



## Rules of Kenilworth Runners

**Approved by Club AGM 25 April 2024**

### 1. **Preamble**

- 1.1 Kenilworth Runners (the "Club") is a Charitable Incorporated Organisation ("CIO"). Its governing document is a constitution (the "Club Constitution") which takes precedence over these Rules.
- 1.2 These Rules are established by the Trustees of the CIO as allowed by the Club Constitution.

### 2. **Club Finances and Property**

- 2.1 A bank account shall be opened and maintained in the name of the Club ("Club Account"). Designated account signatories shall be the Chair, the Secretary and the Treasurer. No sum shall be expended from the Club Account except by cheque signed by two of the designated signatories or by electronic transfer approved by at least one of the designated signatories subject to a maximum amount fixed by the Trustees. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account as soon as is reasonably practicable. The Club Account shall be managed in accordance with any finance policy drawn up by the Trustees and/or in accordance with the reasonable instructions of the Trustees from time to time.
- 2.2 The Club's financial year shall end on 31 March each year or such other date as the Trustees 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.

### 3. **Affiliation**

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.



#### 4. **Trustees**

4.1 Trustees are appointed under the terms of the Club Constitution, usually by election at a general meeting. Nominations for election of members as Trustees at a general meeting shall be made:

4.1.1 by the Trustees; or;

4.1.2 in writing by the proposer and seconder, both of whom must be existing members, to the Secretary not less than 14 days before the meeting.

4.2 The Club Constitution requires a minimum of three Trustees including the following officers:

4.2.1 Chair

4.2.2 Treasurer

4.2.3 Secretary

4.3 Members elected to the following Key Roles, will also be appointed as Trustees:

4.3.1 Membership Secretary

4.3.2 Welfare Officer

4.3.3 DBS Verifier

4.3.4 Men's Captain

4.3.5 Women's Captain

4.4 Other Supporting Roles, which vary over time, will be called upon, as the Club demands. Members elected to these, will also be appointed as Trustees.

Examples are Club Kit, Club Events and Training / Coaching Leadership.

4.5 Other Trustees may be appointed without a specified role. Such Trustees shall not be appointed after serving two years unless taking up a specified role.

4.6 A Trustee may not appoint an alternate or substitute to act on his or her behalf at any Trustee meeting.

4.7 At least three Trustees shall be unrelated and not co-habiting.

4.8 The Chair and Treasurer must not be the same person.



## 5. **Members and Guest Personal Risk**

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.

## 6. **Complaints and Disputes**

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

6.2 Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Trustees shall be dealt with by the Club in accordance with its discipline and appeals process 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. If the complaint is sufficiently evidenced, the Secretary will appoint three Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule 6.3 below, a decision of the disciplinary panel shall be final and conclusive.

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

6.4 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 Trustee 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 Trustees shall be reported and dealt with by England Athletics in accordance with its disciplinary procedures.

If a dispute arises between any Members or Trustees of the Club about the validity or propriety of anything done by any Member or Trustee 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.

## 7. **Health and Safety**

- 7.1 The safety and wellbeing of members is a priority for Kenilworth Runners. All members participate in the activities of the Club entirely at their own risk. Kenilworth Runners will not be held responsible for any injuries sustained or loss or damage to any property.
- 7.2 In order to reduce risk whilst running, all members are required to wear hi-visibility clothing at any organised training event during the hours of darkness or in poor visibility.
- 7.3 Athletes are reminded to respect all other road users particularly pedestrians and vehicles. Athletes are also reminded to respect all safety decisions made by event organisers and run leaders

## 8. **Club Colours and Kit**

Members are strongly encouraged to wear Club Kit to all competitive events. This may be mandatory within the rules of specific events. Official kit is only available through the Club Kit Officer and the Kenilworth Runners website.

## 9. **Trophies**

Any trophies awarded by the Club to members shall remain the property of the Club and should be returned on request.

## 10. **Life Membership & Complementary Membership**

The Trustees may, on behalf of the Club, and from time to time, bestow Life Membership or Complementary Annual Membership to any deserving member. Club funds will be used to cover their direct Club fees to include registration



with England Athletics. Any additional facilities membership will remain the responsibility of these members.

11. **Photography**

Details on this can be found in our Photographic Policy, which is available via the Kenilworth Runners Website.

12. **Half Marathon**

Club Members are expected to marshal and volunteer at the Kenilworth Runners' half marathon, as this is the main fundraising event of the year - providing funds for members' benefit. Club members running in the event do so by exception and by the agreement of their captain. These runners will be asked to provide another adult who will take their place in offering any assistance reasonably possible on race day.

13. **London Marathon Draw**

Each year the Club is awarded a number of places for the following year's London Marathon - these are awarded through a draw. In order to be entered into the Club draw for these places a member must: be able to produce proof of rejection for the upcoming event and be a current First Claim Member at the time of the draw and not have received a London Marathon place in the past by virtue of the Club draw. If there are insufficient entrants to this initial draw, a final draw will take place which will be open to all current First Claim Members, regardless of length of membership, any rejection status and the result of any previous Club draws. Members receiving a Club entry place will be responsible for paying their entry fee to the race.

14. **Other Race Entries**

The Club may on occasions be provided with a limited number of entries to other events. Where such places become available (such as the BUPA 10k), these will be awarded to members at the absolute discretion of the Men's or Women's Club Captain.