



Club Documentation

Contents

Club Establishment and Aims.....	2
Club Constitution	3
Club Policy Statement	9
Athlete Welfare Policy (incorporating Child Protection).....	10
Equality Statement.....	12
Disciplinary and Appeals Procedures	13
Updates	15

Club Establishment and Aims

PH Racing Club was formed officially in June 2016, to cater primarily for the interests of competitive distance runners in the Fife area.

We are a performance-based club for runners of all levels. Our athletes train hard to develop and maximise their potential through structured training programmes.

Our aims are as follows:

- To provide quality inclusive training in a welcoming environment
- To help those with a desire to improve performance on all levels
- To promote running in a positive manner
- To provide an environment for people to achieve their goals

The club will be will seek representation in national and local competition with specific aims to take part in road relays and Scottish Championship events.

PH Racing Club Constitution

1. Name

1.1. The name of the organisation shall be PH Racing Club, hereinafter referred to as the 'Club'.

2. Objectives

2.1. PH Racing Club are a running club in West Fife who welcome runners of all abilities. We focus on athlete development and have the following objectives:

- To provide quality inclusive training in a welcoming environment
- To help those with a desire to improve performance on all levels
- To promote running in a positive manner
- To provide an environment for people to achieve their goals

3. Affiliation

3.1. The Club shall be affiliated to Scottish Athletics Limited as the recognised National Governing Body of sport for running in Scotland.

4. Membership

4.1. All members are subject to the Constitution of the Club and the regulations of the National Governing Body. By joining this club it is deemed they accept these regulations and the codes of conduct that the Club has adopted.

4.2. Membership of the club is open to all individuals provided they comply with this Constitution and subject to clause 4.4.

4.3. No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.

4.4. Junior members are welcome however, due to the coaching capacity of the Club, junior members must be aged 16 or 17. Once 18 years old members will be considered seniors.

4.5. All applications for membership shall be accompanied by the appropriate membership fee.

4.6. Each fully paid up member shall be entitled to attend and vote at all General Meetings.

4.7. Individuals who have been fully paid up members for at least 12 months may be elected and serve on the Management Committee.

4.8. All members will be directed to view the Club Constitution, the Club's Child Protection Policy and other policies on the Club website. Copies can be made available for members.

4.9 Members shall be enrolled on one of the following categories:

- Adult Member (18 or over)
- Junior Member (16 or 17)

5. Membership Fees

5.1. Membership Fees will be set annually and recommended by the Management Committee. These must be approved by the members at the Annual General Meeting (AGM).

5.2. Fees will be paid annually and due in the month following the AGM. The responsibility for collecting the fees lies with the Treasurer assisted by all members of the Management Committee.

6. Management of the Club

6.1. Responsibility for the management of the Club shall be vested in the Management Committee.

6.2. The Management Committee shall meet as deemed necessary, normally every two months. The private committee Facebook group and email will be used for any important discussion between meetings. The Management Committee shall consist of the following Officers:

- Club President
- General Secretary
- Membership Secretary
- Treasurer
- Child Protection and Welfare Officer
- Mens and ladies captains
- Up to four general members

6.3. The Management Committee has the responsibility to produce and update the relevant policies and codes of conduct for the operational management of the Club. These do not require formal approval by members but good practice would encourage the Management Committee to seek approval of members for these documents at General Meetings.

6.4. The policies and codes of practice should be updated as required to reflect the changing needs of the Club, the governing body of the sport and society in general.

6.5. It is recommended that such policies and codes of practice are brought to the attention of members through the regular communication channels.

7. Election of the Management Committee

7.1. The members of the management committee shall be drawn from the club membership, as defined in clause 4.7 of this constitution.

7.2. All nominations of candidates for election must be made by a fully paid-up club member and seconded by another member. The candidate must have the consent of the nominee. Ideally nominations should be received by the General Secretary not less than fourteen days before the AGM. Members will be informed of the list of candidates at least seven days prior to the AGM.

