



Reading Roadrunners Club Rules

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1. General

- 1.1 This document lays out the regulations by which Reading Roadrunners, hereinafter referred to as “the Club”, shall be administered by its Officers, the appointment of those Officers, and the conduct expected of its members.
- 1.2 The Rules supplement the Constitution, providing interpretation and details of implementation of the policies laid out therein. For the avoidance of doubt, the Constitution always takes precedence over the Rules.

2. Effective date

- 2.1 The measures laid out herein were adopted as the Rules of the Club by a vote of all members present at the AGM held on 21Mar17.

3. Sport governing body

- 3.1 The sport governing body to which the Club affiliates shall be UK Athletics, together with its regional subsidiary organisations, South of England Athletics Association and Berkshire Sport.

4. Membership

4.1 Payment of membership subscription fees

- a. The subscription fee year shall run from 1 March to 28/29 February.
- b. Membership subscription fees comprise three components, namely:
 - Joining fee
 - Club subscription fee
 - Governing body affiliation fee
- c. The joining fee becomes due upon first joining the Club and upon re-joining after any period of non-membership.
- d. The Club subscription fee and governing body affiliation fees both become payable upon joining the Club and annually thereafter on the first day of the new fee year. A member who has not renewed by 1 March shall be deemed to have resigned from the Club, and will be required to pay a new joining fee in the event of seeking subsequently to renew membership. At the Committee’s discretion, the Club may operate a period of grace and waive the payment of the additional joining fee for a member seeking to renew within the month of March.

4.2 Setting subscription fees

- a. The Committee shall decide the amount of the joining fee and Club subscription fee annually and present its decision to the AGM. The members present at the AGM may debate the recommendation and reach a consensus on the fees to be imposed by a show of hands. In the event that the assembly is in favour of a higher or lower subscription fee than that reported by the Committee, the fees shall not be altered as they will already have been levied at the time of the AGM. However, the newly elected Committee shall take the assembly's guidance into consideration when determining subscription fees for the following year and shall report to the next AGM how that guidance influenced the subscription fees it has determined.
- b. The Club has no influence over the affiliation fees levied by the sport governing body and passes this fee through to members without mark-up. Changes in the affiliation fee are passed through to members as soon as they are implemented by the governing body.
- c. Members may elect not to affiliate with the governing body or may already be affiliated through another club, in which case the governing body affiliation fee is not payable. For those who do affiliate, they shall be registered as "1st Claim" members of the Club.

4.3 Arrears of subscription fees

The Committee shall have the right to declare membership to have lapsed in the event that a member has not renewed their membership within one month of renewal becoming due. A lapsed member may not present themselves as a member of the Club, e.g. to attend Club events other than as a member of the public, enter races or claim discounts as a member of the Club or to wear Club colours in a race.

4.4 Resignation from the Club

- a. Any member who tenders their resignation from the Club whilst a paid-up member shall have their 1st Claim status relinquished upon receipt of their written notice of resignation (by paper or email), thus allowing the member to register with the governing body as a 1st Claim member of another club.
- b. Any member who tenders their resignation after the start of a fee year but who has not renewed their membership and has continued to take part in Club activities since their membership has expired, shall be asked to settle their liabilities with the Club before their 1st Claim status is relinquished.
- c. In either case, 1st Claim status shall be relinquished only following the return of any assets owned by the Club and held by the resigning member.

4.5 Joining process

- a. Prospective members may take part in up to three track sessions before joining the Club simply by presenting themselves at a Club training session. After the third free session, the prospective member shall decide whether or not to join.
- b. Prospective members shall be required to take part in an introductory session at the track, which shall provide background on the Club and how it operates and introduce new members to coaching groups and using the track safely with others.
- c. Anyone wishing to join the Club shall submit a completed and signed Application Form and by signing shall have agreed to abide by the Club Rules. If and when the Club has migrated management of its membership records to an online service provider, electronic application will be made available.
- d. The Application Form for a Junior member shall be countersigned by the junior's parent or guardian.
- e. Each membership application and annual renewal shall be subject to acceptance by the Committee.

