same time.

5. Benefits

- 5.1 There are a number of benefits to be gained by joining the Club.
- 5.2 For all members these include:
 - 5.2.1 Free access to all Club sessions;

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- 5.2.2 Membership to the Club's closed Facebook group;
 - 5.2.3 The opportunity to join team events;
 - 5.2.4 The opportunity to attend various social and activity events arranged by the Club;
 - 5.2.5 Access to coaching support from qualified running coaches; and
 - 5.2.6 Assistance with training plans from qualified running coaches.
- 5.3 For members that choose to be affiliated, additional benefits include:
- 5.3.1 Entry discounts (minimum £2) on UKA licensed road and multi-terrain events
 - 5.3.2 Entry to events exclusively available to registered athletes. Under UKA Rules for Competition many competitions, particularly track and field, are only open to registered athletes
 - 5.3.3 E-bulletins including key information on the sport and exclusive registered athlete offers
 - 5.3.4 Exclusive offers with E.A. partners
 - 5.3.5 Eligibility for places at the London Marathon (subject to the number of registered athletes aged over 18)
6. **Fees**
- 6.1 The annual membership fee is £5. This fee is payable by all persons wishing to be members of R.E.D. Runners.
 - 6.2 The fee covers the period from 1st April each year to 31st March the following year. If a person wishes to join at any point after 1st April, the fee remains the same (i.e. there is no pro-rata rate).
 - 6.3 A person who wishes to be affiliated to England Athletics via R.E.D. Runners must also pay the annual affiliation fee (as set by England Athletics). The fee covers the period from 1st April each year to 31st March the following year. If a person wishes to join at any point after 1st April, the fee remains the same (i.e. there is no pro-rata rate).
 - 6.4 Membership is not transferable.
7. **Application for Membership**
- 7.1 Any person who wishes to be a member of the Club must apply in writing to the Membership Secretary using the approved version of the Membership Form (see Appendix A).
8. **Guests**
- 8.1 A person may attend a Club session as a guest in order to assess whether they wish to join the Club.
 - 8.2 A person may run with the Club as a guest up to three times per annum. To continue to attend Club sessions after that the person must become a member.
 - 8.3 Other individuals may be invited to attend Club sessions on an ad hoc basis at the discretion of, and with express permission of, the Chair or the Secretary.

8.4 Any person attending as a guest will be expected to comply with the standards of behaviour set by the governing body and the Club Rules.

9. **Code of Conduct**

9.1 Members will be expected to conduct themselves in accordance with the 'Athletics Welfare Policy and Procedures Code of Conduct' document agreed by sport's governing bodies and published on the British Athletics website at: <http://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/>

9.2 In summary, the Code of Conduct requires that members, when participating in athletic activities, will:

9.2.1 Act with dignity and display courtesy and good manners towards others

9.2.2 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

9.2.3 Challenge inappropriate behaviour and language by others

9.2.4 Never engage in any inappropriate or illegal behaviour

9.2.5 Avoid destructive behaviour and leave athletics venues as you find them

9.2.6 Not carry or consume alcohol to excess and/or illegal substances

9.2.7 Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

10. **Personal Liability**

10.1 Personal liability and risk is detailed fully in the Club Rules under section 30.

10.2 In summary, 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.

11. **Record Keeping**

11.1 Membership application forms will be retained by the Membership Secretary

11.2 Athlete details will be registered with England Athletics via their online system. The Membership Secretary will also maintain a separate local spreadsheet detailing just the athlete name, membership type and payment status.

11.3 The Membership Secretary is responsible for maintaining and administering all aspects of athlete membership including the renewal/withdrawal of members

11.4 RED Runners are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, RED Runners is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

11.5 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. 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).

11.6 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.

11.7 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 the track or check delivery standards; and
- sharing personal data with leagues, county associations (and county schools' associations) and other competition providers for entry in events.

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor club trends; and
- sending an annual club survey to improve your experience as a club member

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;
- club newsletter promoting club activity; and
- publishing of race and competition results

Marketing and communications

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

11.8 The club has social media pages on Facebook (including Messenger) and Twitter. All members are free to join these pages. If you join one of the Social Media pages, please note that 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.

11.9 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.

11.10 The Club does not supply any personal data it holds for this purpose to any other third party.

- 11.11 The Club does not store or transfer your personal data outside of the UK.
- 11.12 We will hold your personal data on file for as long as you are a member with us. Athletes are reminded each membership renewal year to review their data on the England Athletics portal to ensure it remains accurate. 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.
- 11.13 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.

12. **Cessation of Membership**

- 12.1 Membership of the Club shall terminate if:
- 12.1.1 the member dies;
- 12.1.2 the member, being an individual, is convicted of a criminal offence which involves dishonesty;
- 12.1.3 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.
- 12.1.4 the member is in arrears to the Club and his or her subscriptions or any other payments are at least three months overdue;
- 12.1.5 the member is removed from membership by a resolution of the Committee on the grounds that it is in the best interests of the Club that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
- 12.1.5.1 the member has been given at least twenty one days' notice in Writing of the Committee meeting at which the resolution will be proposed and the reasons why it is to be proposed;
- 12.1.5.2 the member or, at the option of the member, the member's representative (who need not be a member of the Club) has been allowed to make representations to the meeting;
- 12.1.5.3 the Committee decides to remove him or her from membership of the Club or the member fails to attend the meeting without sufficient reason.
- 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 clause 33 of the Club Rules.
- 12.2 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.

