



## **Centurion Running Club Handbook**

Welcome to Centurion Running Club and UK Athletics.

If you have joined as first claim active member you will receive your UK Athletics membership card shortly.

This pack is given to all new athletes, coaches, volunteers and officials within the club. It is important that you read and abide by all appropriate codes of conduct. If you feeling in any way that others within the club are not following these codes of conduct that you contact the club secretary as soon as possible.

By joining Centurion Running Club you agree to sign up to these codes of conduct.

## Contents:

1. Introduction and Club History.....	Page 3
2. Current Committee Members & Coaching Staff.....	Page 5
3. Club Constitution.....	Page 6
4. Club Competitions and Awards.....	Page 11
5. Code of Conduct for Athletics Clubs.....	Page 13
6. Code of Conduct for Coaches.....	Page 13
7. Code of Conduct for Technical Officials.....	Page 15
8. Code of Conduct for Athletes.....	Page 17
9. Code of Conduct for parents/people with parental responsibility.....	Page 19
10. Code of Conduct for Team Managers.....	Page 20
11. Complaints Procedures.....	Page 21
12. Data Protection Policy.....	Page 24
13. Inclusion Policy.....	Page 30
14. Health and Safety Policy.....	Page 32
15. Appendix 1 – Internet Links.....	Page 35
16. Appendix 2 – Accident Report Form.....	Page 36
17. Appendix 3 - Complaint form.....	Page 38

## **1 ~ Introduction and History**

### **Who we are**

The club was formed in 1972 as Centurion Joggers by John Walker and others, along the way we became Centurion RC and absorbed Coleshill running group.

We are now based at North Solihull Sports Centre (NSSC), Conway Road, Chelmsley Wood B37 5LA. We take part in road and cross country (XC) competitions including the Birmingham Cross Country League and the Warwickshire Road Race League, but also major national events like the English National XC Champs.

We cater for any adults from absolute beginners to seasoned runners.

### **Club Training**

Club nights are Tuesdays and Thursdays at 7pm outside NSSC. The sports centre has a running track that we will sometimes use for speed work sessions or warm ups prior to going out on the roads. Sundays are traditionally for longer runs, it offers us a chance to run out further, often from Coleshill, or even further afield like Cannock Chase or Lickey Hills.

Many of our training routes are available as GPX file via our website or by asking a committee member.

### **Races**

Membership will give you the option of being entered into the following races (club pays your entry fee)

- 4x Birmingham/Midland XC races
- 2x Area relays in Sutton Park
- Area XC Championships
- English National XC Championships

The club also organises a Grand Prix series of 6 races each winter around a local course. Usually, the first Sunday of the month from November through to April. As well as several other intra-club competitions throughout the year.

### **Social**

Along with our main social events, the awards evening, Christmas party and of course the Pub Run, we put on other socials throughout the year. These can include quiz nights, brewery tours, curry nights or athletics events such as the UK Champs or the London Marathon.

### **Membership Renewal Details**

Membership renewals are due to be paid by the end of March each year. After the end of March if memberships have not been renewed you won't be permitted to run for the club or take part in club events or internal races such as the Yacht race. Club events that are open to non-members such as Target Zero are unaffected.

There will be 1 month's grace period where you can still train with the club. The committee will of course look at any extenuating circumstances with regard to late payment of

membership. Payment after March will incur late payment fees also, £5 for singles, £3 for concession and £7 for couples.

### Other Services

All training and racing is covered by governing body insurance.

Club training kit and race vests are available from Team Managers.

Many local running shops will offer discounts for club members, you will need to show you UKA membership card in most cases.

Club member Dan Wrenn, offers discounted rates for club members for sports massage. Dan comes highly recommended by many members.



**DAN'S HEALTH**

**BOOK A MASSAGE NOW!**

Call or text Dan on  
07453 461992 to book  
an appointment

Offering a range of relaxing, deep  
tissue and sports massages

15 minutes - £15  
30 minutes - £30  
60 minutes - £45

Mobile service available,  
ask for more details!

 health\_dans  danshealth

## 2 ~ Committee Members & Coaching Staff Updated – 10<sup>th</sup> March 2021

### Committee

**Chairperson: Ed Wallace** – [chairman@centurionrc.org.uk](mailto:chairman@centurionrc.org.uk)

- The chair is responsible for organising the committee at meetings, chairing the AGM.

**Secretary: Chris Bailey**

- Responsible for club correspondence and committee management.

**Treasurer: Paul Cornock**

- Accounts manager for the club

**Membership secretary: Laure Bureau** – [membership@centurionrc.org.uk](mailto:membership@centurionrc.org.uk)

- Responsible for collecting membership subscriptions and registering members with UKA

**Minute Secretary: Elizabeth Smith**

- Minutes all committee meetings and the AGM

**Men's Team Manager: Andy Rea**

- Selects teams for interclub competitions

**Ladies Team Manager: Clare Colquhoun**

- Selects teams for interclub competitions

**Men's Team Captain: James Houghton**

- Assists team manager and substitutes if required.

**Ladies Team Captain: Alison Fergusson**

- Assists team manager and substitutes if required.

**Club Facilitator/Coaching Coordinator: Richard Buchanan**

- Involved in assisting with club events such as parkrun cup, agm, socials etc

**Publicity/Promotions Secretary: VACANT**

- Usually the race director for the Grand Prix, but not necessarily.
- Promoting the club via various means including Social media platforms.

**Club Records Keeper: Wayne Muddiman**

- Responsible for recording club data regarding club competitions

**Social Secretary (Non-Voting): Dan Wrenn**

- Organising various social events, agm and annual awards evening.

**News Editor (Non-Voting): Ed Wallace** – [chairman@centurionrc.org.uk](mailto:chairman@centurionrc.org.uk)

- Production a news update on a regular basis for club members.

