

Riviera Racers

Constitution & Club Rules



1) TITLE OF CLUB

- a) The name of the Club is "Riviera Racers" and will be referred to as 'The Club' thereafter
- b) The Club was established in 2017.

2) OBJECTIVES

- a) To promote participation of the whole community in the sport of recreational and competitive Amateur Athletics, in particular Road, Trail and Cross Country running.
- b) To promote the Club within the local community encouraging health and wellbeing
- c) To promote the Club within the amateur athletics community.
- d) To manage any property that it owns, rents or hires.
- e) To ensure a duty of care to all members of the Club.
- f) To provide all of the Club services in a way that is fair to all.
- g) To ensure that all present and future members receive fair and equal treatment.

3) MEMBERSHIP

- a) Open Membership of the Club is available to anyone over the age of 18 years, who is interested in recreational or competitive amateur running, regardless of sex, age, ethnicity, race, nationality, sexual orientation, occupation, religion, politics, beliefs or disability except as a necessary consequence of the requirements of athletics as a particular sport.
- b) Membership of the Club is confined to "Amateurs" as defined in the UK Athletics Rules for competition.
- c) Application for membership shall be made on the current Membership Application Form (MAF), paper or electronic, to the Club Membership Secretary and must be accompanied by the portion of annual subscription fee that is applicable at the time of joining. New members may run with the Club for free for four runs but must join the Club before attending subsequent training sessions.
- d) To resign from the Club a member must inform the Membership Secretary in writing. His/her membership terminates on the date of that notice unless he/she is indebted to the Club, in which case the Committee may withhold acceptance of the resignation until the liability is fully discharged. No refund of subscription shall be made in respect of any un-expired period of membership,
- e) Riviera Racers Committee may refuse membership or expel from membership only for

good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute. An appeal against such a decision may be made to the Club's members and decided by a majority vote at an Extraordinary General Meeting, called for that purpose. No refund of subscription shall be made in respect of any un-expired period of membership.

f) The Club has a duty of care to perform in the interests of all its members, individually and collectively.

g) When acting in the best interests of the Club and performing a duty of care, the Club reserves the right to advise members formally to, either temporarily or permanently, stop activities with the Club. At the discretion of the Management Committee the advice can be applied to all of the Club's activities or singular events, i.e. either running, (physical exercise) or social events.

h) The Club also has a zero tolerance policy on any Physical or Verbal abuse or bullying towards any individual whatever the situation and reserves the right to expel from the Club any member not complying with this policy.

i) The following class of membership is available:

1) Senior Membership: for individuals who are aged 18 years and over who wish to train with the Club or enter running races as an affiliated athlete. Senior members are full members of the Club and as such have full voting rights.

j) By becoming a member of the Club every member agrees to abide by the Club's Constitution, Rules and Codes of Conduct and also the rules and regulations of UK Athletics and England Athletics (or relevant successor bodies).

4) SUBSCRIPTION

a) Each member shall pay an Annual Subscription, the amount of the Annual Subscription shall be set by the Management Committee and agreed at the AGM. The subscription shall be payable on the date of joining, or in the case of non-waged or low-waged Members by separate arrangement i.e. a monthly payment.

b) Membership of the Club will be deemed as cancelled if the Annual Subscription is not paid within one month of the renewal date and membership terminated.

5) COMPLAINTS & DISPUTES

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

b) Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its discipline and appeals process (see the Grievance and Disciplinary Policy) and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be

submitted to the Welfare Officer). Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint.

c) The Secretary will judge whether the complaint is a grievance ("is a dispute, disagreement or argument between two or more people or groups of people" as defined by England Athletics) or a disciplinary matter ("is a method for dealing with a club member and/or volunteer who causes problems or does not obey club rules" as defined by England Athletics and includes breaching the Code of Conduct.)

d) In the case of a grievance, based on the evidence the matter will be dealt with informally with spoken or written decisions given to all parties.

e) If the complaint is sufficiently evidenced to require disciplinary procedures, the Secretary will appoint 3 (three) Club Members (who have no direct or indirect interest/ involvement in the matter) to sit on a disciplinary panel. A decision of the disciplinary panel shall be final and conclusive.

f) Any appeals must be received by the Secretary within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed.

g) Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, Safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.

h) 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.

i) Continual breach of the Code of Conduct will result in the matter being taken either to full disciplinary panel or escalated to England Athletics. This is in line with England Athletics Guidance.

