

**Rules
of
Tyne Bridge Harriers**



1. Interpretation

1.1 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;
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);
Executive Officers	means the persons from time to time elected to be Executive Officers of the club in accordance with these Rules;
Management Committee	means the Executive Officers, officers of the senior committee and officers of the junior committee responsible for management of the club from time to time;
General Meeting	means a general meeting of the Members (being either an AGM or an EGM);
Junior Committee	means the sub-committee responsible for the Junior section of the club from time to time;
Lead Welfare Officer	means the person from time to time appointed as Lead Welfare Officer of the Club in accordance with these Rules;
Member	means a member of the club (and a member shall be bound by these Rules in accordance with rule 10);

Membership Officer	means the person from time to time appointed as the Membership Officer of the Club in accordance with these Rules;
Objects	has the meaning given in rule 3;
Officer(s)	a person elected or appointed to hold a specific office within the Club or its committees;
Secretary	means the person from time to time appointed as secretary of the Club in accordance with these Rules;
Senior Committee	means the sub-committee responsible for the Senior section of the club from time to time;
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);
Vice Chair	means the person from time to time appointed as the Vice Chair of the Club in accordance with these Rules;
Voting Members	means any Member aged 16 or over
Writing and written	includes email and other forms of electronic communication

2. **Name and Office**

- 2.1 The Club shall be called **Tyne Bridge Harriers**.
- 2.2 The principal office of the Club shall be situated in England.

3. **Objects**

The objects of the Club (Objects) are for the public benefit generally but with particular reference to inhabitants of Newcastle Upon Tyne and its surrounding areas:

- 3.1 to promote community participation in healthy recreation by providing coaching and competitive opportunities in Athletics.
- 3.2 to promote the club within the local community and in the sport of Athletics.
- 3.3 to ensure a duty of care to all Members of the club.
- 3.4 to provide all of its services in a way that is fair to everyone.



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), religion, 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 set out in Rule 27.

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 and 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;

5.8 to raise funds and to invite and receive contributions;

5.9 to purchase, take on, hire, lease, acquire, alter, improve, construct and maintain property and equip it for use;



- 5.10 to reconstitute as a body corporate and transfer some or all of the undertaking, assets and liabilities of the Club to its corporate successor;
- 5.11 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 Management Committee; and
- 5.12 to do all such other lawful things as may further or are conducive to the Objects or any of them.

6. **Club Finances and Property**

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

- 7.1 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 Officer.
- 8.2 The Management Committee may make bye laws under rule 26 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 Management Committee from time to time.



- 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 or the health and safety of the member. 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, religion, political or other beliefs. A person may appeal against any denial of membership in accordance with rule 27 below.
- 9.3 Annual subscriptions to be paid by different categories of Members shall be proposed by the Management Committee and approved by Voting Members at the AGM. Voting Members shall use their best endeavours to ensure that any such subscriptions do not preclude open membership of the Club.
- 9.4 Membership will be deemed to commence once the club has accepted the application form of a prospective member and subscriptions have been paid in full.
- 9.5 Membership is not transferable to anyone else.

10. **Conditions of Membership**

- 10.1 These Rules, including any bye laws made under rule 26 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 as agreed 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.
- 10.4 By payment of the membership fee or acceptance of continued lifetime membership or election to a Committee role, Members are deemed to have agreed to the club code of conduct, which applies equally to all forms of membership. Acceptance of any code of conduct issued by England Athletics (or successor body) is to be indicated as required by the relevant body and is not superseded by this rule.

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 Management Committee's 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 their subscriptions or any other payments are at least three months overdue;
- 11.1.5 the Member is removed from membership as a result of the application of the Club's (or England Athletics) disciplinary policy, rule 27 below.
- 11.2 The Management Committee may exclude the Member from the Club's premises until the meeting has considered this matter (save that the Member 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 them from membership in accordance with rule 27 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 Management 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, their name shall be removed from the Club's register of Members.