**Welfare Officer 1 (Male): Martin Henderson** – [mhenderson1987@gmail.com](mailto:mhenderson1987@gmail.com)

**Welfare Officer 2 (Female): Clare Colquhoun** – [ccolquhoun29@gmail.com](mailto:ccolquhoun29@gmail.com)

- Deal with confidential matters that may arise related to athletes and have an understanding and an appropriate way to such matters.
- Responsible for the promotion of codes of conduct to members, parents and young people.
- Support the registration of all personnel involved in activities for young people with the club/organisation (CRB checks).
- Recognise the difference between poor practice in according to club rules and matters that would be seen as welfare issue.

**Club Coaches**

Clare Colquhoun  
Sam Horsfall

**Run Leaders**

Dan Wrenn  
Rich Buchanan (Triathlon leader)

**3 ~ Centurion Running Club Constitution  
Updated – 3<sup>rd</sup> March 2022****1. Name of Club**

The club will be called *Centurion Running Club* and may also be referred to Centurion RC or CRC. *Centurion Running Club* will be affiliated to *UK Athletics/England Athletics*.

**2. Aims and Objectives**

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in *Running*.
- To promote the club within the local community and *Running*.
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone

**3. Membership**

- i. Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in Running, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- ii. The membership shall consist of the following categories:
  - Full membership
  - Couples membership
  - Junior membership
  - Student (& other concessions) membership
  - Life membership
  - Non-UKA Membership (associate)
- iii. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- iv. Members in each category will pay membership fees, as determined at the Annual General Meeting.
- v. Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.
- vi. Members may resign at any time by giving notice to the membership secretary but there is no legal entitlement to a refund of part or the entire membership fee. Membership will cease immediately on the giving of such notice, upon death, and upon the failure of the member to comply with any condition of membership set out in this constitution.

**4. Competition**

- i. The club colours comprise a vest top with blue and white hoops (horizontal stripes). Unless changed by consent of UK Athletics.
- ii. Members competing in official races representing the club must wear the specified club colours.
- iii. Official races are any races directly administered by UK Athletics bodies, such as Midland Counties Athletics, England Athletics etc. But
- iv. Other races such as local club administered races, it is no required to wear club colours but it is preferable that you do if entered as a CRC member.

- v. If you are first claim to Centurion RC you must wear club colours in area and national races, although out of area and local races you can wear 2<sup>nd</sup> claim colours.

## 5. Sports Equity

- i. This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising 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.*

- ii. 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.
- iii. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- iv. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- v. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## 6. Application of Funds

- i. The club is a non-profit distributing organisation. Surplus income or profits after maintaining prudent reserves are to be used to maintain or improve the club's facilities and/or to further the club's aims and objectives above;
- ii. For the avoidance of doubt the club may sell and supply food, drink and related sports clothing and equipment, remunerate members for the bona fide provision of tangible goods and services for the benefit of the club provided that such arrangements are approved by the management without the member being present and are agreed on an arm's length basis, pay interest on money lent by a member to further the aims and objectives of the club at a commercial rate of interest, reimburse any member for reasonable and proper out of pocket expenses incurred on club business, insure against any liability which the management considers appropriate and pay for reasonable hospitality for visiting teams and guests;
- iii. No member, however, shall be remunerated for serving on the management, undertaking club duties or competing for or on behalf of the club;

## 7. Committee

- i. The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, Secretary and other elected voting positions, as determined at the Annual General Meeting.
- ii. Elected voting positions are as listed here:
  - Chairperson
  - Secretary
  - Treasurer
  - Membership Secretary

Men's Team Captain  
Ladies' Team Captain  
Men's Team Manager  
Ladies' Team Manager  
Promotions Officer  
Club Records Officer  
Minute secretary  
Club Facilitator

- iii. Elected non-voting positions:  
Social Secretary
- iv. All committee members must be members of the Club.
- v. If required, the committee shall elect a Vice Chair from among its members.
- vi. The term of office shall be for one year, and members shall be eligible for re-election.
- vii. If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- viii. The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- ix. The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- x. The Committee will be responsible for disciplinary hearings of members who infringe the club code of conduct. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- xi. The committee meetings will be convened by the Secretary of the Club and aim to be held every first Thursday in the month, with no less than 8 times per year.
- xii. Only the posts listed above will have the right to vote at committee meetings.
- xiii. The quorum required for business to be agreed at Committee meetings will be 5.

#### **8. Finances**

- i. The club treasurer will be responsible for the finances of the club.
- ii. The financial year of the club will run from 1<sup>st</sup> January and end on 31<sup>st</sup> December
- iii. All club monies will be banked in an account held in the name of the club.
- iv. An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.



- v. Any cheques drawn against club funds should hold the signatures of the treasurer plus one of up to two other officers.

## **9. Annual General Meetings and Extraordinary General Meetings**

- i. General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- ii. The Club shall hold the Annual General Meeting (AGM) in the month of January to:
  - Approve the minutes of the previous year's AGM.
  - Receive reports from the Chairman and Secretary.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Receive a report from those responsible for certifying the Club's accounts.
  - Elect the officers on the committee.
  - Agree the membership fees for the following year.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
- iii. Notice of the AGM will be given by the club secretary with at least 28 days' notice to be given to all members.
- iv. Nominations for officers of the committee will be sent to the secretary prior to the AGM.
- v. Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
- vi. All members have the right to vote at the AGM.
- vii. The quorum for AGMs will be a minimum of 20 persons or 25% of current membership whichever the larger number is.
- viii. The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- ix. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- x. All procedures shall follow those outlined above for AGMs.

## **10. Amendments to the constitution**

- i. The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **11. Discipline and appeals**

- i. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Chairperson is the lead contact for all members in the event of any child protection concerns.