- f. Initial acceptance of a membership application with payment or the issue of a membership card shall signal the start of a probationary period of membership lasting 90 days. During this period, the applicant shall be granted temporary rights as a full member, including but not limited to the rights to:
 - attend Club events and training sessions
 - use the Club's social media facilities
 - be registered with the sport governing body as a member of the Club
 - attend but not vote at an AGM or EGM
 - enter races as a member of the Club.
- g. The Committee may notify the applicant during the probationary period that their application has been rejected, giving the reasons for rejection, and return their subscription minus any affiliation fee paid to the sport governing body.
- h. Alternatively, the Committee may advise the applicant of a remedy to the issue that caused the rejection and grant a further 90 days probation, during which time the applicant can apply the remedy. If no notification of rejection has been issued upon the lapse of 90 days or extended 90 days, the applicant shall have full membership granted by default.

4.6 Classes of membership

- a. The Club offers the following classes of membership:
 - 1st Claim full member with all benefits and affiliated to the governing body
 - 2nd Claim member affiliated to the governing body through another club.
 - Senior full member apart from not being affiliated to the governing body
 - Junior member who is less than 18 years old
 - Life members who have been awarded Life status
 - Social non-running members who take part in social events
- b. Only 1st Claim and Life members shall be eligible to be included in ballots for race entries provided to the Club on the basis of the number of 1st Claim members registered with the sport governing body, e.g. the ballot of guaranteed places in the London Marathon awarded to the Club.

4.7 Data Protection

- a. By signing an Application Form or by renewing membership online or by paper form, members shall be deemed to have accepted that their personal details will be stored on computers and be processed by the Club as the Data Controller for as long as their membership continues.
- b. In addition, members who wish to affiliate to the sport governing body shall be deemed to have agreed that the Club may, on their behalf, enter their details into the computer systems operated by the sport governing body, for which the sport governing body is the Data Controller.
- c. At the point of resignation from the Club, insofar as the Club's computer systems are concerned, the Club shall comply with the "right to be forgotten", should the resigning member wish to exercise that right. However, the resigning member would need to deal directly with the sport governing body to exercise their right in respect of its computer systems.
- d. In regard to the "right to be forgotten", the Club shall take reasonable endeavours to purge the ex-member's name and contact details from all Club databases and websites. Neither the ex-member's past postings on the Club's social media, nor reference to the ex-member in race results or newsletters will be redacted.

- e. For junior members, a parent or guardian shall explicitly record their acceptance of the junior member's details being processed on the Club's computers on the Junior member's Application Form.
- f. The Club shall not sell or make available to third party organisations members' details with the exception of:
 - the sport governing body for members who affiliate to it
 - the payment system used to collect online membership subscription renewals
 - online membership processing service, in the event that the Committee decides in due course to proceed with commissioning an online membership service
 - other organisations for which members have given their approval, for example, to allow selected members to gain access to preferential race entry portals
- g. Conversely, the Club may forward information that it has received from a third party to members that the Committee believes may be of interest to or benefit members such as beneficial race entry terms for affiliated members.
- h. The Club actively uses email to advise members of forthcoming events and other topical items. Members shall have the right to opt out of receipt of Club circulars. A small number of emails that the Committee deems to be important may be sent regardless of opt-out requests (e.g. invitation to renew membership online).
- i. The Club is able to state that it will not divulge members' details to third parties and will honour requests to opt out from receipt of circular emails. However, members are reminded that the Club has no control over the sport governing body, which will send affiliated members email of its own without reference to the Club, and which has its own operating practices regarding safeguarding members' details.

4.8 Conduct required of members

- a. Members shall abide by the Rules laid out herein.
- b. Members shall never cause the Club to be brought into disrepute.
- c. Members shall abide by the rules governing any event in which the Club is participating or in which they are participating as an individual affiliated to the Club.
- d. When training on public highways, footpaths, and any other places that are accessible to the general public, members shall exercise due consideration to other users of such places. This shall be in respect of both safety and courtesy, thus ensuring the continued upkeep of the good name of the Club. When running in groups on public highways and footpaths, a group leader should be chosen to oversee compliance with this Rule, and be supported by other runners in the group by adhering to the leader's instructions.
- e. It shall be the joint responsibility of the group leader, and the others in the group to ensure that no individual is left behind unattended.
- f. When attending track sessions, members shall abide by the rules for using the track as published on the Club website and on the noticeboard at Palmer Park.
- g. Members are referred to Rule 5.2 regarding the use of Club social media facilities, requiring members to use the facilities responsibly and with respect for other members.