7.3. However, if there have been insufficient nominations for all vacant posts the fourteen days notice can be waived at the discretion of the President. In this case nominations can be made at the AGM providing the candidate agrees to the nomination and 50% of the members present at the AGM agree to allow the candidate to be nominated. If two such nominations are made for the same post by this method, a normal vote between these candidates will take place in accordance with the voting rules in clauses 9.3.3 and 9.3.4 below.

7.4. Candidates are required to have been fully paid up members of the Club for a minimum period of 12 months.

7.5. Candidates shall be elected by a vote using a show of hands at the AGM. A simple majority is required. In the event of there being more than one candidate for a post, or in the case of general members, more candidates than the total number of posts available, candidates shall be elected by completion of ballot papers issued on the night.

7.6. The full list of the Management Committee will be posted on the Club website as soon as practicable after the AGM.

7.7. If there are vacant positions on the Management Committee, they may co-opt any member to any unfilled post until the next AGM.

7.8. The number of co-opted members shall not exceed one third of the total number of persons serving on the committee at that time.

7.9. The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the club. The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee. Such Committees are to be established for a specific piece of work and an operational time period should be set for this work. They remain answerable to the Management Committee and may be dissolved by the Management Committee when the work is complete or it is deemed they have exceeded their remit.

8. Rules for the Management Committee

8.1. The President shall chair the meetings of the Management Committee, or in his/her absence the General Secretary or a nominee from the committee.

8.2. Fourteen days notice of any meeting of the Management Committee shall be given by the General Secretary, except when:

- the date of the meeting has been agreed at a previous meeting, in which case seven days notice shall be given; or
- in the case of an emergency the President may call a meeting at three days notice. This notice period may be waived in exceptional circumstances.

8.3. The quorum shall be four members that must include either the President, the General Secretary or the Treasurer.

8.4. A member of the Management Committee shall be nominated to keep the minutes of the meetings and record all proceedings and resolutions.

8.5. All members of the Management Committee, including the President and co-opted members shall be entitled to vote.

8.6. All votes shall be determined by a simple majority. In the event of a tied vote, the President may exercise a casting vote in addition to their normal vote.

9. General Meetings

9.1. Annual General Meetings (AGM)

9.1.1. The AGM shall be held each year at such time and place as determined by the Management Committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM.

9.1.2. The Annual General Meeting will be held not later than three calendar months after the end of the financial year. A minimum of twenty one days notice shall be given to all members through notification on the Club website and a by email.

9.1.3. At each AGM the following business shall be conducted:

- receive and confirm the minutes of the previous AGM;
- presentation of the clubs financial accounts for the year;
- presentation of clubs projected financial situation for the forthcoming year, and the setting of all fees;
- presentation of President's report;
- election of officers to the Management Committee;
- any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM; and

- any other business deemed relevant by the President raised at the meeting.

9.1.4. A quorum for an AGM shall be 10 members or 10% of the current membership, whichever is the greater.

9.2. Extraordinary General Meetings (EGM)

9.2.1. An EGM may be called upon the written demand of:

- any fifteen members, or
- the President, or
- a two thirds majority of the Management Committee.

9.2.2. Notice for an EGM shall be of a minimum of twenty one days notice, and should state the object of the meeting, the business to be discussed and any resolutions which it is intending to propose.

9.2.3. A quorum for an EGM shall be 10 members or 10% of the current membership, whichever is the greater.

9.3. Rules for all General Meetings

9.3.1. The President, or in his/her absence a member selected by the meeting, will take the Chair.

9.3.2. All members shall register their attendance with the Secretary prior to the start of the meeting.

9.3.3. Each member shall have one vote except the President (or the person acting as Chair). The President will not normally vote, but in the case of a tied vote may exercise a casting vote.

9.3.4. All votes shall be determined by a simple majority. (Notwithstanding clause 7.3 above when nominating in which case 50% of those present are required to agree to such a nomination).

9.3.5. The General Secretary shall keep the minutes of the meetings and record all proceedings and resolutions. This task may be delegated.

9.3.6. The minutes of all General Meetings will be made available to all Club members.

10. Finance

10.1. The income and property of the club, however derived, shall be applied solely towards the Objectives of the Club as set out at Clause 2 of this constitution.

