



## **HART ROAD RUNNERS** **OPERATIONAL RULES**

**February 2015**

Version 1.4

### **1. Introduction**

- 1.1. The Club is managed by a Committee of Members, according to the rules laid down in the Constitution. The Operational Rules define how the Committee operates the Club on a day-to-day basis.
- 1.2. In the event that there is conflict between the Constitution and Operational Rules, the Constitution shall take precedence.
- 1.3. All Members shall be subject to the Constitution and the Operational Rules.
- 1.4. Any proposed amendments to these Operational Rules must be agreed by 80% of the members of the Committee attending a Committee Meeting.

### **2. Club Communications**

- 2.1. Information about the Club is posted on the Club website ([www.hartroadrunners.co.uk](http://www.hartroadrunners.co.uk)). Information about club events is sent regularly to Members by email. All Members are invited to contribute race reports to the Club Secretary to be attached to the email.

### **3. Publications**

- 3.1. From time to time the Club will issue documents that are required by the Constitution to be published and made readily available. These include the Agenda for an AGM, the Financial Accounts and Resolutions for either an AGM or Extraordinary General Meeting (EGM). The Members will be notified of the availability of these documents via announcements at regular Club training evenings and by email.

- 3.2. The documents will be published electronically. When published electronically the documents will either be attached to an email or a link will be provided within the email to allow Members to access them on the Club's website. Electronic documents will be published in Adobe PDF format.

#### **4. Membership**

- 4.1. The number of Members is currently unlimited. It is the Club's objective that this continues to be the case. However, from time to time the Committee will review the membership limit to consider whether issues like health and safety, the number of coaches or suitable premises to host the Club Members, should lead to a change in policy.
- 4.2. Membership subscriptions are payable on an annual basis becoming due on 1st March each year. Any new Members joining between 1st January and 28/29th February each year will be deemed to be a Member for the rest of that Club year and the whole of the following year (i.e. a maximum of 14 months).
- 4.3. The Committee shall ensure that a list of Members is recorded and kept up to date. Typically the Committee will appoint one of their members as Membership Secretary and it will be their responsibility to maintain the list of members.
- 4.4. The list of Members is subject to the Club's Data Protection Policy, which is published on the club website. The list of Members will be available to:
- The Membership Secretary (full list);
  - The Secretary (full list);
- 4.5. The person responsible for maintaining the list of Members is to record the name of any Member who has been expelled. This is to ensure that should the expelled Member wish to re-apply for membership their application is considered by the Committee and any subsequent Committee members are aware of their previous expulsion.
- 4.6. The person responsible for maintaining the list of Members will also keep all previous yearly membership details for the purposes of analysis and to comply with the requirement to select a Chairman who has been a Member of the Club for the previous five years.

#### **5. Running and Social Events**

- 5.1. The Club organises and/or attends a number of running events each year as agreed by the Committee. Members are encouraged to wear Club kit for these events, which may be purchased from Alton Sports, Farnham.
- 5.2. The rules for the regular programmes, including the Thursday Night Mike Cloke Handicap, Multi Race Challenge, and Fleet Half Marathon Trophy are on the website. Changes to these rules will be agreed by the Committee.
- 5.3. The Club organises and / or attends a number of social events each year as agreed by the Committee. Where the Club organises events, prices for entry and other facilities provided, e.g. drinks, will be agreed by the Committee.
- 5.4. Hart Road Runners' Members take part in any Club activities at their own risk.

## **6. Reflective Running Clothing**

- 6.1. When running with the Club it is compulsory for all Members to wear reflective running clothing during the hours of dusk / darkness in winter months, between dates notified by the Chairman.
- 6.2. On any organised coached sessions between these dates, the Club coach in charge of the session may refuse to coach any member not wearing reflective running clothing.