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12.3 In the event of a member's resignation or expulsion, his or her name shall be removed from the Club's register of members and they cease to benefit from all the privileges of Club membership

13. **Appeals**

13.1 A person whose application for membership has been rejected by the Committee or whose membership has been terminated by a decision of the Committee will have a right of appeal to the members in General Meeting. Unless exceptional circumstances apply, the members shall consider the appeal within twenty eight days of the Club receiving the appeal.

13.2 Any appeal will be conducted in line with the Club Rules.

14. **Declaration**

The Club duly adopted these Bye Laws by unanimous approval of the Committee on 22 February 2018 and subsequently when amended on 26 May 2022.

Signed *Darren Latter*

Chair
Darren Latter

Signed *Paul Claydon*

Secretary
Paul Claydon

Appendix A - Membership Application Form



**Rochford Endurance & Distance (R.E.D.)
Runners
Membership Application**



Title:

First name:

Surname:

Address:

Postcode:

Email:

Telephone:

Date of birth:

England Athletics Number (if applicable):

Membership required (please tick) Affiliated £21: Non-affiliated £5:

The £21 fee includes the £16 England Athletics affiliation cost. The membership year runs from 1st April to 31st March.

Please tick payment method: Bank transfer (preferred): Cash: Cheque:

- Account name: RED Runners
- Account number: 26064147
- Sort code: 23-05-80
- Please use the reference 'Member *surname*' (e.g. Member White)

Cheques should be payable to 'RED Runners'

There are a number of reasons to join us:	Non-affiliated	Affiliated
*Access to our private Facebook group	✓	✓
*Assistance with training plans from qualified running coaches	✓	✓
*Share your running ambitions with other liked-minded runners	✓	✓
*Great social opportunities	✓	✓
*Competing in non-UKA events	✓	✓
*Qualified coach-lead sessions and access to coaching support	✓	✓
*Develop your running over a variety of terrains	✓	✓
*Entry discounts (min. £2) on UKA licensed road and multi-terrain events	X	✓
*Entry to events under UKA Rules	X	✓
*England Athletics E-bulletins containing information on the sport and exclusive registered athlete offers	X	✓
*Exclusive discount offers with England Athletics partners	X	✓
*Eligibility for places at the Virgin Money London Marathon (subject to the number of registered athletes aged over 18)	X	✓

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Medical Information:

Detail here any important medical information that we should be aware of (e.g. epilepsy, asthma, diabetes, allergies, etc.). If there is no information write 'None'. **Please do not leave blank.**

Emergency Contact:

Please indicate who should be contacted in event of an incident/accident.

Name: Number:

Data Protection:

When you become a member of, or renew your membership with, Rochford Endurance & Distance (R.E.D.) Runners, affiliated or non-affiliated, you will automatically be registered as a member of England Athletics, unless you already have an active registration. We will provide England Athletics with your personal data which they will use to enable access to an online portal for you (called 'myAthletics'). England Athletics will contact you to invite you to sign into and update your 'myAthletics' portal (which, amongst other things, allows you to set and amend your privacy settings). If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics, please contact dataprotection@englandathletics.org.

Rochford Endurance & Distance (R.E.D.) Runners will only use the information you have provided for the purpose of communicating with you and as detailed above. With the exception of England Athletics, it will not knowingly be passed on to any other third parties without your consent.

Transferring your First Claim Club

If affiliated to another club and you wish to transfer your first-claim club to Rochford Endurance & Distance (R.E.D.) Runners you can do so from within the England Athletics 'myAthletics' portal. It's a straightforward process, details of which can be found on the E.A. website.

Athlete Agreement:

By returning this completed form I agree to abide by the rules and by-laws of Rochford Endurance & Distance (R.E.D.) Runners. These are available to view within the 'Files' section of the Group Facebook page.

Signed: Date:
Print Name:

Please return the completed form to Keith Lovell, Membership Secretary either by hand or email to keith.m.lovell@btinternet.com.

To learn more about us please visit <https://groups.runtogether.co.uk/REDRunners>

 <http://facebook.com/groups/292496047847354>

 http://twitter.com/RedRunners_

Appendix B – Inclusion Policy

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 Running regardless of those differences, whether this is as a participant, coach, leader, official, volunteer or member of staff.

RED Runners 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, sexuality 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 Running wherever possible and in accordance with the provisions of the Equality Act. The chairperson is 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 its 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 others 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 and leadership positions.

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 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 encourage development of knowledge and understanding of key officials, coaches, leaders and other volunteers, of disability, equity and inclusive practice through appropriate guidance and access to 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 strive to make reasonable adjustments where possible

- We will demonstrate that every effort has been made to enable everyone to participate and that inclusion not exclusion has been the priority.
- If reasonable adjustments are required to make an event/activity accessible, then we will make those reasonable adjustments.