5. Member benefits

The following Rules refer to specific member benefits.

5.1 London Marathon Club places

- a. As a Club affiliated to the sport governing body, the Club has traditionally qualified for a small number of guaranteed entries into the London Marathon each year. So

long as these places continue to be provided, they shall be awarded to members through a ballot of all members who qualify for entry by satisfying each of:

- they explicitly opt to be included in the ballot
 - they provide proof of rejection from the public ballot for places
 - they will have been fully paid-up 1st Claim members of the Club for a period of no less than 12 months on 1 November of the year prior to the date of the race, regardless of the date on which the ballot is held¹.
- b. In regard to the probationary period of membership stated at Rule 4.5, the start of the 12 month qualification period is coincident with the start of the probationary period.

5.2 Social media

- a. The Club has an active community making extensive use of social media established under the auspices of the Club, in particular Facebook and Twitter.
- b. Access to these facilities shall be made available to all members.
- c. The Club requires that members shall conduct themselves responsibly in their use of the Club's social media and refrain from posting abusive comments or making remarks that other members may find offensive.
- d. Notwithstanding part (a) of this Rule 5.2, any member whose behaviour is unacceptable shall, at the discretion of the Committee, lose their access privileges to the Club's social media.
- e. Any member who uses the Club's social media to abuse, intimidate or harass another member may, at the Committee's discretion, be referred to the Disciplinary Procedure in accordance with Rule 8.6, which may culminate in expulsion from the Club.

5.3 Coaching

- a. All members shall be eligible to take part in coaching sessions at the track and are encouraged to take part.
- b. Coaching shall be co-ordinated by the Head Coach and be represented on the Committee by the Coaching Co-ordinator (who may be the Head Coach).
- c. The Head Coach shall consider the number of members anticipated to attend track sessions and ensure that sufficient coaches are available to provide enough coaching groups across all standards of ability, encouraging members to volunteer and train as coaches as appropriate.
- d. The Club shall sponsor expenses for training and qualifying as a coach, under the guidance of the Head Coach and with approval by the Committee.
- e. Each coaching group shall be led by a coach qualified to coach at the level of the group, and who has been assessed by the Disclosure and Barring Service.

5.4 Distribution of offers received by the Club

- a. The Constitution requires that all members shall be treated equally. From time to time, the Club receives a limited number of offers, promotions, incentives, inducements (for example a limited number of free or guaranteed race entries), that are too few to enable every member to benefit.
- b. **Offers with no guidelines.** Where the presenter of such an offer does not stipulate how their offer should be distributed among members, the Committee shall publish the offer and invite members to apply to receive the offer. In the event that the number of applications from members is greater than the number of offers, the Committee shall conduct a ballot amongst the applicants.
- c. **Offers with guidelines.** There are occasions when the presenter of such an offer

¹ This rule is to prevent anyone from joining solely to gain access to the ballot.

stipulates how they wish the offer to be assigned (e.g. free race entries may be targeted at the most accomplished runners). In such circumstances, the Committee shall comply with the presenter's wishes and make the offer available only to those members who satisfy the presenter's conditions, again resorting to a ballot, if required.

6. Club colours

6.1 Dress code

- a. The Club's registered colours for representing the Club in competitive races comprise:
 - Emerald green vest with two diagonal blue stripes across front and back and with the Club logo displayed on the right breast
 - Emerald green T-shirt with the Club logo on the right breast and Club name printed in royal blue on the front
- b. The Club logo comprises a royal blue Roadrunner Bird and the Club name contained in a circle.
- c. The words "Reading" and "Roadrunners" are displayed above and below the diagonal stripes on the back of the vest and T-shirt.

6.2 Use of Club colours

- a. Members should wear Club colours in races as failure to do so may cause a Club team to be disqualified from being presented with a prize or trophy.
- b. 1st Claim members shall wear Club colours when competing in team competitions, relay races and Championship events. The only permissible exceptions are for County selected runners, who will be required to wear a Berkshire vest, and Championship events where a GB vest is permissible, if entitled to be worn.
- c. Members who wish to score in a Club Championship race shall wear Club colours.
- d. Only fully paid-up members shall be entitled to wear Club colours in events, irrespective of their right of ownership. Any member not fully paid up and in breach of this Rule shall have their name reported to the sport governing body, together with a request for suspension.