10.2. The club shall have the power to raise money by means of yearly membership fees and other fundraising activities as determined by the Management Committee and at the Annual General Meeting.

10.3. All monies shall be lodged in a bank account in the name of the Club.

10.4. The Treasurer and General or Membership Secretary plus, where possible, one other nominated member of the General Committee shall be authorised signatories to sign cheques on behalf of the club. Two signatures shall be needed, except where the value of the cheque is less than £50 in which case a single signature will suffice.

10.5. For purchases of over £300 approval of the Management Committee is required and this approval must to be noted in the minutes of the meeting.

10.6. The financial year of the club shall run from 1st April to 31st March each year.

10.7. The Treasurer shall keep proper books of accounts in accordance with good professional practices. A report will be presented to the Management Committee at each meeting and the books shall be open for inspection to any member of the Management Committee.

10.8. An independently audited statement of annual accounts will be presented by the Treasurer at the AGM. This will include a statement of asset and liabilities of the Club as at 31st March.

11. Suspension, Refusal or Termination of Membership

11.1. The Management Committee shall be entitled to:

- refuse any application for membership on the grounds that such membership would be prejudicial to the Objectives of the Club as set out at Clause 2 of this constitution; and
- for good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership, and;
- refuse, suspend or terminate membership of any person who has breached the current anti-doping rules of UK Athletics. The period of disqualification shall be in accordance with the UK Athletics ruling current at the time and at the discretion of the Club Committee.

11.2. A right of appeal exists, the decision of which is binding and final.

11.3. Any member who fails to pay their fees by the date required shall forfeit their right to representation on the Management Committee and at General Meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.

11.4. Payment of membership fees may be waived under special circumstances. A member wishing to request a waiver should write to the General Secretary. The President, the General Secretary and the Treasurer have the authority to grant such a waiver and should respect the sensitivity of such circumstances.

11.5. Any member under suspension shall be barred from taking part in any event under the control of the club or representing the club.

11.6. The Management Committee shall inform the member in writing of any decision to terminate their membership.

11.7. Notification of the termination of a membership will be forwarded to Scottish Athletics Limited, the Governing Body of the sport in Scotland.

11.8. Full details are contained within the Club's disciplinary and appeals procedures and are to be referred to when carrying out any of the above actions.

12. Dissolution of the Club.

12.1. Any resolution to dissolve the Club must be discussed at a General Meeting.

12.2. Any resolution to dissolve the Club may be passed provided that:

- the terms of the proposed resolution are received by the General Secretary at least forty two days before the meeting at which the resolution is to be brought forward; and that
- at least twenty eight days of the proposed resolution shall be given in writing by the General Secretary to all members; and that
- such a resolution shall receive the agreement of two thirds of those present and entitled to vote.

12.3. Upon dissolution of the club, after all debts and liabilities have been cleared, all remaining financial and material assets shall be given or transferred to another organisation whose aims and objectives closely match those of the Club. This decision shall be determined by the meeting.

13. Amendments to the Constitution

13.1. This Constitution may only be amended by a proposal tabled at an Annual or Extraordinary General Meeting. Such a proposal must be received by the General Secretary in writing at least twenty one days before the General Meeting. Providing the meeting is quorate the proposal must be passed by a simple majority of members present who are entitled to vote.

13.2. Such amendments must be noted in the table at Clause 16 at the end of this Constitution document.

14. Update and relevance

14.1. It is the responsibility of the Management Committee to review this Constitution on a regular basis and at least once a year. This review should be noted within the minutes of the Management Committee.

15. Declaration

This constitution was presented to and agreed by the Club Membership at their AGM on

SIGNATURES

Name: Steven Ogg
Club President
Date:

Name: Stuart Mackay
Club General Secretary
Date:

PH Racing Club Policy Statement

These subsequent documents contains the relevant and current policies for PH Racing Club, here after referred to as the 'Club'.

These policies are the guiding principles and code of conduct by which the Club is governed. They have been put in place to ensure that the Club is managed in a fair and equitable manner for the safety and enjoyment of our members, those with whom the Club works and interacts and the wider sporting family.