- (a) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary or other committee member if the complaint is regarding the Secretary.
- (b) The Management Committee will meet to hear complaints within 7 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- (c) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 28 days of the hearing.
- (d) If a complaint is upheld the committee will refer to the disciplinary procedure.
- (e) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

**10 Dissolution**

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of *UK Athletics*

**11 Declaration**

*Centurion Running Club* hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

<b>Name</b>	<b>Ed Wallace</b>	<b>Position</b>	Chair
<b>Sign</b>	<b>Ed Wallace</b>	<b>Date</b>	3/3/2022

<b>Name</b>	<b>Chris Bailey</b>	<b>Position</b>	Secretary
<b>Sign</b>	<b>Chris Bailey</b>	<b>Date</b>	3/3/2022

#### 4 ~ Club Competitions & Awards

- Runner of the Month (Trophy)
  - Awarded for running achievement in a month. Maybe awarded for services to the club in light of running achievement
  - Male and Female ROTM every month. Nominated by the membership with vote by committee.
- Club Championship (Trophy)
  - Male & Female winners, runners up and 3<sup>rd</sup> place trophies
  - Points accrued from WRRL , XC and Relay races through the year
  - All 4 Birmingham or Midland League XC races count
  - Best performance from either of the Warwickshire or Midland XC Champs
  - Best 6 WRRL performances count
  - Both 6 & 12 stage Midlands Road relays count
- Club Cross Country (XC) Championship (Trophy)
  - All 4 Birmingham or Midland League XC races count
  - Both Warwickshire and Midland XC races count
  - The National XC does not count.
- Club Relay Championship (No Trophy)
  - Both 6 & 12 stage Midlands Road relays count
- Club Warwickshire Road Race League (WRRL) Championship (Trophy)
  - Best 6 of 11 races of the WRRL count.
  - This can be adjusted by committee vote if there are more or less races in a season.
- John Walker Trophy
  - Awarded for the first place male and female Centurions in the Grand Prix Series (on points from 4 races not all 6)
- Parkrun Cup (Trophy)
  - Parkrun Handicap 1v1 championship usually run from May – September
  - Entrants drawn for 1<sup>st</sup> round from a hat
  - Entrants to organise their tie date against each other at Babbs Mill parkrun.
  - 1 round per month
- Target Zero – Stan Godwin Trophy (Trophy)
  - Winner of our Boxing day mile event
- Mick Hollis Memorial Trophy
  - Team Handicap Relay
- Centurion Yacht Race Series
  - 2m events once a month from April until August
  - Handicapped event with staggered start times.
- Most Improved Runner Male & Female Awards (Trophy)
  - Decided by Club Captains and Managers
- Best Newcomer Male & Female Awards (Trophy)
  - Decided by Club Captains and Managers
- Club Member of the Year (Trophy)
  - Nominations from the members then a secret ballot by the committee
  - Committee members get up to 3 votes each if there are more than 3 nominees
- Lifetime membership
  - Awarded to long serving members who have served the club above and beyond, free lifetime membership of the club and UKA.

## **5 ~ Code of Conduct for Athletics Clubs**

### **As a responsible Athletics Club we will:**

- Adopt national welfare policies and procedures, adhere to the codes of conduct and respond to any suspected breaches in accordance with the Welfare Procedures
- Appoint a welfare officer, preferably two, one male and one female, and ensure that they are provided with appropriate training to act as a first point of contact for concerns about welfare issues
- Ensure that all staff and volunteers operating within the club environment hold the appropriate qualifications and have undertaken the appropriate checks e.g. CRB//Disclosure Scotland, licences, qualifications such as massage, sports nutrition etc
- Ensure that coaches, technical officials and club officers attend recommended training in welfare and safeguarding and protecting children as appropriate.
- Liaise appropriately with parents/persons with parental responsibility, officials, coaches, sports scientists, national governing bodies and other relevant people/organisations to ensure that good practice is maintained
- Ensure that information is available at the club and to all club officers, team managers, coaches and officials regarding contact details for local social services, the police and the NSPCC
- Ensure that club officers and volunteers always act responsibly and set an example to others including younger members
- Respect the rights, dignity and worth of every club member and others involved in athletics and treat everyone equally.
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Challenge inappropriate behaviour and language by others
- Place the welfare and safety of the athlete above other considerations including the development of performance
- Report any suspected misconduct by club officials, coaches, technical officials or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

## 6 ~ Code of Conduct for Coaches

### As a responsible athletics Coach you will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete above the development of performance
- Be appropriately qualified including obtaining CRB clearance, update your licence and education as and when required by UKA and adhere to the terms of the coaching licence
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
- At the outset clarify with athletes (and where appropriate, with parents or carers) exactly what it is that is expected of them and what athletes are entitled to expect from you
- Never try to recruit, either overtly or covertly, athletes who are already receiving coaching. If approached by an athlete receiving coaching refer immediately to the coach currently providing coaching support.
- Try to observe a recommended maximum ratio of 1 coach to 12 athletes at a training session or work in partnership with another coach/coaching assistant.
- Cooperate fully with others involved in the sport such as technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Encourage and guide athletes to accept responsibility for their own performance and behaviour
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or vulnerable adults
- Do not exert undue influence to obtain personal benefit or reward
  
- A coach **MUST** strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- In particular, you **MUST NOT** allow an intimate personal relationship to develop between yourself and any athlete aged under **18 years**. Any violation of this could result in a coach licence being withdrawn. It may also be a criminal offence to conduct a relationship with an athlete aged under 16 years. It may also be a violation of your coaching licence to form an intimate personal relationship with a vulnerable adult coached by you.
- It is **strongly recommended** that you do not allow intimate relationships to develop between yourself and athletes coached by you aged over 18 years.