## **7. Insurance**

- 7.1. The Club pays a regular premium in respect of Public Indemnity Insurance. This is currently provided by UK Athletics and the UKA insurance documents are available for download at:

<http://www.britishathletics.org.uk/governance/insurance/>

## **8. The Committee**

- 8.1. The role of the Committee is to discuss, co-ordinate, advise and present the views of the Members of the Club and in particular:
  - to examine, distil and to take note of the views advanced by the Club Members on matters of interest or concern relating to the Club and its operation or in relation to running and other related sports in general;
  - where appropriate, to formulate proposals for possible developments of the Club and/or other related issues;

- to provide the means for discussion with England Athletics and any other recognised sporting associations of any issues emanating from Members of the Club;
- to provide the means of dissemination to the Members of any proposals that these organisations may wish to refer for consideration to the Club;
- to deal with disciplinary matters as appropriate;
- to decide any questions as to the interpretation of the Constitution and these Operational Rules and decide on any other matter. The Committee shall arbitrate in any dispute and its decision shall be final.

## **9. Appointment of the Committee**

- 9.1. Where possible the outgoing Committee Members should attend the first Committee meeting of the next Club year to ensure a smooth handover to new Committee Members.
- 9.2. All nominees for election to the Committee shall declare any personal, financial or professional interests of concern to the Club by disclosing them in the Register of Interests. The Register of Interests will be reviewed and updated at the first Committee meeting in each Club year. Any nominees in doubt should discuss the matter with the Chairman.

## **10. Chairman**

- 10.1. The Chairman will automatically become a member of the Committee on appointment.
- 10.2. The role of the Chairman is as follows:
- to chair any meetings of the Club or Committee;
  - to oversee the running of the Club;
  - to present any Club awards / trophies along with the Club Captain;
  - to maintain the Register of Interests;
  - to carry out any other tasks appropriate to the Chairman.

## **11. Secretary**

- 11.1. At the Committee meeting immediately following the AGM the Committee shall elect one of its members to be the Secretary or the role may be split between two members. However, as the Secretary is a defined role in the Constitution and has a standard two year period of office only one of the roles will be

considered formally as the Hart Road Runners official Secretary. The person appointed the formal Secretarial role should be decided by the Committee as per the agreed constitutional process at the beginning of their period of office and the Club Members notified of the appointment in the minutes of the Committee meeting.

11.2. The Secretary should maintain an archive of all minutes, correspondence, amendments to the Constitution etc and to ensure that this, or access to it, is passed on to their successor. Currently the document archive is stored in a secure online Dropbox folder.

11.3. The communications part of the Secretary's role is as follows:

- In conjunction with the Membership Secretary, keep email contact details for current Members up to date;
- Email a weekly communications newsletter to all Club Members, detailing news, upcoming events and the current week's training schedule. This involves liaising with the committee, coaching team and HRR Members, keeping up to date with HRR news via Facebook and checking event results where appropriate;
- Email invites to winning Club Members for awards presentations;
- Email other HRR notices to Club Members where appropriate;
- Apply for London Marathon Club places.

11.4. The meetings part of the Secretary's role is as follows:

- Email the draft agenda for Committee meetings to the Committee members and ask for any other items to be included a week before the meeting. If necessary email the revised agenda;
- Attend Committee meetings and take minutes;
- Email draft minutes to the Committee for approval;
- Email approved minutes as a PDF file to the Committee and ask the website editor to publish them on the Club's website;
- Keep a record of any items from the Committee meetings that are to be raised at the AGM;
- Email the AGM agenda to the Communications Secretary 15-20 days before AGM;
- Attend the AGM and take minutes;
- Email the draft AGM minutes to the Committee for their provisional agreement;

- Email the provisionally agreed AGM minutes as a PDF file to the Committee and ask the website editor to publish them on the Club's website.
- 11.5. Should the Club require an EGM then the Secretary should:
- Email the EGM agenda to the Communications Secretary 15-20 days before an EGM;
  - Attend the EGM and take minutes;
  - Email the draft EGM minutes to the Committee for approval;
  - Email the approved EGM minutes as a PDF file to the Committee and ask the website editor to publish them on the Club's website.
- 11.6. If at any meeting the Secretary or Secretaries are absent, those Committee members present shall choose one of their number to be the Secretary of the meeting.

## **12. Treasurer**

12.1. At the Committee meeting immediately following the AGM the Committee shall elect one of its members to be the Treasurer.

