Caldicot Running Club Constitution

1. Club Name and Affiliation

The Club will be called Caldicot Running Club and will be affiliated to Welsh Athletics.

2. Aims and Objectives

The aims and objectives of the Club will be to:

1. To encourage the practice, promotion, development and participation of running in Caldicot and the surrounding community.
2. Offer competition opportunities to all members.
3. Provide a duty of care and protection to all Club members.
4. Make sure all Club members are treated equally, fairly and with dignity.
5. To be an inclusive Club that represents members of the local community.
6. To promote health and well being of its membership within the community.
7. To organise teams to represent the Club in championships and other such competitions as the Management Committee shall decide.
8. The club shall cater for road, track, cross country, trail and fell running.
9. The club will encourage potential runners with Couch to 5K training and support for individuals who have stopped running and looking to restart.

3. Values

Supporting all club activities is a set of value that defines the Club and guides the Club's future:

Community Minded - We are a welcoming and friendly community of people who love to run.

Respectful - We have a social and environmental conscience, and conduct ourselves in all dealings respectfully and with integrity.

Open - We are an open club, honest and transparent in all that we do. The improvement of the Club is driven by listening and responding to Members' suggestions.

Encouraging - We encourage and support Members to develop, run and support one another.

Safety Orientated - Safety is of primary importance. We endorse the use of safe practices when running, for the protection of Members and others.

Sustainability – Conduct Club activities in a sustainable way to minimize the impact on the environment. It is Club policy to seek continual improvement throughout our activities to lessen our impact on the environment by conserving energy, water and other natural resources; reducing waste and recycling.

Motivational - We provide all Members with the opportunity to excel, try new things, create lasting friendships and have fun.

Inclusivity and Diversity - By reaching out & being inclusive we strive to achieve a diversity in our membership which is representative of our local community.

4. Diversity & Inclusion Statement

The Club is fully committed to the principles of diversity, equality, inclusion and opportunity.

No participant or volunteer will receive less favourable treatment on the grounds of age, disability, gender identity, marital status, race, religion or sexual orientation.

The Club will ensure that there is open access for all those who wish to participate in the activities of the Club, and that they are treated fairly. The Club recognises its legal obligations not to discriminate, support diversity and will not tolerate discrimination in any form.

5. Club Polices and Procedures

This club constitution is supported by additional policies and procedures which need to be referenced in conjunction with the Club Constitution. Club and procedures support the constitution and are structured as shown Figure 1:

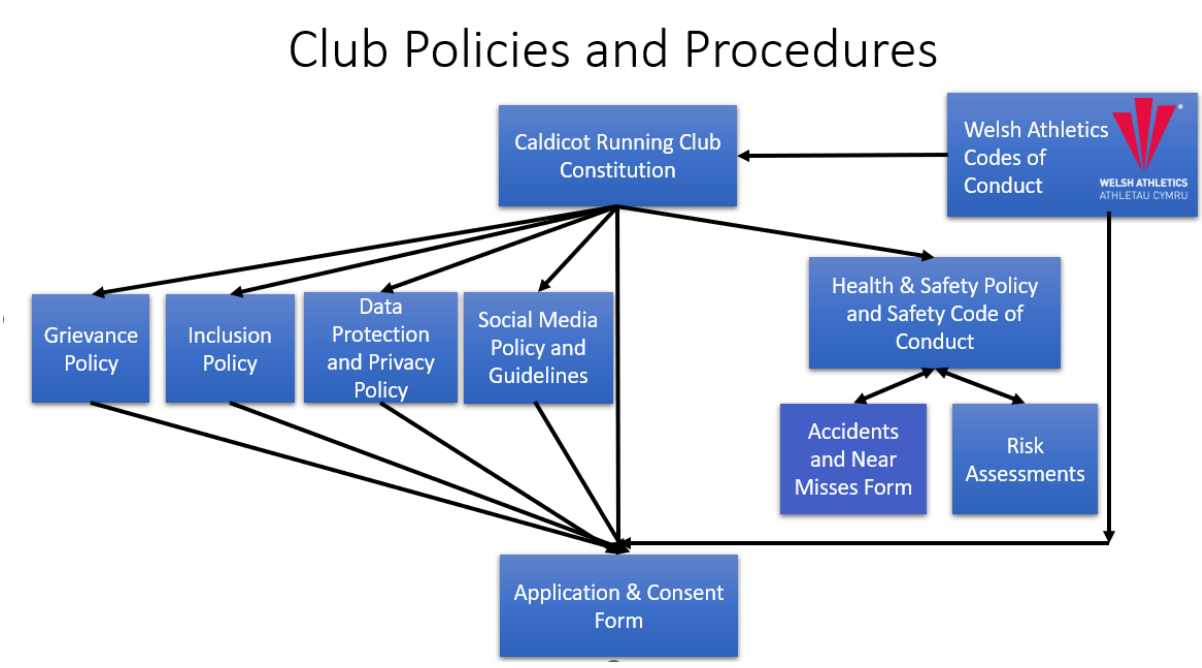

Figure 1: Club Policies and Procedures

6. Finance and Accounts

1. All Club monies will be banked in account held in the name of the Club.
2. The accounts will be kept by the treasurer, and audited annually.
3. The financial year of the Club will be on 31st March.
4. Any payments drawn against Club funds will be signed by at least two authorized signatories.

5. Should Caldicot Running Club no longer be viable and the account need to be wound up then any residual funds, after all creditors have been satisfied, shall be donated to a Club or organisation with similar aims and objectives.

7. Running of the Club

The club will be run by a Club committee consisting of, but not limited to;

- Chair
- Vice Chair
- Treasurer
- Secretary
- Membership Secretary
- Welfare Officers (Male and Female)
- Club Captain Male
- Club Captain Female
- Social Secretary
- Run Group Leaders and Coordinator
- Marketing and Communications Officer
- Health & Safety Officer
- First Aiders

8. Membership & Fees

Membership shall consist of:

1. Adult members - 18 years of age and over.
2. New members should be able to run 5K continuously to be considered for membership. Support and guidance shall be offered to anyone who does not meet this criteria.
3. All members will be subject to the constitution and codes of conduct adopted by the Club and agreed to abide by all the Clubs policies and procedures.
4. Fees will be set and reviewed annually by the Club committee and approved at the AGM and collected in April.
5. Annual Club Membership renewal fees shall be paid no later than the 31st of March for the forthcoming membership year.
6. Welsh Athletics offer a free period of additional membership for new members joining between January and March. Typically it will be required to pay for full annual membership which will include membership to the 31st of March of that year and an additional 12 months to the 31st of March of the following year. The exact terms of the offer will be subject to the terms that are offered by Welsh Athletics and may change on a year to year basis.
7. New members must pay for full membership after completion of 4 taster Club trial sessions.
8. Any member wishing to resign from the Club must do so in writing or by email to the Secretary or Membership Secretary. If transferring to another club, shall comply with Governing Body transfer requirements and provide the additional personal information required to facilitate a transfer.
9. Any member not renewing their membership will be considered to have resigned one month after the renewal date.

10. The Management Committee shall have the power to suspend or exclude any member for contravention of this constitution, documented rules or the published
11. UKA Codes of Conduct that may exist at that time. In exercising these powers the Committee shall adhere to the Club's disciplinary procedures.
12. Members of the Club shall abide by to the rules of UK Athletics and to adhere to all anti-doping rules and regulations and make them themselves familiar with and agreed to be bound by the UKA Anti-Doping Rules and to submit to the authority of UKA Anti-Doping in the application and enforcement of the Anti Doping rules. The UKA Anti-Doping rules apply to all members participating in Athletics for a minimum of 12 months from the commencement of membership, whether or not the member of a citizen of, or resident in the UK.

In accepting membership, a person agrees to abide by the Constitution of the Club, all Club policies and procedures and the decisions of the Committee. All members are also required to abide by the Welsh Athletics Code of Conduct (which can be found here: Code of Conduct for Athletes (welshathletics.org))

Welsh Athletic Termination of Membership

Should an athlete decide that they no longer take part in the sport should at any point during the affiliation year. In order to do so, any athlete will have to write to Welsh Athletics directly (directed to Jacqueline.brace@welshathletics. or hannah.pretty@welshathletics.org requesting that their affiliation be terminated. Welsh Athletics will inform the club, update the membership portal and write back to the athlete to confirm their request has been actioned.

9. Guest Runners

Guest runners are not formal members of the running club, and are categorised into two definitions:

1. Adult guest of a current full adult Member
2. Junior guest of a current full adult Member

Adult Guests

The club welcomes friends and family of current full adult members who may join a Club session for up to 2 weeks or 4 training sessions per club year.

After the 2-week guest period the guest may continue their attendance for an additional 4 weeks as a trial membership.

If a guest attends club sessions for more than 6 weeks within a year, it is expected that the guest become a full member of the club and pays club membership fees.

The guest shall be introduced by the supporting club member to the session Club run leader or coach before each event. The run leader, coach or committee has the right to refuse a guest at any time for behavioural, safety or welfare concerns.