### As a responsible coach, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Be aware that your attitude and behaviour directly affects the behaviour of athletes under your supervision

- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

**In addition, coaches should follow these guidelines on best coaching practice, in particular with young athletes or with vulnerable adults**

- Avoid critical language or actions, such as sarcasm which could undermine an athlete's self esteem.
- Avoid spending time alone with young athletes unless clearly in the view of others to protect both yourself and the young athlete. In special circumstances, for example when coaching elite young athletes, one to one coaching sessions may form part of the required training schedule. In this circumstance, parental/guardian consent must be sought and obtained prior to sessions taking place. The coach must inform the parent/guardian of the venue for training and an emergency contact number should be provided by both the coach and parent/guardian.
- Avoid taking young athletes alone in your car
- Never invite a young athlete alone into your home
- Never share a bedroom with a child
- Always explain why and ask for consent before touching an athlete
- Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue
- Work in same-sex pairs if supervising changing areas
- Respect the right of young athletes to an independent life outside of athletics
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and club Welfare officer as soon as possible.
- Report any suspected misconduct by other coaches or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

## 7 ~ Code of Conduct for Technical Officials

### As a responsible technical official you will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete above the development of performance
- Be appropriately qualified including obtaining CRB clearance, update your licence and education as and when required by UKA and adhere to the terms of the technical officials' licence
- Keep up to date with any changes in the relevant competition rules and seek the advice of others if necessary
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
- At the outset clarify with athletes (and where appropriate, with parents or carers) exactly what it is that is expected of them and what athletes are entitled to expect from you
- Cooperate fully with others involved in the sport such as other technical officials, competition providers/organisers, team managers, coaches, and representatives of the governing body in the provision of fair and equitable conditions for the conduct of athletics events under the relevant rules of competition.
- Act in a decisive, objective but friendly manner in your interaction with other officials, athletes, coaches and spectators and carry out your duties in an efficient and non-abrasive manner.
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Never smoke whilst officiating or consume alcoholic beverages to a degree that it affects your ability or competence to undertake your officiating duties.
- Be fully prepared for the officiating task that is assigned to you
- Dress appropriately, to the standard and nature of the competition as outlined by the relevant officials' committee
- Arrive in good time for the competition and report to the official in charge
- Conduct the event in accordance with the rules and with due respect to the welfare of the athlete
- Work in a spirit of cooperation with other officials and do not interfere with their responsibilities
- Offer guidance and support to less experienced officials whenever appropriate
- Encourage and guide athletes to accept responsibility for their own performance and behaviour
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or with vulnerable adults
- Do not exert undue influence to obtain personal benefit or reward
  
- A Technical Official **MUST** strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other athletes, coaches and team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- In particular, you **MUST NOT** allow an intimate personal relationship to develop between yourself and any athlete aged under **18 years**. Any violation of this could result in a technical official's licence being withdrawn. It may also be a criminal offence to conduct a

relationship with an athlete aged under 16 years. It may also be a violation of your technical officials licence to form an intimate personal relationship with a vulnerable adult judged/officiated by you

- It is also **strongly recommended** that you do not allow intimate relationships to develop between yourself and athletes judged by you aged over 18 years.

**As a responsible Technical Official, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:**

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

**In addition, technical officials should follow these guidelines on best practice, in particular with young athletes or vulnerable adults**

- Avoid critical language or actions, such as sarcasm which could undermine an athlete's self esteem.
- Avoid spending time alone with young athletes unless clearly in the view of others
- Avoid taking young athletes alone in your car
- Never invite a young athlete alone into your home
- Never share a bedroom with a child
- Always explain why and ask for consent before touching an athlete
- Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue
- Work in same-sex pairs if supervising changing areas
- Respect the right of young athletes to an independent life outside of athletics
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and Club/Regional/National or UKA Welfare officer as soon as possible.
- Report any suspected misconduct by other technical officials, coaches or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible



## **8 ~ Code of Conduct for Athletes**

Centurion Running Club (CRC) is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the club Secretary or other committee member.

### **As a responsible athlete you will:**

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally.
- Uphold the same values of sportsmanship off the field as you do when engaged in athletics
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the yourself and other athletes
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Anticipate and be responsible for your own needs including being organised, having the appropriate equipment and being on time
- Members should keep to agreed timings for training and competitions or inform their team manager if they are going to be late.
- Members must pay any fees for training or events promptly.
- Inform your coach of any other coaching that you are seeking or receiving
- Always thank the coaches and officials who enable you to participate in athletics

### **As a responsible Athlete, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:**

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

### **In addition, athletes, especially young athletes and vulnerable adults, should follow these guidelines on safe participation in athletics**

- Notify a responsible adult if you have to go somewhere (why, where and when you will return)
- Do not respond if someone seeks private information unrelated to athletics such as personal information, home life information
- Strictly maintain boundaries between friendship and intimacy with a coach or technical official
- Never accept lifts in cars or invitations into homes on your own without the prior knowledge and consent of your parent/carer

- Use safe transport or travel arrangements
- Report any accidental injury, distress, misunderstanding or misinterpretation to your parents/carers and club Welfare officer as soon as possible.
- Report any suspected misconduct by coaches or other people involved in athletics to the club welfare officer as soon as possible

## **9 ~ Code of Conduct for parents/people with parental responsibility**

### **As a responsible parent/person with parental responsibility or other supporter you will**

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Never place undue pressure on children to perform, participate or compete
- Check out the qualifications and licences of people who are coaching or managing your child or offering a service connected to athletics such as physiotherapy, massage or nutritional advice.
- Take an active interest in your child's participation
- Attend training or competitions when ever possible
- Know exactly where your child will be and who they will be with at all times
- Never make assumptions about your child's safety
- Ensure that your child does not take any unnecessary valuable items to training or competition
- Inform your child's coach or team manager of any illness or disability that needs to be taken into consideration for athletic performance
- Provide any necessary medication that your child needs for the duration of trips
- Assume responsibility for safe transportation to and from training and competition
- Return any necessary written consent forms to the club/team manager or appropriate person, including next of kin details, health and medical requirements before your child goes to any away events or trips
- Report any concerns you have about your child's or any other child's welfare to the Club Welfare Officer, Regional, National or UKA Welfare Officers. (This does not affect your right to contact your local social services or the police if you feel it is necessary)