6) **MANAGEMENT COMMITTEE**

a) The management of the Club is vested in a Riviera Racers Management Committee. This comprises 3 (three) Core Posts, and additional Officer posts, and will be known thereafter as 'The Committee':

Core posts:

i. Chair*

ii Secretary

iii. Treasurer

*Chair changes every two years

Officer posts, which may include those below, but is not exclusively limited to them:

- i) Membership Secretary
- ii) Welfare Officer
- iii) DBS Verifier
- iv) Health and Safety Officer
- v) Club Championship Officer
- vi) Social Secretary
- vii) Team Captains Male / Female

b) All members of the Committee shall be elected annually at the Annual General Meeting. Any person standing as a candidate for any Committee post must be nominated by 2 other eligible members.

c) A person can hold more than one Committee post; however, no person will be allowed to hold more than one of the 3 core posts at any one time. If a person does hold more than 1 post they retain only 1 casting vote – The only exception to this, is recorded in point f)

d) A quorum for the Committee shall be 4 and must include 2 of the core posts. A meeting of the Committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the Committee by this Constitution.

e) The Committee shall meet quarterly.

f) All decisions will be by a majority vote, providing that there is at least a quorum in attendance. The Chair shall have a casting vote in the event of a tie.

g) The Committee has the power to co-opt extra members up to a maximum of three, to create trustees if appropriate to any particular circumstance and to form Sub-Committees as and when considered necessary. The Committee can also create additional Officer posts, revoke or amalgamate Officer posts as necessary to meet any particular demand or circumstance.

h) The Officers of the Club are authorised to act between Committee meetings on such matters as cannot be left until the next meeting of the Committee.

i) If the number of candidates for each of the named posts is only one then that candidate shall be declared as elected unopposed. If the number of candidates is more than one then a show of hands will ensue and the member with the most votes will be elected. Each member can only vote once, in electing to a post this way.

j) At least 3 of the people on the Committee shall be unrelated and not co-habiting. The Club Treasurer and Club Chair must not be the same person.

7) CLUB COLOURS

a) The Club colours shall be the official Club 'T' shirt or vest

b) All members at competitive running events must wear Club colours.

8) ANNUAL GENERAL MEETING

- a) An Annual General Meeting shall be held before the end of March each year or within one month of March end.
- b) The following business shall be undertaken:
 - i) The Management Committee's reports will be read and discussed.
 - ii) The accounts will be made available.
 - iii) The Committee Members will be elected.
 - iv) Any further matters on the Agenda will be considered.
- c) The Club Secretary must give every member 21 days notice of the meeting in writing.
- d) Notice of any business which it is desired be placed on the Agenda must be given in writing to the Club Secretary at least 14 days prior to the meeting.
- e) All routine matters will be decided by majority vote of eligible paid up members in attendance at the meeting.
- f) A member who is in arrears for either subscriptions due or fees unpaid shall not be entitled to vote at the AGM.
- g) A quorum meeting will need 4 members of the Committee and at least 3 Club members.
- h) The Chair shall have a casting vote in the event of a tie.

9) EXTRAORDINARY GENERAL MEETING

- a) The Club Secretary must call an Extraordinary General Meeting within 14 days of the receipt by him / her of a requisition in writing signed by at least thirty eligible members of the Club stating the business to be brought before such a meeting.
- b) Not less than 21 days notice of an Extraordinary General Meeting, specifying the place, day and time of the meeting, shall be given to the members.
- c) The conditions set out in clauses 8) e) to h) will apply.

10) AMENDMENTS TO CONSTITUTION

- a) The Committee, by a two thirds majority decision at a quorum meeting, may propose amendments to the Constitution.
- b) The changes may only be made at the Annual General Meeting or an Extraordinary General Meeting called for that purpose.
- c) The Club Secretary must give 21 days notice in writing to all members for an Extraordinary General Meeting called under this heading.
- d) If the motion is passed by a two thirds majority of eligible members in attendance and entitled to vote at the meeting then the amendment to the Constitution will be adopted.

11) DISSOLUTION

- a) The Committee, by a two-thirds majority vote at a quorum meeting, may decide to dissolve the Club. They must then call an Extraordinary General Meeting giving 21 days notice in writing to all Club members
- b) Alternatively 20% of paid up and eligible members may petition the Club Secretary in

writing to call an Extraordinary General Meeting in which the conditions set out in clauses 10) a) to c) will apply with respect to calling the meeting and voting at it.

c) If the motion is passed by a two-thirds majority vote at that meeting then the Club is dissolved.

d) Upon dissolution any funds remaining after all debts have been met will be donated to England Athletics, or successor body, for use by them in community related sport.

12) ACCOUNTS

a) The Club Treasurer will be responsible for reporting the finances of the Club to the Committee.

b) All Club monies will be banked in accounts in the name of the Club.

c) The Club Treasurer will ensure proper accounts are kept and provide Committee Members with accurate financial reports on at least an annual basis. The Club's financial records shall always be open to inspection by any eligible member of the Club.

d) The Club's financial year shall run from 1st April to 31st March each year. The Club Treasurer will present accounts for the previous financial year to the Annual General Meeting for consideration and copies of these will be available to members at the meeting.

e) If the accounts are not accepted at the Annual General Meeting then a qualified accountant may be appointed to investigate member's concerns.

f) The Club is a not for profit-distributing organisation. No portion shall be paid or transferred, directly or indirectly, to the Members of the Club