

Beaumont Running Club



Constitution And Rules

1. TITLE

The club shall be called BEAUMONT RUNNING CLUB hereafter referred to as 'the Club' and shall be affiliated to England Athletics. The Club shall be affiliated under the name 'Beaumont RC'.

2. OBJECTS

To foster and promote the sport of running at all levels, providing opportunities for recreation and competition.

3. MEMBERSHIP

Membership of the Club shall be open to all, subject to the approval of the General Committee, and Membership will be confirmed on payment of an annual subscription to be decided by the Committee. A register of members shall be kept and only fully paid up members shall vote at the A.G.M. or an S.G.M. of the Club.

Membership categories shall be set by the Committee.

Membership which involves a member receiving **England Athletics** affiliation shall be referred to as 'Full Membership' and allow the athlete:

To compete under the Club's name, voting rights, to be eligible to serve on Club committees, receive general club communications when published. Members are entitled to be registered with England Athletics as an athlete, coach or Club official.

The Committee shall reserve the right to grant individuals Membership of the club in a category other than Full and shall decide whether those individuals are entitled to:

Vote at A.G.M.s and S.G.M.s, be eligible to serve on Club committees, receive general club communications when published.

Minimum age of Membership shall be 18 years. Any child under the age of 18 years must be accompanied by a parent (or an adult by private arrangement) who shall be responsible for him/her throughout any Club activity.

Subscriptions shall be due each year at a time in line with the affiliation period set by England Athletics.

4. CONDUCT

All members shall abide by the Club's Code of Conduct.

5. CLUB COLOURS

The Club colours shall be a green vest with a white accent, or a white vest with a green accent. The Club logo is to be shown at the front, or front and back.

6. MANAGEMENT

(a) *Executive Committee*

The Executive Committee of the Club shall be as follows:

President (Non-executive Officer – usually an Honorary position)

Chairman
Secretary
Treasurer } Executive Officers

(b) *Election of Officers*

All Officers shall be elected at the A.G.M. of the Club, from, and by the members of the Club. All Officers are elected for a period of one year but may be re-elected to the same office or another office the following year.

(c) *Additional Officer Roles*

Subject to the approval of the General Committee, the Executive Committee shall reserve the right to appoint and enlist members in additional officer roles to assist and support Executive Officers in their duties.

(d) *General Committee*

The affairs of the Club shall be controlled by a General Committee comprising the Executive Officers of the Club other members. The Committee shall meet at agreed intervals throughout the year. The day-to-day management of the Club shall be the responsibility of the Executive Officers and the General Committee. If a decision can't be agreed then it is to be put to a vote of the Committee members present at the meeting. If there is not a majority decision reached then the casting vote is made by the Chair (Executive Officer) of the meeting.

(e) *Auditor*

An Auditor shall be elected by members at the A.G.M. of the Club. He/She need not necessarily be a Club member and shall serve for a period of one year but may be re-elected to the same office for the following year.

(f) *Social Media*

In the interest of safeguarding and privacy, the Executive Committee shall reserve the right to control and dictate any and all access to the Club's social media channels and private social media groups.

7. FINANCE

The Club shall be financed by members' subscriptions and by other suitable means. An accurate account of the Club shall be kept by the Treasurer and shall be available for all reasonable inspection and audited before the A.G.M. For the convenience of handling its finances, the Club shall have a current bank account.

The following Officers: Chairman, Secretary, and Treasurer shall be authorised to sign cheques on behalf of the Club and cheques drawn on the Club's bank account must be signed by two of the above Officers.

8. ANNUAL GENERAL MEETING

The A.G.M. of the Club shall be held by the Spring of each year. The business of the A.G.M. shall include a balance sheet and report of the Club's finances, reports of the activities of the Club during the preceding year and, election of Officers for the ensuing year as in Rule 6.

9. SPECIAL GENERAL MEETING

An S.G.M. may be called by the Committee or by 10 members of the Club by request and stating the reasons to the Chairman or Secretary.