### **As a responsible parent/person with parental responsibility or other supporters for a young athlete, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:**

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Be aware that your attitude and behaviour directly affects the behaviour of your child and other young athletes
- Avoid destructive behaviour and leave athletics venues as you find them
- Never engage in any inappropriate or illegal behaviour
- Not carry or consume alcohol to excess and/or illegal substances.
- Not carry any items that can be dangerous to yourself or to others excluding athletics equipment used in the course of your child's athletics activity

## **10 ~ Code of Conduct for Team Managers**

### **As a responsible Team Manager you will:**

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Avoid destructive behaviour and leave athletics venues as you find them
- Never engage in any inappropriate or illegal behaviour
- Not carry or consume alcohol to excess and/or illegal substances.
- Not carry any items that can be dangerous to yourself or to others excluding athletics equipment used in the course of the athletics activity

### **In addition, Team Managers should follow these guidelines on best practice, in particular with young athletes and vulnerable adults**

- Take reasonable care in all circumstances of any athlete under 18 years who is at an event without a parent or person with parental responsibility
- Provide the appropriate ratio of staff for the age and ability for athletes travelling away from home. The recommended ratio is one adult to ten children
- Provide staff of the same sex to undertake chaperoning duties
- Check that all volunteers have been through the appropriate recruitment and selection checks and have attended the appropriate training e.g. CRB and self declaration, safeguarding awareness training
- Notify all parents/people with parental responsibility/carers of athletes under 18 years of the times and venues of any competitions and the appropriate contact telephone numbers
- Ensure that written consent has been obtained from all persons with parental responsibility for athletes under 18 years prior to the competition
- Liaise with the parents/person with parental responsibility of an athlete under 18 years if the athlete becomes involved in an accident or serious breach of health and safety or discipline whilst under your care
- Comply with welfare policies and procedures and any local authority or school procedures or any other policies and procedures that might apply to a particular venue, group of athletes, or competition.
- Report any suspected misconduct by coaches, technical officials or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

## 11 ~ The Complaints Procedure

### Statement of Intent

Centurion Running Club (CRC) is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the club Secretary or other committee member.

### Aim

It is the CRC Committee's principal aim to learn from its mistakes. It will try to bring all concerns about the running of CRC to a satisfactory conclusion for all parties involved. Where appropriate, it will rectify mistakes, errors of judgment or missteps and in some situations, it may only be able to provide an explanation for its actions.

### Methods

To achieve this, the Committee adheres to this Complaints Procedure. As part of its procedure, the Committee will keep a 'complaints summary' which comprises a copy of all complaints received and a copy of the responses that it provides.

### Types of Complaint

**Organisational/Administrative Complaints:** For problems that have arisen in the ordinary day-to-day operations of CRC, which may include the standard of administration, coaching, organisation of club runs and activities, etc.

**Member Conduct Complaints:** For the more serious of complaints, for example; the improper or aggressive conduct of another club member, theft, etc.

Under each type of complaint, there is a degree of escalation that may occur depending on the seriousness of the complaint.

### Who should you complain to?

All complaints must be addressed in writing to the Chairman of CRC, either via email at [chairman@centurionrc.org.uk](mailto:chairman@centurionrc.org.uk) or in person.

**NB:** If the complaint relates to the conduct of the Chairman, address the complaint to the Club Secretary either via email at [secretary@centurionrc.org.uk](mailto:secretary@centurionrc.org.uk) or in person

### What should the complaint include?

1. Complaints must be clearly dated and must specify whether they are an organisational/administrative complaint or a member conduct complaint
2. Complaints must include a brief description of the event and the circumstances leading up to that event, providing dates, times and locations to the best of the complainant's knowledge
3. If you wish to make a complaint but require some assistance putting the complaint into writing, a template complaint form can be provided upon request

#### How will your complaint be dealt with?

All complaints received will be acknowledged within 5 days of receipt.

#### **Organisational/Administrative Complaints**

1. Step 1: The Chairman will investigate the surrounding details and provide feedback to the complainant regarding the outcome of that investigation within 28 days of receipt of the complaint.

Feedback may be provided via telephone, by email or by post. However, the Chairman's findings will always be recorded in a complaints summary and maintained for at least 3 years.

2. Step 2: If the complainant is unhappy with the outcome of the initial complaint, they may choose to:
  - a. request a face-to-face meeting with the Chairman within 30 days of the outcome of the initial complaint
    - i. Requests must be made in writing to the Chairman via email or in person. Following a request for a formal meeting, the Chairman will organise the meeting within 30 days of receipt of the request, at the earliest possible convenience for both parties
  - b. In the event that the meeting does not take place or proves insufficient, the complainant may escalate the complaint to England Athletics.

The Committee will store all information pertaining to organisational/administrative complaints for 3 years.

#### **Member Conduct Complaints**

1. Step 1: The club Chairman (or Secretary, if the complaint relates to the conduct of the Chairman) will investigate the surrounding details, contacting all relevant parties where necessary, including the complainant, the accused member and any potential witnesses.

The Chairman may call upon other club members to assist in the conduct of the investigation where necessary.

All efforts will be made with the relevant parties to address the issue raised and to find a satisfactory conclusion.

The initial outcome of that investigation will be fed back to the complainant and the accused member within 28 days of receipt of the complaint, where possible.