They should be read and used in association with the Club Constitution.

It is the responsibility of the Management Committee to ensure they are adhered to and kept up to date. They do not require formal approval of the members and do not require Constitutional change.

By joining the Club, all members and office bearers are deemed to accept these policies and code of conduct and expected to abide by them for the benefit of all.

They are to be placed on the Club website and brought to the attention of all new members. All Club members should be reminded of their existence at least once a year through the annual membership renewal process.

These will be available on the Club website but a hard copy should be made available to any member who wishes to receive one.

PH Racing Club Athlete Welfare Policy (incorporating Child Protection)

(Adapted from the Welfare Policy of UK Athletics working in partnership with Scottish Athletics Limited.)

The principles contained in this document are founded on key principles of equality and social justice for all in our sport. These principles extend to all who take part in athletics irrespective of gender, disability, sexual orientation, race, ethnicity, religion and political view. The Welfare Policy therefore serves as a guide for all in the sport, and those from outside the sport, on the duty of care that the sport has for all those involved in athletics throughout the UK.

This Welfare Policy is primarily intended to develop a sense of awareness of child protection in club members as well as provide guidance on how to act if there is a concern that a child is being mistreated. However, the principles and duty of care apply equally to all club members, irrespective of age or sex.

Principles:

In terms of this policy, a child is recognised as being under the age of 18 years.

- Adults looking after children in the absence of the person with parental responsibility have to take reasonable care in all circumstances, regardless of the age of the child.
- The child's welfare is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- All incidents of suspicious poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All children have a right to participate in athletics in an enjoyable and safe environment.
- Young athletes have a right to expect appropriate management, support, personal and social development with regard to their involvement in all levels of athletics.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- Confidentiality should be upheld in line with the Data Protection Acts 1984 and 1998, and the common law of confidentiality.

The 'golden rule' for all involved in athletics in relation to welfare and protection is that it is not your responsibility to judge whether or not a welfare violation has taken place but it is your responsibility to act on any concerns you may have.

It is everyone's responsibility to ensure the welfare of all in the sport.

Code of Conduct for Members

PH Racing Club expects that all parent members who bring junior members to training sessions and/or race meets will:

- Take responsibility for the child's welfare during training/racing
- Not place undue pressure on children to perform, participate or compete
- Take an active interest in their child's participation
- Attend training and competitions whenever possible
- Know exactly where their child will be at all times and who they are with
- Inform those leading training sessions of any illness or disability that needs to be taken into consideration
- Report any concerns about their child's welfare or treatment to the club's Child Protection and Welfare Officer

PH Racing Club expects that all senior members of the club will:

- Treat others with the respect and fairness that they would like to receive themselves
- Uphold the same values off the field as when engaged in athletic activities
- Show patience with those who are less able or talented, and respect diversity in others
- Challenge anyone whose behaviour falls below the expected standards of Scottish Athletics and the club
- Speak to the club's Child Protection and Welfare Officer immediately if there is a concern that any member of the club is the subject of discrimination or unfairness
- Have a care for the needs and requirements of any younger or more vulnerable members of the club

For club members this means that you should be aware of your behaviour and language at all times, but particularly when children are present. You should take care not to put yourself into any situation where your conduct could be misconstrued or challenged. Finally, you should raise any concerns you may have about member welfare with either the Child Protection and Welfare Officer or, in their absence, any member of the Committee.

Role of the Child Protection and Welfare Officer

- Will be trained to act as a first port of call in cases of concern about athlete welfare
- Liaises appropriately with other key persons, including parents/carers, officials, coaches and sports scientists, to ensure that good practice is followed in maintaining athletes' welfare
- Carries out the duty of care within relevant legislation and government guidance
- Ensures that club officials and volunteers always act responsibly and set an example to younger members

This position is held by: Robyn Warrender (email: robynw@sky.com)

PH Racing Club Equality Policy Statement

PH Racing Club is committed to ensuring that equality is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of sports equality:

“Sports equality is about fairness in sport, equality of access, recognizing 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.”