7. The Committee

7.1 General

- a. The Committee shall manage the affairs of the Club on behalf of its members.
- b. There shall be no benefit or inducement for membership of the Committee.
- c. The Committee shall normally comprise ten volunteer members, though the Committee may decide to co-opt additional members or to operate with fewer than ten members, depending on availability, skills and issues of the day.
- d. By submitting their names as candidates for Committee membership, members agree to make all reasonable endeavours to attend Committee meetings, as called by the Chairperson, and to discharge actions assigned to them at such meetings in a timely fashion.
- e. The Committee shall normally meet on a monthly basis, though this may be varied at the discretion of the Committee. The General Secretary shall publish minutes of each Committee meeting in the Club newsletter to ensure transparency of how the Committee is serving the members of the Club.
- f. Committee members shall discharge their duties with the objective of achieving the best outcome for the Club, and in accordance with the agreed position of the Committee.

- g. The quorum for the Committee taking a binding decision shall be five members. Voting may take place by a show of hands at a Committee meeting or by email when a vote is required in advance of the next scheduled meeting.

7.2 Committee candidature and membership

- a. Candidates for membership of the Committee shall be elected by secret ballot held at an AGM; their tenure shall be for a period of one year. Committee members co-opted mid-term shall stand for election at the next AGM if they intend to continue as Committee members after the AGM.
- b. Nominations for membership of the Committee shall be made on the official form available from the General Secretary. The form shall require signatures by the candidate, a proposer and a seconder, each of whom shall be a paid-up member, and be received by the General Secretary no less than one week prior to the date of the AGM.
- c. The General Secretary shall report the names of candidates for Committee posts on the Club noticeboard and on the website from two weeks prior to the date of the AGM and by email one week prior to the AGM.
- d. Each candidate shall state their reason for standing as a Committee member at the AGM. In the event that any candidate is unable to attend the AGM, they shall submit a written statement to be read out at the AGM by the Chairperson.
- e. If there are more candidates than there are Committee places available, the matter shall be resolved by a secret ballot of the candidates. If there are the same number of or fewer candidates than there are Committee posts, all candidates shall be automatically appointed without the need for a ballot.
- f. In the event of a ballot being required, all candidates whose applications have been received by the due date shall be entered into the ballot. The Chairperson shall call for a volunteer from the assembly to act as the ballot returning officer.
- g. The voting form shall list each candidate together with a column labelled "Vote For". Members shall tick the Vote For box for as many or as few candidates for whom they wish to vote, subject to voting for no more candidates than there are Committee posts available.
- h. The ballot returning officer shall count the number of votes for each candidate and report the names of those candidates sufficient to fill the available Committee posts who have polled the most votes. In the event of a tie that causes more candidates to have been chosen than there are Committee posts to fill, the tie shall be resolved by a show of hands of the members present, including those members comprising the outgoing Committee. The tied candidates shall vacate the room whilst the show of hands is taken.
- i. Ballot papers that have been defaced, are illegible, or contain more votes than there are posts available shall be discarded.

7.3 Particular Committee duties

- a. The Treasurer shall manage the financial affairs of the Club and shall be authorised to sign cheques, use the bank debit card and online banking facilities to undertake financial transactions on behalf of the Club. The following provisions shall apply:
 - The Treasurer shall maintain at least two accounts: a current account with sufficient funds to meet day to day operational needs, and a reserve account to hold any more funds than are necessary to run the Club.
 - All payments exceeding £1000 shall be approved in advance by the Committee, either at a Committee meeting or by email.
 - Transfer of funds from the reserve account to the current account shall require the approval of the Committee.