**NB:** If further time is required, all relevant parties will be informed

If the complaint is upheld and the accused member is found to have broken the club's Code of Conduct, disciplinary action will be taken.

2. Step 2: If the complainant or the accused member is unhappy with the outcome of the initial complaint, they may choose to:
  - a. request a face-to-face meeting with the Chairman within 30 days of the outcome of the initial complaint
    - i. Requests must be made in writing to the Chairman via email or in person. Following a request for a formal meeting, the Chairman will organise the meeting within 30 days of receipt of the request, at the earliest possible convenience for both parties
  - b. In the event that the meeting does not take place or proves insufficient, the complainant or the accused member may escalate the complaint to England Athletics

The Committee will store all information pertaining to member conduct complaints for 5 years.

### **Policy Date**

This policy was agreed and disseminated on 31st January 2019 and will be reviewed annually or when there are substantial organisational changes.

**Policy Review Date:** 1 March 2023

**Signed:**

**Name:** Ed Wallace

**Position:** Chairman, Centurion Running Club

**Date:** 1/2/2019

## 12 ~Centurion Running Club – Data Protection Policy

### PRIVACY NOTICE FOR OUR MEMBERS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to **we**, **our** or **us** in this privacy notice are to the **Centurion Running Club**

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws, but our Club Membership Secretary has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

#### 1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

Depending on the type of membership you register for with us, you may initially provide us with or we may obtain **personal information** about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- use of and movements through our online portal, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;
- records of your attendance at any events hosted by us;
- images in video and/or photographic form and voice recordings;
- details of any county membership;
- details of next of kin, family members, coaches and emergency contacts;
- records and assessment of any rankings, grading or ratings, competition results, details regarding races attended and performance;
- any disciplinary and grievance information;

#### 2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following "**special categories**" of more sensitive personal information regarding you:

- information about your race or ethnicity, religious beliefs and sexual orientation;
- information about your health, including any medical condition, health and sickness records, medical records and health professional information; and

We may not collect all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so on the basis that

- the processing is necessary for reasons of substantial public interest, on a lawful basis;
- it is necessary for the establishment, exercise or defence of legal claims;
- it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or
- based on your explicit consent.

In the table below we refer to these as the "special category reasons for processing of your personal data".



### 3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you apply to become a member of the club, when you purchase any services or products we offer, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

We also may collect personal information about you from any third party references you provide as part of the application process for membership. Such as UK Athletics, Warwickshire Road Race League etc.

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the “Your rights in relation to personal information” section below.

### 4. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
To administer any membership you have with us and managing our relationship with you, including dealing with payments and any support, service or product enquiries made by you	All contact and membership details, transaction and payment information, records of your interactions with us, and marketing preferences.	This is necessary to enable us to properly manage and administer your membership contract with us.
To arrange and manage any contracts for the provision of any services or products	Contact details, transaction and payment information.  Records of your interactions with us.	This is necessary to enable us to properly administer and perform any contract for the provision of any services and products you have purchased from us.
To send you information which is included within your membership benefits package, including details about competitions and events, partner offers and discounts and any updates	Contact and membership details.	This is necessary to enable us to properly manage and administer your membership contract with us.
To send you other marketing information we think you might find useful or which you have requested from us, including our newsletters, information about membership, events, products and information about our commercial partners	Contact details and marketing preferences.	Where you have given us your explicit consent to do so.  You be unlikely to receive such marketing information from us. But from third parties when signing up as a competitive member registered with UK athletics.
To answer your queries or complaints	Contact details and records of	We have a legitimate interest to provide complaint handling services to you in case there are any issues

	your interactions with us	with your membership.
<b>Retention of records</b>	All the personal information we collect.	<p>We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and run our club and in some cases we may have legal or regulatory obligations to retain records.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p> <p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>
<b>The security of our IT systems</b>	Your usage of our IT systems and online portals.	We have a legitimate interest to ensure that our IT systems are secure.
<b>To conduct data analytics studies to better understand event attendance and trends within the sport</b>	Records of your attendance at any events or competitions hosted by us.	We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.
<b>For the purposes of promoting the club, our events and membership packages.</b>	Images in video and/or photographic form.	<p>Where you have given us your explicit consent to do so.</p> <p>For Junior members specific permissions will be obtained before any imagery or information is used for this purpose.</p>
<b>To administer your attendance at any courses or programmes you sign up to</b>	<p>All contact and membership details,</p> <p>transaction and payment data.</p> <p>Details of any membership and performance data.</p>	This is necessary to enable us to register you on to and properly manage and administer your attendance on the course and/or programme.
<b>To arrange for any trip or transportation to and from an event</b>	Identification documents details of next of kin, family members and emergency contacts, transaction and payment information, health and medical information.	<p>This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to an event.</p> <p>We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.</p>
<b>To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety and to assess your fitness to participate in any events or activities we</b>	Health and medical information	We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.

host and to provide appropriate adjustments to our sports facilities.		
To gather evidence for possible grievance or disciplinary hearings	All the personal information we collect	We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications.  We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.
For the purposes of equal opportunities monitoring	Name, title, date of birth  gender, information about your race or ethnicity and health and medical information	We have a legitimate interest to promote a sports environment that is inclusive, fair and accessible.  We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.
To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements	Information about your criminal convictions and offences	For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

## 5. DIRECT MARKETING

**Email, post and SMS marketing:** from time to time, we may contact you by email, post or SMS with information about products and services we believe you may be interested in.

We will only send marketing messages to you in accordance with the marketing preferences you set. You can then let us know at any time that you do not wish to receive marketing messages by contacting the membership secretary. You can also unsubscribe from our marketing by clicking on the unsubscribe link in the marketing messages we send to you.

## 6. ACCESS TO YOUR PERSONAL INFORMATION

With Centurion Running Club only committee members have access to your personal information, this access will be revoked whenever there is a change of personnel within the committee structure. Any copies of that data that is temporarily stored on an individual's computer we will ask to be permanently deleted.