12. **General Meetings**

- 12.1 The Management 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 each of the Executive Officers over the previous year;
 - 12.1.2 the receipt of a report of the activities of the Junior Committee and Senior Committee over the previous year;
 - 12.1.3 the receipt of a report of the Club's finances over the previous year including a statement of annual accounts that has been reviewed and verified by an appropriate person who is not an Officer;
 - 12.1.4 the election and retirement of Officers; and
 - 12.1.5 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 Management 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 ten per cent of Voting 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 Voting 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 Voting Members will be invited to submit motions for the AGM that must be seconded by a Voting Member.
- 13.4 The AGM or EGM may vote on any motion that has been stated on the agenda. No other motions will be considered for vote, other than formally proposed and seconded amendments to those motions stated on the agenda.
- 13.5 The Secretary shall send to each Member at their registered email address an agenda for the General Meeting (whether an AGM or an EGM) together with the motions to be proposed at least seven clear days before the meeting.
- 13.6 The accidental omission to give notice of a General Meeting to or the nonreceipt 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 30 Voting 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 to the same day in the next week at the same time and place or as the Management Committee may determine.
- 14.3 If the number of Voting Members present at the adjourned meeting is insufficient to constitute a quorum in accordance with rule 14.1 above, the Voting Members present shall constitute a quorum.
- 14.4 Parents or Guardians of Members who aren't eligible to vote by reason of age may attend and speak at an AGM but do not have voting rights.
- 14.5 The Chair, or in their absence any other Executive Officer, shall preside as the chair of the meeting. Each Voting 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.
- 14.6 The Secretary, or in their absence any other Officer, shall enter the minutes into the Club's records.
- 14.7 The Management Committee may make whatever arrangements they consider appropriate to enable Voting 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 Management Committee**

- 15.1 The Management 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 Management Committee which would have been valid if that alteration had not been made or that direction had not been given.
- 15.3 The Management Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Rules.
- 15.4 The Management 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 Management 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 Executive Officers, Senior Officers and Junior Officers**

- 16.1 The **Executive Officers** of the club shall be:

- 16.1.1 Chair;
- 16.1.2 Vice Chair
- 16.1.3 Treasurer;
- 16.1.4 Secretary;
- 16.1.5 Membership Officer
- 16.1.6 Lead Welfare Officer.

- 16.2 The **Senior Committee** shall be responsible for managing the affairs of the senior section of the club and will consist of a maximum of eight Officers. The Officers of the Senior Committee shall be:

- 16.2.1 Men's Captain



- 16.2.2 Women's Captain
 - 16.2.3 Head Coach
 - 16.2.4 Social Secretary
 - 16.2.5 Men's Vice Captain
 - 16.2.6 Women's Vice Captain
 - 16.2.7 Welfare Officer
 - 16.2.8 1 x Elected Representative
- 16.3 The **Junior Committee** shall be responsible for managing the affairs of the junior section of the club and will consist of a maximum of seven Officers. The Officers of the Junior Committee shall be:
- 16.3.1 Ages 8 & 9 Coach
 - 16.3.2 Ages 10 & 11 Coach
 - 16.3.3 Age 12+ Coach
 - 16.3.4 Junior Welfare Officer
 - 16.3.5 Junior Secretary
 - 16.3.6 Junior Membership Secretary
 - 16.3.7 Team Manager
- 16.4 The Junior Committee and Senior Committee shall present to the Management Committee, no less than 14 days prior to an AGM, a written report of the activities of their section for the year.
- 16.5 The Junior Committee and Senior Committee may only commit club funds in line with the financial rules of the club, as agreed by the Management Committee.
- 16.6 The Junior Committee and Senior Committee shall meet as frequently as required to transact orderly business, typically at least four times per year. Junior meetings will be chaired by the Junior Secretary or any other Officer present. Senior meetings will be chaired by the Head Coach, Social Secretary or any other Officer present. The quorum for Junior Committee Meetings will be three Officers. The quorum for Senior Committee Meetings will be five Officers. Executive Officers are able to attend and vote at Senior and Junior Meetings and also count towards the quorum. Minutes of the meeting will be shared with the respective Officers and with the Management Committee.
- 16.7 Executive Officers and Officers of the Senior Committee and Junior Committee 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.