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

PH Racing Club Disciplinary and Appeals Procedure

Introduction

1. For any Club to operate in a civil and effective manner it is necessary for a policy to be established that sets out the procedures to be taken in the case of inappropriate behaviour.
2. The best way to deal with behaviour that is unacceptable to the majority of members is to 'self police'. This is where members ask the offending individual(s) to refrain from the action that is causing offence. Sometimes individuals may not be aware that their actions are causing offence to others. The sooner this is done the better.
3. It is possible that this action may not have the desired effect and the unacceptable behaviour may continue. Additionally some members may not feel comfortable addressing the offending member.
4. In these circumstances and where there is evidence of gross misconduct it is necessary to bring unacceptable behaviour to the attention of the Management Committee at the earliest opportunity.
5. A complaint regarding the behaviour of a member or members should be lodged in writing with the General Secretary.

Disciplinary Sub Committee

6. On receipt of a written complaint the Management Committee shall appoint a Disciplinary sub-committee of three Club members. This Committee will be chaired by a Club Office Bearer (the President, or the General Secretary, or the Treasurer). One of the other two members must be a Management Committee member and the third a current Club member.
7. The Disciplinary sub-committee will meet to hear a complaint as soon as possible. Normally this will be within 21 days of a complaint being lodged, but may be extended to a calendar month in exceptional circumstances. Any member requested to attend a Disciplinary sub-committee shall be entitled to be accompanied by a friend or other representative and to call witnesses.
8. The Disciplinary sub-committee has the power to take appropriate disciplinary action, including the termination of membership.
9. The outcome of the disciplinary hearing shall be put in writing to the member against whom the complaint was made within 7 days following the hearing. This outcome will also be forwarded to person who lodged the complaint once the defendant has been notified.

Right of Appeal

10. There shall be a right of appeal against either the finding or the sanction imposed or both following disciplinary action being taken. Any appeal must be made in writing to the General Secretary within 21 days of receipt of notification of the original decision.
11. The Management Committee shall appoint an Appeals Panel of three. This will include a Club Officer Bearer (the President, or the General Secretary or the Treasurer), an individual club member and an external member. It is recommended that the external member is a representative of the governing body. No member of the Appeals Panel will include a member involved with the initial disciplinary hearing.
12. The Appeals Panel shall consider the appeal within 21 days of the General Secretary receiving the appeal. The individual submitting the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses. The decision of the Appeals Panel shall be final and binding on all parties.

Suspension and Termination of Membership

13. The Club's constitution allows for the suspension, refusal or termination of membership by the Management Committee as follows:
 - ◇ refuse any application for membership on the grounds that such membership would be prejudicial to the Objectives of the Club as set out at Clause 2 of the constitution; and
 - ◇ for good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership. In this case the member concerned shall have the right to be heard by 3 members of the Management Committee before a decision is made, one of these members must be the President, the General Secretary or the Treasurer and;
 - ◇ refuse, suspend or terminate membership of any person who has breached the current anti-doping rules of UK Athletics. The period of disqualification shall be in accordance with the UK Athletics ruling current at the time and at the discretion of the Club Committee.
14. Any member who fails to pay their fees by the date required shall forfeit their right to representation on the club committee and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.
15. Any member under suspension shall be barred from taking part in any match or event under the control of the club.
16. The club committee shall inform the member in writing of any decision to terminate their membership.
17. Notification of the termination of a membership will be forwarded to Scottish Athletics Limited, the Governing Body of the sport in Scotland.

Review

This Policy should be reviewed by the Management Committee on an annual basis.

Policy Updates

The following lists the updates to the original Club Documentation of June 2016.

Date	Amendment	Signature	Office
11/5/17	Removed 'aim to' from section 3.1 in constitution on affiliation as no longer relevant	Scott Love	Membership Secretary
11/5/17	Removed reference to inaugural year fees from section 5.1 in constitution on fees as no longer relevant	Scott Love	Membership Secretary
11/5/17	Added mens and ladies captain roles to section 6.2 in constitution on management committee	Scott Love	Membership Secretary