## 7. DISCLOSURE OF YOUR PERSONAL INFORMATION

We share personal information with the following parties:

- **Any party approved by you.**
- **To any governing bodies or regional bodies for the sports covered by our club:** to allow them to properly administer the sports on a local, regional and national level.
- **The Government or our regulators:** where we are required to do so by law or to assist with their investigations or initiatives.
- **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

## 8. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

## 9. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 5 years after your last contact with us or the end of your membership. Exceptions to this rule are:

- Details regarding unsuccessful membership applicants where we hold records for a period of not more than 12 months;
- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You may be able to update some of the personal information we hold about you can contact us by using the details set out in the "**Contacting us**" section below.

## 10. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;

- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

#### **11. CHANGES TO THIS NOTICE**

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

#### **12. CONTACTING US**

In the event of any query or complaint in connection with the information we hold about you, please email [membership@centurionrc.org.uk](mailto:membership@centurionrc.org.uk) or [secretary@centurionrc.org.uk](mailto:secretary@centurionrc.org.uk).

**Version dated 29<sup>th</sup> August 2019**

### 13 ~ Inclusion Policy

For the purposes of this policy 'inclusion' means access for all. It means recognising differences between individuals / groups and providing opportunities for them to participate in Athletics and Running regardless of those differences, whether this is as a participant, coach, leader, official, volunteer or member of staff.

**Centurion Running Club** embraces diversity and difference and is committed to providing opportunities that are safe, inclusive, accessible and equitable. We want our club to be equally accessible to all members of society, whatever their age, disability, gender, race, ethnicity, sexuality or social/economic status.

We will develop a focus on inclusion, not exclusion, and ensure that we provide appropriate advice to members and volunteers to ensure that everyone can participate as fully as possible.

The Inclusion Policy is intended to promote a change in attitudes and perceptions and to improve opportunities for everyone to participate at our club.

We will seek to ensure that we comply with the [Equality Act 2010](#) and the characteristics protected by it (age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity) and encourage our members to do so. We will seek to include everyone regardless of whether they have a protected characteristic or not.

Our aim is to provide an environment where everyone feels:

- Welcome
- Represented
- Included in decision making
- Able to participate
- Safe and free from discrimination, bullying, harassment and vilification.

#### **Aims**

The aims of the Inclusion Policy are:

- To promote the development of knowledge and understanding of disability, equity and inclusion amongst our participants, leaders/coaches, officials, volunteers and competition/event organisers by the provision of appropriate guidance and training. To guide and support the integration of inclusive practice into our core club/group programmes and activities.
- To contribute towards growing and sustaining numbers of people from under-represented groups participating within our club.
- To promote inclusion within Athletics and Running wherever possible and in accordance with the provisions of the Equality Act. The chairperson is typically the most senior official role in a club and fulfils a range of duties dealing with overall management of club affairs. The chairperson leads the club to achieve their vision, short term and long-term goals.
- To adopt inclusive practice within our competition and events.

- To promote close working partnerships with relevant groups and organisations to support the development of inclusive practice within our club.

## **Commitment**

We will;

- Not tolerate discrimination, harassment, bullying or victimisation.
- Actively identify and reduce barriers to participation for under-represented groups.
- Consult with expert partners and other organisations to facilitate inclusive practices and remove barriers to participation.
- Ensure under-represented groups are given the opportunity to participate in all aspects of our club.
- Provide opportunities for all in coaching, officiating and leadership positions.

There are a number of measures that we will take to ensure that we are working under the guidance of the Policy and within the requirements of the [Equality Act \(2010\)](#).

## **We will provide a welcoming environment**

- We will think positively about how we can include people rather than focusing on potential barriers to participation.
- We will consider how our club/group is promoted. For example, by providing information in formats which are accessible and by using appropriate imagery.
- We will encourage people to contact us to discuss their needs and requirements to facilitate inclusion and we will ensure we consider what reasonable adjustments could be made to enable them to participate.
- We will develop the knowledge and understanding of key officials, coaches, leaders and other volunteers, of disability, equity and inclusive practice by providing appropriate guidance and training.

## **We will talk to people**

- We will, so far as is reasonably possible, consult with relevant groups and with prospective individuals about their needs and requirements.
- We will not make assumptions and will try to speak to people about the reasonable adjustments they believe might be made to enable them to participate and to discuss how these could be made.

## **We will make reasonable adjustments**

- We will demonstrate that every effort has been made to enable everyone to participate and that inclusion not exclusion has been the priority.
- If reasonable adjustments are required to make an event/activity accessible, then we will make those reasonable adjustments.

## 14 ~ Health & Safety Guidelines for members

Updated: 4/5/2022

**Club Responsibility:** As far as possible, the Club will aim to protect the health and safety of all members engaged in Club training and participating in Club competition.

**Guidelines:** The scope of the Health and Safety guidelines extends to training sessions and organised Club events. In order to achieve its aim, the Club will:

- Endeavour to provide helpful guidance to members verbally and make the Health and Safety Guidelines available on the Club website
- Ensure that Club coaches have appropriate training to lead Club training sessions, and provide details of the Club coaches on the Club website
- Provide suitable facilities and equipment for Club training sessions and Club events including First Aid and Welfare facilities.
- Ensure that any organised Club race or Club event is subject to a suitable and sufficient risk assessment.

**Member Responsibility:** Members should familiarise themselves with the Health and Safety Guidance located in the club handbook. This Guidance includes advice on weather, terrain, personal limitations and protecting your fellow Club members. As members you have a responsibility to do your best to prevent harm to yourselves, your running partners or members of the public. As members you should acknowledge that you owe a duty of care to not wilfully injure yourselves or others by your negligent acts or omissions.