- The Treasurer shall present the accounts for audit annually following the end of the Club's financial year. The appointed auditor shall be qualified to undertake the audit and shall report their findings to the Committee.
- b. The Club shall reimburse expenses claimed by members on Club business matters that have been pre-authorised by the Committee. The Treasurer shall reimburse such claims made on an approved expenses claim form and supported by documentary evidence of the expenditure incurred.
- c. It shall be the duty of the Committee to hear all petitions, requests and other enquiries that have been submitted to any Committee member before the lapse of one month, with the findings and rulings being returned to the petitioner within five days of the hearing.
- d. In the event that one or more of the Executive Officers, Chairperson, Treasurer and General Secretary, should resign before their term is complete, the Committee shall meet to attempt to resolve the situation. The following actions shall be tried in the order stated:
 - Appoint an existing Committee member to take up each vacated Executive Officer role.
 - Co-opt a member to join the Committee and take up each vacated role that remains unfilled.
 - Call an Extraordinary General Meeting to ask the membership to elect a replacement Committee to manage the affairs of the Club until the next AGM or until some other time as agreed by the EGM.
 - In the event of no Committee members being available to call an EGM, a Life Member should take control of the Club and call an EGM with immediate effect.
- e. The Committee shall recruit and appoint various roles that, though not Committee posts, are vital to the effective running of the Club. Such roles include, but are not limited to:
 - Race Director for each race to be staged by the Club in the forthcoming year
 - Club Welfare Officer
 - Men's and Ladies' Team Captains
 - Club Championship Organiser
 - Race Results Co-ordinator
 - Newsletter Editor
 - Head Coach
- f. The Committee shall monitor the effectiveness of the processes and procedures used to operate the Club and undertake reviews and revisions as deemed necessary to:
 - enhance members' experience of the Club
 - manage the cost and/or administrative burden of running the Club
 - align the Club with revised policies issued by the sport governing body

7.4 Head Coach

- a. The Committee shall appoint the Head Coach, whose tenure shall extend until the Committee is replaced at the following AGM. The Head Coach liaises with the Committee through the Coaching Co-ordinator Committee role. The two posts may be occupied by the same person.
- b. The Head Coach is responsible for organising all aspects of coaching for the Club, including, but not limited to:
 - forecasting the coaching capacity needed to satisfy the Club's need

- maintaining a plan to ensure that the Club has access to the coaching availability and skills it is forecasted to need
- recruiting new volunteers to train as coaches
- ensuring that coaches' qualifications are maintained up to date
- encouraging established coaches to develop their skills
- gaining Committee approval to fund training for new recruits and refresher training for established coaches
- scheduling coaches to coaching groups
- ensuring that coaches provide training plans for their groups that are relevant to the standards to which the individual groups aspire
- ensuring that new members are placed within an appropriate group following their induction
- holding regular team meetings with the coaches to discuss topical matters, address concerns and foster an esprit de corps, the minutes of which shall be reported to the Committee through the Coaching Co-ordinator role
- regularly reviewing the rules for using the track and proposing revisions of the rules for Committee approval, as appropriate
- ensuring that the Club has a safeguarding policy in place that is aligned with that of the sport governing body, and that all coaches are cognisant of their responsibilities in regard to young and vulnerable members

7.5 Event budgeting and accounting

- a. The Club holds many events over the course of the year, social, Club running, and races open to the public and other clubs. Some of these may be organised by the Committee, others by ordinary members who volunteer to contribute to the running of the Club.
- b. To protect members who volunteer to organise events on behalf of the Club, the Club shall indemnify them from any financial losses incurred, subject to:
 - the event organiser presents their budget for the event in advance to the Committee and gains the Committee's formal approval to proceed
 - the event organiser complies with all conditions imposed by the Committee
 - on completion of the event, the event organiser presents a statement of account to the Treasurer, together with documentary evidence of costs incurred and income received.

8. Club governance

- a. Overall governance of the Club shall be effected through the Annual General Meeting, where the outgoing Committee reports to the members and the members elect the new Committee for the forthcoming year. In addition, both the Committee and a group of ordinary members shall have the right to call for an Extraordinary General Meeting to resolve an urgent issue in need of remedial action that cannot wait until the next AGM.
- b. Notice of impending meetings shall be made in accordance with the timescales stated below. Members who have provided an email address shall be notified by email; the remainder of the membership shall be notified by post.

8.2 Annual General Meeting

- a. A General Meeting shall be held during the month of March every year to receive the Committee's report and financial statement, elect Executive Officers and the Committee, and deal with any other matter specified on the agenda. The General Secretary shall give every member at least fourteen days' notice of the meeting.

Notice of any business to place on the agenda shall be given in writing to the General Secretary at least seven days prior to the meeting.

- b. Decisions taken at an AGM shall be on the basis of a simple majority.
- c. Only matters formally placed on the agenda in accordance with this Rule 8.2 shall be discussed and voted upon at an AGM.