10. LIABILITY

It is entirely the responsibility of each member to satisfy themselves as to the adequacy of their own health and fitness to partake in training, or any other Club activity, and the Club accepts no liability for any illness caused directly or indirectly through such activities.

The Club accepts no liability for any injury to a member caused by an accident or any other cause. The Club accepts no liability for any loss or damage of members' property.

11. RESIGNATIONS

Resignations from the Club shall be made in writing to the Secretary. The Club will observe E.A. Rules when considering resignations. Members will be fully paid up to, and including, the year of resignation and have no debts with the Club.

12. ALTERATION OF CONSTITUTION AND/OR RULES

No alteration shall be made in these rules except at the A.G.M. or an S.G.M. of the Club. Any alteration or amendment must be proposed and seconded by members of the Club and must be supported by not less than two-thirds of those members present at the meeting.

13. DISSOLUTION

If, at any General Meeting of the Club, a resolution be passed for the dissolution of the Club and such resolution shall, at an S.G.M. held not less than one month thereafter, be confirmed by a majority of two-thirds of the members of the Club being present, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the property of the Club and after discharging all debts and liabilities the remaining assets shall not be paid to or distributed among members but shall be given or transferred to some other voluntary organisation having objects similar to those of the Club which shall be specified in the resolution at the Special Meeting.

Appendix A: Code of Conduct

Members of Beaumont Running Club are members of the club at all times. Your behaviour reflects back directly on the club whatever the situation or venue, on the field and off it, online or in real life. The code of conduct below reflects our core values and ethos and as a member, you agree to abide by it.

As a member of Beaumont Running Club you will:

1. Respect the rights, dignity and worth of every member, athlete, coach, technical official and any other person involved at the club or in athletics.
2. Uphold values of sportsmanship, both on and off the field.
3. Anticipate and be responsible for your own needs in regards to club activities and competition.
4. Consistently promote positive aspects of the sport and the club such as inclusivity and fairness and never condone rule violations or inappropriate behaviour. This includes the use of prohibited or age-inappropriate substances for use in competition.
5. Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sports scientists and representatives of the governing bodies in the best interests of yourself and other athletes.
6. Act with dignity and display courtesy and good manners towards everyone.
7. Avoid using abusive, irresponsible and confrontational language and behaviour. This includes behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse.
8. Challenge inappropriate behaviour and language by others.
9. Avoid destructive behaviour, including littering, during club activities and at competitions. Leave athletics venues as you find them.
10. Avoid carrying any items that could be dangerous to yourself or others (excluding athletics equipment used in the course of athletics activities).
11. Place the health, welfare and safety of yourself and others above other all other considerations including the development of performance.

Additional Guidelines:

1. Members shall endeavour to have suitable clothing for the conditions that Club activities take place in.
2. Members should provide up-to-date emergency contact details and important emergency medical information through the Club's Membership portal.
3. Members must confirm annually that they are medically fit to run through the sign-up process.

Guidelines for younger athletes and vulnerable adults for safe participation:

1. Notify someone if you have to leave a club activity or competition unexpectedly.
2. Do not respond to requests for private information.
3. Use safe transport and travel arrangements; never accept lifts in cars or invitations into homes from people you don't know or trust.
4. Report any accidental injury, distress, misunderstanding or misinterpretation to the club as soon as possible.
5. Report any suspected misconduct by coaches or other people involved in athletics to the club as soon as possible.

Social Media

Social media (including personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as Facebook, LinkedIn, Twitter and Instagram; video-sharing sites such as YouTube) are a common means of communication and self-expression.

It's essential that members make informed decisions about how they use the internet and electronic communications to protect our club, its members and their families.

Everyone involved in our club has the responsibility to safeguard both on and off the field.