12.2. The role of the Treasurer is as follows:

- to provide a financial report to the Committee at each meeting including the AGM. If absent from a meeting the Treasurer will provide a financial report to the Chairman and/or Secretary prior to the meeting;
- to maintain the Club bank accounts including making payments, withdrawals and deposits as appropriate;
- to reimburse Members promptly all reasonable expenses incurred by them provided such expenditure has been agreed in advance by the Committee;
- to hold an amount of petty cash, as agreed by the Committee, so that small amounts of authorised expenses can be promptly reimbursed;
- to maintain an up to date set of accounts which can be made available for examination by any Committee member together with any supporting documentation;
- to prepare the annual accounts for review and presentation to the Committee and Club Members;
- to carry out any other tasks appropriate to the Treasurer.

### **13. Club Captain**

13.1. The Club Captain will be selected by the Committee, with no fixed term of office. The Club Captain, if not already a Committee Member, shall attend meetings of the Committee on a non-voting basis.

13.2. The role of the Club Captain is as follows:

- to be a representative of the Club at sporting events;
- to collect any team awards / trophies;
- to present any Club awards / trophies along with the Chairman.

### **14. Social Secretary**

14.1. The role of Social Secretary centres around the main social events that the Club organises for its Members, these are:

- the May awards event;
- the Christmas meal;
- the children's Christmas party;
- the summer family fun day and BBQ.

14.2. In each case the Social Secretary is involved with venue selection and booking, choosing the format of the event, agreeing the date and times, helping to decide on agenda etc. In all cases it is the Social Secretary that would present the options to the Committee at a suitable meeting where decisions are made by the group.

14.3. Once all the above has been agreed, the event is published on social media, and ticket sales/attendance is promoted by all Committee members.

14.4. Other events that have some input and assistance from the Social Secretary would include:

- all cross country races;
- the Runnymede relays;
- the Mike Cloke memorial run.

These are primarily running events but also have a social element.

### **15. Membership Secretary**

15.1. The role of the Membership Secretary is as follows:

- To maintain the membership database;
- To manage the Members' registrations with UK Athletics;

- To provide information on current membership to Committee meetings;
- To be the main point of contact for any questions relating to membership;
- Respond to new membership enquiries;
- To ensure that all membership records are maintained securely in line with the Club's Data Protection Policy.

## **16. Other Officers of the Committee**

- 16.1. The Committee shall appoint other Officers, such as website editor, events secretary, press officer, newsletter editor and lead coach as it sees fit.
- 16.2. Any duly appointed Member or other individual shall be entitled to represent the Club if authorised by a majority vote of the Committee. The terms and duration of such authorisation shall be formally recorded in the minutes of the meeting at which the vote was taken.

## **17. Non-Committee Members Attending Committee Meetings**

- 17.1. Non-Committee Members may attend Committee meetings provided that they have formally given the Club Secretary notice one week in advance. The Chairman may restrict non-Committee Members to a maximum of two. The non-Committee Members may raise, advise or consult on a particular agenda item but will not have voting rights.

## **18. Selection of Charities at the AGM**

- 18.1. The Club's Constitution requires that the preferred charities shall be chosen by the Members at the AGM. The Committee will manage the selection of charities by:
- Restricting the number of preferred charities to a maximum of 5;
  - The Members will be requested to nominate their preferred charities by email or letter to the Club Secretary when the AGM notification is issued;
  - Should there be more than 5 charities proposed, a ballot form will be issued at the AGM where Members will be allowed to select their preferred top 5 charities;
  - The forms will be collected and the Committee will announce the winning charities after the AGM as an addendum to the AGM minutes.



## **19. Running Etiquette**

19.1. Due to the size of the Club and the numbers of Members participating at organised sessions, it is apparent that some basic rules need to be defined to ensure good running etiquette. These rules are designed to remind Members that it is everyone's duty to ensure:

- the Club is represented as a good neighbour and citizen;
- the Club is considerate to other people's health and safety; and
- Club Members are considerate of their own and other Members' health and safety.

The Club recommends that all Members shall:

- adhere to the rules for pedestrians as detailed in The Highway Code, [http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG\\_070108](http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_070108)
- use the pavements where possible;
- only run on the roads facing oncoming traffic when it is safe to do so;
- avoid forcing other pedestrians to be near the kerb with their back to the traffic;
- avoid forcing other pedestrians to step into the road especially when they have their back to oncoming traffic;
- remain in single file when running on the roads;
- warn other runners when there is a hazard that they may not have seen when running in a group;
- refrain from wearing audio devices when running.