The club member that introduces the guest to the Club shall be responsible to ensure that the guest complies with:-

1. Policies and procedures of the Club
2. Codes of Conduct of Welsh Athletics
3. All requests made by the session organiser, run leader or coach

Junior Guests

The club welcomes young persons between the ages of 14 and 18 that is supported by a full club adult member to the club under a strict set of guidelines.

A maximum of 5 young persons shall be permitted to a club training sessions.

The young person is only eligible to participate in Wednesday training sessions. Participation on Monday training evenings for distance run is not permitted.

The young person may only attend a Wednesday training session if the session is led by a coach or LiRF with a current Tier 2 Safeguarding and First Aid qualification.

The responsible adult shall check with the session organiser a minimum of 48hrs before the session to confirm suitability for the junior member to participate in the session.

During the session the junior guest must be in close proximity to a specific responsible adult who is an adult member of the Club (typically parent or family member) at all times. This includes during the specific running activity being undertaken, unless full line of sight can be maintained throughout the activity/session

The accompanying responsible adult must be a full adult member of Caldicot Running Club.

The junior member may only participate in a Club session in the presence of a supporting full adult member.

The junior guest may not race or participate in events organised by the Club or Welsh Athletics.

The junior guest shall be introduced by the accompanying responsible adult member to the Club run leader or coach before each event. The run leader, coach or committee has the right to refuse a guest at any time for behavioural, safety or welfare concerns

The club member that accompanies the junior guest during a Club session hall be responsible to ensure that the junior guest complies with :-

1. Policies and procedures of the Club
2. Codes of Conduct of Welsh Athletics
3. All requests made by the session organiser, run leader or coach.

10. Management Committee

1. The management of the Club shall be vested in a Management Committee that shall consist of the Chair, Vice Chair, Treasurer, Secretary, Membership Secretary, Male Captain, Female Captain.
2. The management committee will meet on a ad hoc basis
3. The Management Committee Members shall remain in office until the conclusion of the AGM of the following year.

4. The Management Committee shall have the power to establish any other sub-Committee it considers appropriate to assist in meeting the objectives of the Club, and to request support of these sub Committees to the membership and Club Committee as it considers appropriate.
5. The Management Committee will comply with all applicable laws relating to discrimination and welfare.
6. Club Grievance and Disciplinary procedures shall be implemented by the Management Committee.

11. Club Committee

The Club committee shall consist of Chair, Vice Chair, Treasurer, Secretary, Membership Secretary, Welfare Officers, Health and Safety Officer, Male Team Captain, Female Team Captain, Communication Officer

1. Additionally, two general members shall be elected to serve on the Club Committee. All these roles shall be elected at the AGM and Committee Members shall remain in office until the conclusion of the AGM of the following year.
2. The Club Committee shall have the power to fill vacancies if they arise and to request support from members for particular projects, these members shall not have a Club Committee vote.
3. The Club Committee shall have the power to appoint individuals to perform specific duties on behalf of the Club Committee, and to request the support of those individuals such duties as they consider appropriate.
4. The Club Committee will comply with all applicable laws relating to discrimination and welfare.
5. The Club Committee will meet approximately six times per year, normally bi-monthly, at dates published in advance. Meetings may be held more often at the discretion of the Chair or Secretary person.

12. Welfare

The club recognises its responsibility to safeguard the welfare of its members. The club will aim to provide run leaders in a safe environment by adopting the procedures and policies of Welsh Athletics.

Licensed Leaders in Running Fitness (LiRF)or Coaches are to facilitate all Cub sessions.

Leaders in Running Fitness (LiRF) and coaches are required to have **Tier 1** Safeguarding and First Aid Mandatory training to be able to facilitate adult training sessions

Leaders in Running Fitness (LiRF) and coaches are required to have **Tier 2** Safeguarding and First Aid Mandatory training to be able to facilitate training for **young people aged 12+** and adults

Leaders in Running Fitness (LiRF) and coaches are required to renew licences every 3 years.
This will require Leaders in Running Fitness (LiRF) and coaches to renew their Enhanced DBS and also their Tier 1 or Tier 2 Mandatory Safeguarding and First Aid training. Upon completion of the renewal process, they will be licensed and insured providing they are acting within the terms of their current licence.

13. Grievance and Disciplinary

1. Should the disciplinary issue involve the welfare of a child or vulnerable adult then Welsh Athletics will be informed.
2. Members wishing to raise a safe guarding grievance issue should do so informally with the Club's Welfare Officers in the first instance.
3. Refer to the Grievance Policy for the full policy

14. AGM (Annual General Meeting)

The Annual General Meeting will be held in March with one month notice period given to members. The Agenda will include:

1. A report from the committee
2. Treasurer's report and the year's accounts
3. Resignation of the current committee
4. Election of the officers and general members for the coming year
5. Election of other relevant positions to the role and purpose of the Club
6. All members have the right to vote at the AGM.