Appendix B: Beaumont RC social media and use of online services policy:

1. Members should use their best judgement at all times, as well as be respectful, kind and civil.
2. Members will refrain from sharing anywhere and at any time:
 - Any content published on private, members-only groups and forums.
 - Anything shared, disclosed and discussed between members during club activities.
 - Anything shared, disclosed and discussed in a setting open to members only.
 - The personal information of other members.
3. Without prior consent, members will refrain from sharing and referencing information that is confidential or personal to the club and to other members.
4. Refrain from publishing comments about other clubs, members, officials or any other individuals involved in relevant athletic activities.
5. Avoid hostile or harassing communications in any posts or other online communications. Harassment is any offensive conduct based on a person's race, sex, gender identity, national origin, colour, disability, age sexual orientation, veteran status, marital status, religion or any other status protected by law.
6. The club and its members should identify all copyrighted or borrowed material with citations and links. When publishing direct paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.
7. The club has the right to review and remove posts, comments, responses and to resolve any concerns before any such actions are taken.
8. If a member encounters another online participant who posts an inaccurate, accessory or negative comment about the club or anyone associated with the club, the member should not reply but seek advice from your NGB/CSP, Sport England or the administrator of the platform or forum where it was posted.
9. Members shall not use the club's social platforms for marketing purposes and be aware of the use of brands and products in photos and during club activities.
10. Members should take due care in protecting the security of accounts used to participate in social media. Suspicions of hacking or data breaches that could affect the club and its members should be raised with the club and the platform in question immediately.

Club Rules regarding membership of private social media channels :

1. The Club has a private Facebook group. This group is for current club members only following the passing of a new Club Constitution rule 6e at the AGM 15.1.18.
2. Lapsed Members of the Club's private Facebook group prior to 15.1.18 were allowed to remain.

Platform-specific guidelines:

- The minimum age for creating a Facebook account is 13. Underage users (of any platform) will be reported by the club to respective service providers.

Appendix C: Other Rules

1. The committee reserves the right to ask a member not to run at club night or enter races as a club member if there are concerns for their health and well-being.
2. In order to be eligible for a place in the ballot for the club's London Marathon place, members must have completed five races across the Leicestershire Road Running League and the Derby Runner Cross Country League in the year in which the ballot takes place. If a member wins the club ballot for a club place in the London marathon then they are not entitled to enter the club ballot again for the next 3 years. They must also have been a member during membership year of the ballot draw and current paid up member at time of entry confirmation deadline in January.
3. If club night needs to be cancelled due to matters beyond its control then a Committee member shall announce said fact via the Club's private Facebook group.

Appendix D: Privacy Notice

Privacy Notice

Beaumont Running Club is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Beaumont Running Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way. Executive club members are: the club secretary, the club chairman, the club membership secretary and the club treasurer.

What personal data we hold on you

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, participate in discussion on social media and/or correspond with executive and committee members. 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. We also ask you to provide a declaration stating you are medically fit to run, which is classed as special category personal data.

Why we need your personal data

The reason we need your Athletics Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

For training and competition entry

- sharing personal data with club run leaders, coaches or officials to administer and plan training sessions;
- sharing next of kin data with run leaders in cases of emergency;
- sharing personal data with executive club members to enter events;
- sharing personal data with leagues, county associations (and county schools' associations) and other competition providers for entry in events.

For funding and reporting purposes

- analysing anonymised data to monitor club trends;
- 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;
- publishing of content on club social media channels promoting club activity;
- publishing of race and competition results.

Marketing and communications

- sending information about selling club kit, merchandise or fundraising;
- sending information about upcoming events

Any special category health data we hold on you is only processed for the purpose(s) of allowing the safe running of training sessions - We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasion we may collect personal data from non-members (e.g. any non-member participant who fills in a health disclaimer or form at a taster event) - This information will be stored for 7 days after an event and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it

The club is active on the following social media channels: Strava, Facebook, Twitter, Instagram, YouTube. All paying members are free to join these communities. 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.

Who we share your personal data with

When you become a member of or renew your membership with Beaumont Running Club you will automatically be registered as a member of England Athletics. 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). It is vital, therefore, that a valid email address is given, so that you can ensure that your data is correct and so that you can set your own 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.

The Club does not supply any personal data it holds for this purpose to any other third party. The Club's data processing requires your personal data to be transferred outside of the UK for the purpose of storing, backing up and archiving electronic files on secure cloud storage. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data. As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we cannot register or administer your membership.