**Reporting:** The Club relies on its members to report any problems encountered whilst running on training routes. For example, dangerous stiles, damaged pavements, potholes, poor visibility etc.

**Guidelines Review:** The Health and Safety Guidelines, Club procedures and any associated Health and Safety Guidance will be reviewed, at least on an annual basis, to ensure that they remain accurate and reflect the Club ethos.

### The Guidelines:

All members agree to abide by the Club's Health & Safety Guidelines as follows:

**Safety generally:** All club members must take personal responsibility for their own safety, whilst keeping a watchful eye on others running in the same group, particularly new members. Consideration should be given to others, and common sense used. Members should be aware of the advice available through running magazines and other sources on issues including diet, dehydration and the treatment of strains and injuries due to participation in the sport. Advice should be sought from experts and professional practitioners outside the running club as appropriate.

**Medical conditions:** All members of the club declare themselves medically fit to run at their own risk and shall not hold the club responsible for any incident



occurring through a personal medical condition or injury. As appropriate, members should request regular check-ups with their General Practitioner. Members with any medical conditions agree where appropriate to carry with them the relevant details of the condition and their name, address and emergency phone number contact details. Voluntary disclosure of medical conditions shall be the responsibility of the individual member or their carer in circumstances where they consider an individual risk assessment approach to their welfare may be appropriate.

**Appropriate clothing:** Members should understand the value of wearing appropriate clothing for the time of year and appropriate shoes for the variations of terrain. When running in the dark members should take responsibility for making themselves highly visible by them wearing "Bright fluorescent clothing with reflective strips/shapes" and please be aware that drivers may find it difficult to see you. Below is an example of an acceptable outer layer:



**Staying together:** The group endeavour to stay together as much as possible. Members should take care to listen to the proposed route before setting off. The group lead should ensure that a head count is taken and that a tail runner (**back-marker**) has been assigned to ensure that no one individual gets left behind. Whenever mixed ability occurs within a group, regrouping should take place at appropriate times along the route to ensure that no one individual gets left behind. If anyone decides to leave the group whilst out on the run, they must inform at least one other runner in that group.

Upon returning to the start the group lead should check that everyone who started out has returned or can be accounted for.

**Road Sense:** Routes shall be planned to avoid unlit roads at night during hours of darkness. Routes passing along roads without footpaths shall be avoided wherever possible and when this is not possible (on quiet roads) runners shall run to the right to face any oncoming traffic or to the left at bends where forward visibility to the right is limited.

**First Aid:** Members shall familiarise themselves with any individuals who have a recognised emergency first aid qualification within the club.

**Run Leaders:** Should ensure group management is followed and the each group has a mobile phone with them for emergencies.

**Club Events:** All sports events organised by the club shall be kept under review and if necessary allocated members shall undertake and record risk assessments and Event Health and Safety Plans. All events shall be staged in accordance with the rules and guidelines stipulated by England Athletics and their insurers.

**At Races:** All members should complete the medical information on the back of their race number. When at team events managers/captains/committee members should have a list of emergency contact details and medical details available for attending members.

**Incidents:** Whenever reasonably possible, one member of the group should carry a mobile phone. In the event of an incident, members should first check if anyone is injured and locate an emergency first aider. It is advisable for at least one member to stay with the injured person, who should not be moved unless their location is immediately life threatening. If appropriate, emergency services should be contacted using 112 from a mobile phone as it will record your location; alternatively use 999. Finally, a member of the committee should be informed as soon as is practically possible in order that relatives can be informed and incident records made.

**Incident records:** Any incidents should be reported to a club committee member for future reference, and for making known to all club members when appropriate. Actual incidents involving any member or third party shall be formally recorded with a **committee member in accordance with England Athletics** guidelines.

**Centurion Known First Aiders:**

- Ed Wallace
- Denise Makepeace
- Richard Buchanan

## **15 ~ Appendix 1 – Internet Links**

Included here are some useful links to UKA documents that are too large to be included in this welcome pack.

UKA Welfare and Safeguarding Policies.

<https://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/>

Power of 10 ~ All results are collated into this online database. You can view yours and the clubs results here.

<https://www.thepowerof10.info/>

## Accident report form

### *CENTURION RUNNING CLUB*

**Name of person in charge of session/competition**

**Site where incident/accident took place**

**Date of incident/accident**

**Name of injured person**

**Address of injured person**

**Nature of incident/injury and extent of injury**

**Give details of how and precisely where the incident took place.**

Describe what activity was taking place, for example training/game/getting changed.

**Give full details of action taken during any first aid treatment and the name(s) of first-aider(s).**

**Were any of the following contacted?**

- Parents/carers                      Yes                       No
- Police                                      Yes                       No
- Ambulance                              Yes                       No

**What happened to the injured person following the incident/accident?**

E.g., carried on with session, went home, went to hospital etc.

**All of the above facts are a true record of the accident/incident**

**Signed:**

**Date:**

**Name:**

**CENTURION RUNNING CLUB**

COMPLAINT FORM

Please fill in the following information (leave non-applicable boxes blank):

<b>Club Name</b>	<i>Centurion Running Club</i>			
<b>Complaint made by:</b>		<b>Complaint Type:</b>	<i>Organisational/ Administrative</i>	<i>Member Conduct</i>
<b>Location of the Incident:</b>		<b>Your Address:</b>		
<b>Date of the Incident:</b>	___ / ___ / ___	<b>Email:</b>		
<b>Date of Complaint:</b>	___ / ___ / ___	<b>Telephone</b>		

Complaint Details (include, where appropriate, who was involved, any action already taken and whether the Police or other parties have been contacted) – continue on a separate sheet, if necessary:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Please attach all further necessary information that you feel is relevant to the complaint

Name \_\_\_\_\_

Signature \_\_\_\_\_