Members have the right to call for an Extraordinary General Meeting (EGM). It shall be held at the request of at least 25% of members. Notice for an EGM will be the same as for an AGM.

At least 14 days notice with be provide for the venue and agenda items for the AGM.

15. Finance

1. The financial year of the Club shall end on 31st March. No surpluses or assets will be distributed to members or third parties.
2. All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club title. All accounts shall operate on two signatories, any two of Treasurer, the Chair and Secretary.
3. Expenditure above agreed budget levels may only be authorised at a Management Committee meeting.
4. The Management Committee may not take out a loan or overdraft or go into debt without prior approval at a General Meeting.
5. Annual accounts shall be audited within six months of the Club's Financial Year by a suitably qualified person independent of the Management Committee.

16. Property & Funds

1. The property and funds of the Club cannot be used for the direct or indirect private benefit of Members other than as reasonably allowed by the rules and all surplus income or profits are reinvested in the Club. Club funds used to provide training courses shall not be considered as being directly or indirectly beneficial to a member of the Club.
2. The Club may provide sporting and related social facilities, sporting equipment, run leaders, courses, insurance cover, and subsidised entry to competitions and events.

3. The Club will indemnify the Management Committee and Members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

17. Participant Selection for Selective Relays

Rack Raid is considered as a selective relay, if other relays are considered as selective this status will be communicated by the club and shall be determined by the Chair.
Club Captains are responsible to select team participants based on an assessment that include factors but are not exclusively limited to park run times, race performance, Strava data, participation at club events as participant or volunteer, club engagement, participation in other club events.
The Chair supported by the Vice Chair will oversee the race participant selection made by the captains and is accountable for the selection.
Club welfare officers will be notified of the participant selection. Participant selection will be communicated to members of CRC via group social media channels.
If the Club decides to enter additional relay teams of either single sex or mixed sex participants team members will need to meet the performance eligibility requirement of the event but will be selected by ballot.
If the event is over subscribed additional team members will be selected by ballot to be reserves for the relay or team event.

18. London Marathon & Other Similar Sole Runner Events

The Club may receive entries to events from time to time. A draw will be held to determine which Members shall receive these. Participants in the draw will need to satisfy the following conditions:

1. They will need to have been a fully paid-up Member of the Club for 12 months prior to the date of the draw.
2. They have not been in arrears in that time.
3. Provide evidence of an unsuccessful application of the Club sponsored event.
4. Eligibility will be restricted to full Senior Members.
5. In the case of the London Marathon Draw, these additional conditions will apply:
    a. They will need to provide suitable proof that they applied for entry and were rejected.
    b. They will need to show that they are an active Member of the Club by completing of any combination of 4 open Club Championship races and volunteering support at Club events (excluding Park Runs and any committee obligations) in the 12 months prior to the draw.
6. Any Member whose name was drawn in the previous 4 years will not be included in the draw. Reserves from a previous year can be included, unless they actually ran in place of the drawn member.
7. Any member who has participated in the event in the last 4 years shall not be eligible
8. To participate the member shall raise sponsorship for the charity that is identified by the Club Committee.

19. Constitution Changes

This Constitution can be changed only by majority vote at an AGM or a Committee Meeting with agreement of the Chair, 2 other Management Committee members and 4 other members of the General Committee.

20. Document Change History

Date	Updates	Prepared by	Approved By
23/04/22	First document – based on Welsh Athletics recommended templates	Jo Geoghegan	
19/04/23	Major updates	Julian Guy	CRC Committee
01/05/23	Anti-Doping requirements of UKA added to Section 7	Julian Guy	CRC Committee
20/08/23	Procedure and Policy details added, Welsh athletic member termination added, Grievance policy revised, Management committee revised to include male and Female Captains. Section 7 roles revised to reflect current structure	Julian Guy	CRC Committee
03/09/23	Club logo refresh	Julian Guy	CRC Committee
14/03/25	Sections renumbered Section 8. Junior membership 16-17 deleted Additional clarification added to the extended membership off from Welsh athletics Welsh Athletic Termination of Membership – additional contact added. Added Section 9 Guest runners – adult guest and junior guests Updated Section 12. Welfare – requirements for Tier 1 and Tier 2 safeguarding and first aid and licence renewals. Added. Section 17. Participant Selection for Relays and Team Events Added new role of Vice Chair throughout document	Julian Guy	AGM 2025
29/03/26	No Changes – making permanent the changes of AGM 2025	Julian Guy	AGM 2026