8.3 Extraordinary General Meeting

- a. Requested by ordinary members. An Extraordinary General Meeting shall be called by the General Secretary within fourteen days of the receipt by the General Secretary of a requisition in writing signed by 20% of members of the Club, stating the business to be brought before such a meeting. The request may be made by email; emails received from the personal email accounts of members wishing to support the request shall be acceptable in lieu of physical signatures.

The members' requisition shall state the agenda for the meeting and any motion on which a binding vote will be taken at the meeting.

- b. Requested by the Committee. The General Secretary shall state the agenda for the meeting and any motion on which a binding vote will be taken at the meeting.
- c. In either case, the calling notice shall state the reasons for calling the meeting and shall be advised to the members with fourteen days' notice of the meeting.
- d. The meeting shall be chaired by the Chairperson, unless that would be deemed to create a conflict of interest with the purpose for which the meeting has been called, in which case the meeting shall be chaired by the General Secretary. If neither Executive Officer is able to chair the meeting, the body of Life Members shall be requested to elect one of its body to chair the meeting.
- e. The EGM shall not deviate from the published agenda and only the published motion or motions shall be subject to a vote that is binding on the Club.
- f. Whilst the General Secretary shall use all reasonable endeavours to comply with the stated timescales for holding an Extraordinary General Meeting, the meeting may need to be delayed until a suitable venue is found.

8.4 Supplementary rules and standing

- a. The Committee shall be granted the delegated authority to introduce such supplementary Rules and standing orders as it deems necessary for the efficient running of the Club.
- b. Such supplementary Rules or standing orders shall remain in force until the next AGM or Extraordinary General Meeting, at which time they will be confirmed, amended or rescinded by vote of the members present.

8.5 Rule implementation and amendment

- a. Except in regard to Rule 8.4a, Rules shall be amended or implemented only at an AGM or Extraordinary General Meeting.
- b. Only fully paid up members shall have the right to propose, second or vote for or against Rules.
- c. Proposed Rules and amendments shall be disclosed to the membership within the periods of notice for General Meetings.
- d. In the event of a tie in the voting, a second vote shall be conducted with the Chairperson informing the assembly that all abstentions within the second vote shall be counted as votes against the proposal.
- e. Only proposals that have been disclosed under part (c) of this Rule 8.5 and as may have been amended by the majority agreement of the assembly shall be formally adopted at an AGM or Extraordinary General Meeting.

8.6 Disciplinary procedure

- a. The Committee shall be granted the power to discipline members for alleged infringement of Club Rules or any misbehaviour or misconduct liable to bring the Club into disrepute.
- b. The Committee shall assess the severity of the breach of Rules and, at its discretion, decide on the disciplinary action needing to be taken. Such actions may include, but are not limited to:
 - a written warning, including a clear statement of the remedy required of the member to correct the breach of Rules
 - referral to the Club Welfare Officer
 - removal of rights and privileges commensurate with the inappropriate behaviour unless and until the breach of rules has been remedied
 - a final warning to remedy the unacceptable behaviour or be brought before a Disciplinary Committee
 - request for the member to appear before a Disciplinary Committee comprising five Committee members (excluding the Chairperson), which shall have the power to expel the member concerned
 - expulsion from the Club and notification to the sport governing body that the expelled member is no longer a member of the Club, either as an outcome of a Disciplinary Committee hearing or because the member declined to attend such a hearing when requested to do so
 - immediate expulsion in cases of the most severe breach of the Rules
- c. Following the outcome of a Disciplinary Committee hearing, the member shall have the right to appeal against the action taken to an independent Appeals Committee, which shall comprise the Chairperson and four other Committee Members, none of whom should have sat on the original Disciplinary Committee².
- d. Disciplinary Committee and Appeals Committee decisions shall be taken on the basis of a simple majority vote of the respective Committee members.
- e. Disciplinary action taken by the Committee, together with a record of the evidence on which it was based, shall be recorded for audit purposes but shall not be published beyond Committee members and anyone directly affected by the behaviour that led to disciplinary action being taken.

² In the event that the Committee is unable to provide nine members to staff a Disciplinary Committee and an Appeals Committee, at the discretion of the Chairperson, a Life Member may be asked to take the place of a Committee member.