- 16.8 Any vacancy of an Executive Officer, Senior Committee member or Junior Committee member which arises between one AGM and the next may be filled by a Member. The individual must be proposed and seconded by two separate Officers. The appointment must then be approved by the Management Committee.
- 16.9 Officers shall be elected by the Voting Members at an AGM by way of three independent ballots, one for the Executive Officers, one for the Senior Committee and one for the Junior Committee. Individuals can stand in more than one vote but will only have one vote at any meeting.
- 16.10 To be eligible to stand as an Officer of the club, an individual must be a member of the club in accordance with rules 8, 9 & 10 above.
- 16.11 Nominations for election of Members as Officers shall be made:
- 16.11.1 by the Management Committee; or
- 16.11.2 in Writing by the proposer and seconder, both of whom must be existing Voting Members, to the Secretary not less than seven days before the meeting.
- 16.12 An Officer may not appoint an alternate or substitute to act on their behalf at any Management Committee meeting.
- 16.13 At least three Executive Officers must be unrelated or not cohabiting.
17. **Calling a Management Committee Meeting**
- 17.1 The Management Committee shall hold not less than four meetings each year.
- 17.2 A meeting of the Management Committee shall be called on not less than seven days' notice to all Officers unless the Chair determines that urgent circumstances necessitate shorter notice. Such notice is not required for sub-committee meetings but is recommended.
- 17.3 Notice of a Management 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 Management Committee Meeting**
- 18.1 Subject to the provisions of these Rules, the Management Committee may regulate its proceedings as it thinks fit.
- 18.2 Meetings of the Management Committee shall be chaired by the Chair or in their absence the Vice Chair or Treasurer or any other Executive Officer present. The chair of the meeting shall, subject to rule 19, have a casting vote in the event of a tie.
- 18.3 The quorum for the transaction of business of the Management Committee shall be five Officers, including at least 3 of the Officers given in rule 16.1.



- 18.4 Decisions of the Management Committee shall be made by a simple majority of those Officers attending but in the event of an equality of votes the chair of the meeting shall have a casting vote.
- 18.5 Decisions of the Management Committee meetings shall be entered into the Club's records.
- 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 their 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 they are disqualified from holding office as a company director;
 - 20.1.2 they are 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 Management Committee reasonably believes that they have become incapable by reason of illness or injury of managing and administering their own affairs and it decides to remove them from office;
 - 20.1.4 they resign from their 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 they are absent without the permission of the Management Committee from all its meetings held within a period of six months without good reason and the Management Committee decide that the office be vacated;



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

20.1.7 they make a composition with their creditors generally in satisfaction of their debts;

20.1.8 they are removed from office by the Management Committee on the grounds that they are 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 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 Management 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;

20.1.9 they cease 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. **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.

22. **Minutes**

The Management Committee shall cause minutes to be made in records kept for the purpose:

22.1 of all appointments of Officers made by the Members or the Management Committee;

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

22.3 of all proceedings and reports of meetings of the Club and of the Management Committee, and of the Senior Committee, Junior Committee and other sub-committees, including the names of those present at each such meeting.

23. **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:



- 23.1 in hard copy form;
- 23.2 in electronic form; or
- 23.3 by making it available on a website or internet forum.

24. **Personal Risk**

- 24.1 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.
- 24.2 Subject to rule 24.3 below, the liability of the Club and its Officers to any Member is limited to the net assets of the Club.
- 24.3 Nothing in these Rules shall limit or exclude liability:
 - 24.3.1 for death or personal injury caused by negligence;
 - 24.3.2 for any loss or damage caused by criminal or fraudulent conduct; or
 - 24.3.3 for any other liability which cannot lawfully be limited or excluded;

25. **Indemnity**

- 25.1 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 them in the proper discharge of their duties to the fullest extent permitted by law.

26. **Bye Laws**

- 26.1 The Management 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 Management Committee may by such bye laws regulate:
 - 26.1.1 the establishment of different categories of membership of the Club;
 - 26.1.2 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;
 - 26.1.3 the creation of regulations, standing orders and bye laws for the better administration of the Club and to govern the functioning of subcommittees to assist the Management Committee in the better administration of the Club;
 - 26.1.4 the adoption or alteration of such other regulations or policies as the Management Committee thinks fit;



- 26.1.5 the conduct of Members in relation to one another and to the Club's Officers, staff, volunteers or beneficiaries including disciplinary procedures;
- 26.1.6 the terms on which Members and guests may be permitted to take part in the Club's sporting activities;
- 26.1.7 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;
- 26.1.8 any licensable or other regulated activities of the Club.
- 26.1.9 the procedure at General Meetings and meetings of the Management Committee and sub-committees insofar as such procedures are not regulated by these Rules;
- 26.1.10 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;
- 26.1.11 any procedures to assist the resolution of disputes within the Club;
- 26.1.12 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.

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

27. **Complaints, Disputes and Disciplinary Procedure**

- 27.1 This applies to all Members, Officers, volunteers, athletes, officials and coaches.
- 27.2 Matters involving serious misconduct, safeguarding, or criminal allegations shall be referred immediately to England Athletics, UK Athletics, and/or the appropriate statutory authorities and may fall outside this rule. Safeguarding matters shall take precedence over these Rules and may override normal procedures, timescales, or confidentiality obligations.
- 27.3 Where a complaint cannot be resolved informally, or where the nature of the allegation makes informal resolution inappropriate, the club shall follow the three stage formal process recommended by England Athletics:

Stage 1 – Investigation

Stage 2 – Disciplinary Panel Hearing

Stage 3 – Appeal



- 27.4 A formal complaint must be submitted in writing to the Management Committee via the Secretary or, where it involves the Secretary, to the Lead Welfare Officer. The Management Committee shall decide within 14 days whether there is a case to answer or whether the matter may still be resolved informally.
- 27.5 An investigator shall be appointed who is impartial and has had no prior involvement in the matter.
- 27.6 Where a formal investigation is required, the investigation shall:
- establish relevant facts on a balance of probabilities;
 - gather both supporting and undermining evidence;
 - include statements from the complainant, respondent, and any witnesses;
 - be conducted confidentially and without unnecessary delay.
- 27.7 The Management Committee may suspend a member temporarily during an investigation only where necessary to protect individuals, the club, or the integrity of the investigation. Suspension is a neutral act and not a disciplinary sanction. Alternatives to suspension shall be considered first.
- 27.8 The investigator shall produce a written report summarising findings and recommendations, which may include:
- no further action;
 - informal action; or
 - referral to a disciplinary panel hearing.
- 27.9 Where a report recommends referral to a disciplinary panel, the panel shall consist of three independent individuals, none of whom have had prior involvement in the case.
- 27.10 The respondent shall be given written notice of the hearing, including:
- the allegations;
 - date, time and format of the hearing;
 - the right to be accompanied;
 - copies of all evidence to be considered.
- 27.11 The panel shall:
- conduct the hearing in private;
 - ensure fairness, impartiality and confidentiality;
 - determine whether misconduct is proven on the balance of probabilities;
 - consider submissions and evidence from all parties.



- 27.12 Where misconduct is upheld, the panel may impose one or more of the following sanctions:
- written warning;
 - temporary suspension of membership;
 - restriction or termination of membership;
 - removal from a club role or office;
 - requirement to complete training or education;
 - referral or recommendation to England Athletics or UK Athletics where applicable.
- 27.13 The panel shall provide its decision and reasons in writing via the Secretary. Records shall be retained confidentially in accordance with the club's privacy notice.
- 27.14 Any respondent subject to a disciplinary decision has the right to appeal.
- 27.15 An appeal may only be made on one or more of the following grounds:
- the decision was unreasonable or disproportionate;
 - the procedure was not followed correctly;
 - new and material evidence has come to light.
- 27.16 Appeals must be submitted in writing within 7 days of the sanction being issued and must clearly set out the grounds relied upon.
- 27.17 The Management Committee shall determine whether there are sufficient grounds for an appeal to proceed. If not, the appeal shall be dismissed with reasons.
- 27.18 Where an appeal proceeds, an Appeal Panel of three Members shall be appointed, none of whom were involved in the original investigation or hearing.
- 27.19 The appeal may be conducted by written submissions or an oral hearing and shall follow the same principles as the original disciplinary hearing.
- 27.20 The appeal panel has the power to:
- uphold the original decision;
 - overturn the decision;
 - reduce or increase sanctions;
 - refer the matter for re-hearing.
- 27.21 The decision of the appeal panel shall be final and communicated in writing with reasons.



27.22 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.

28. **Alteration of the Rules**

28.1 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 at least two-thirds of the Voting Members present.

29. **Incorporation**

29.1 The Voting Members at a General Meeting may authorise the Management Committee to transfer the assets and liabilities of the Club to a limited company or charitable incorporated organisation established for purposes within, the same as or similar to the Objects and of which the Members will be entitled to be Members.

29.2 On a transfer under rule 29.1 the Management Committee must ensure that all necessary steps are taken as to:

29.2.1 the transfer of land and other property;

29.2.2 the assignment or novation of contracts and grants;

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

29.2.4 the trusteeship of any property held as permanent endowment.

30. **Dissolution**

30.1 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 Voting Members present subject to a minimum turnout threshold of 50% of Voting Members.

30.2 The dissolution shall take effect from the date of the resolution and the Management Committee shall be responsible the winding up of the assets and liabilities of the Club.

30.3 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.

31. **Declaration**

The Club duly adopted these Rules as its governing document at the AGM on 28th April 2026.

