



Pitsea RC
Welfare, Code of Conduct and Complaint Process

Adopted by committee on 9th April 2020

Why do we have a Code of Conduct?

As a club, members come together to participate and enjoy a common interest in running. This Code of Conduct acts as a reminder of the standards of behaviour which we all must share. The purpose of this Code of Conduct is to uphold standards of ethical behaviour that is expected of every member. The components of ethical behaviour are integrity, responsibility, competence and confidentiality. It complements, but does not supersede, the Codes of Practice and stated welfare policies of UK Athletics, and has been written to reflect the character of Pitsea RC.

The organised activities of the club depend on the time and efforts of many volunteers who give a significant amount of their time for the benefit of the club. Pitsea RC derives a significant level of inward funding from our own organised races and by volunteering at external events. These funds allow us to run the club for the benefit of its members and help the club's development. As such, it is imperative that members offer to volunteer at both our internal and external events, when and where possible, particularly as this helps to share the responsibility, and is in keeping with our values and team spirit.

Within the context of the club, members or any person acting on behalf of the club are expected to:

- Behave with respect to other members of the club, other runners and members of the public and to not bring the club into disrepute.
- Treat others with fairness and respect, showing patience and respecting diversity.
- Not behave aggressively, either verbally or physically to anyone. No sexual or racial harassment (including intimidation or bullying). To not swear or use obscene language or gestures.
- Take responsibility for their own safety and not compromise the safety of others.
- Behave in accordance with all policies of the club.
- Learn, respect and comply with the rules and regulations of any competitions that they may participate in or assist as an official.
- Not publish defamatory material* or behave in a manner that may bring the club into disrepute.
- Follow the Complaints Procedure if at any time they have cause for concern for the welfare, safety or behaviour of themselves or others (see appendix 1).
- Volunteer at and support the clubs organised events.

* Material is defamatory if it falsely makes a statement or claim that gives a negative or inferior view. Comments made verbally, on our social media pages – Facebook, Twitter and/or website should not be abusive, offensive or derogatory and if they are, the moderators reserve the right to delete these types of postings and exclude the author. Pitsea RC recognises that many runners make use of social media in a personal capacity, and although in this capacity they are not acting on behalf of the club, members should



still abide by our code of conduct. All members are therefore requested to ensure that they continue to recognise and respect this.

Training, Events & Volunteering

On training nights and or when representing the club at events all club members should: -

- Cease talking when club announcements are made.
- Be ready so that groups leave at the designated times.
- Take equal responsibility for ensuring that no runners are left behind at the back of the group and should take turns in going to the back of the field for slower runners.
- Ensure you warm up before any run and warm down after.
- Wear fluorescent or other suitable reflective clothing to ensure they can be clearly seen in low light. (It is also recommended that club members carry or wear a light so that they can see danger/obstacles in low light)
- Carry emergency contact details and details of any medical conditions e.g. diabetes or epilepsy.
- Inform the club member leading any runs of any injury prior to starting, if you pick up an injury during a training session and need to head home during a run, you must inform the club member leading the run.
- Recognise the importance of team spirit, congratulating and supporting fellow runners.
- Inform the Club Welfare Officer(s) if anything makes you feel concerned or uncomfortable or if you think a fellow runner has suffered from misconduct by another club member.
- Promote a good image of Pitsea RC.
- Have fun and enjoy yourselves.
- Always follow the Highway Code while training and not take risks with traffic.

2. When competing in all races/events for the Club all members should: -

- Always wear Pitsea Running Club colours.
- Make sure that the rules and regulations set down by the race organisers (including transfers and deferrals) are followed.
- Never run using another runners number or credentials.
- Wherever possible, wait in the finish area for the last Club member to the finish.

3. When Volunteering for the club members should: -

- Members should volunteer and support the clubs organised events.
- Respect the Race/Event Director, fellow volunteers and participants.
- Ensure the safety of participants and fellow club members by following club policies, including its safety and welfare standards.



Appendix 1 – Club Discipline and Appeals Process

Step 1:

All complaints regarding the misconduct of club members should be submitted in writing to the Club Secretary. Where the matter relates to the Club Secretary, submit the complaint to the Club Welfare Officer. The content of a complaint will include specific details and evidence in relation to the infringement of Club Rules or any other offence or misconduct carried out during or in association with athletics activities which might reasonably be considered as bringing or having the potential to bring the Club into disrepute.

Step 2:

Upon receipt of a formal complaint, the Club Secretary shall, having taken, and subject to, such advice as he or she considers it prudent to take in the circumstances, write to the Member or Members concerned to inform them of the complaint and to invite them to comment in writing within fourteen days upon the relevant allegations.

Step 3:

On completion of step 2, the Club Secretary will determine if the complaint has sufficient grounds and is capable of being pursued based on the evidence/statements provided and will dismiss any frivolous complaints at this stage.

If the matter is sufficiently evidenced a process will be pursued. The Club Secretary will appoint 3 club members to sit on the Disciplinary Panel, none of whom have had any direct interest or involvement in the matter.

Step 4:

The Club Disciplinary Panel or Hearing will consider the matter on receipt of the initial complaint and formal responses from the member(s) involved.

The Club Disciplinary Panel will have the power to suspend temporarily from membership any Member accused of an offence or misconduct, pending further investigations or enquiries. This suspension shall be to facilitate the investigation and be without prejudice to the outcome of the investigation.

The Disciplinary Panel/Hearing will make such further enquiries as it thinks fit and will offer a reasonable opportunity to any Member concerned, who may be accompanied by a supporter, if so desired, to meet with it and answer the allegations and the Disciplinary Panel/Hearing will hear such witnesses as are reasonably produced. The Disciplinary Panel/Hearing will make such procedural provisions as necessary for the just and efficient disposal of the case.

If the Disciplinary Panel/Hearing is satisfied that an offence of misconduct has been committed by a Member, then it may impose one or more of the following actions:

- i. note the offence or misconduct but take no further action;
- ii. formally warn the Member concerned as to future conduct;
- iii. suspend or disqualify the Member from club athletic competition, club coaching and/or administration and/or use of the Club's premises for some definite or indefinite period;
- iv. recommend to the relevant governing body that the Member be disqualified from any involvement in athletics for some definite or indefinite period and/or;



- v. terminate the membership or such other penalty as the Disciplinary Panel considers appropriate.

All parties concerned will be provided with the Disciplinary Panel's/Hearing formal written outcome notification by hand or by recorded delivery within seven days of the decision.

Step 5 – Appeal Process:

The letter notifying the decision of the Disciplinary Panel shall also set out the right to Appeal.

The accused and/or the Complainant, may appeal against the decision of the Disciplinary Panel/Hearing, by serving a Notice of Appeal on the Club Secretary within seven calendar days of receiving the written decision. The Notice of Appeal must state the grounds on which the verdict of the Disciplinary Panel is challenged.

The Club Secretary shall acknowledge a Notice of Appeal within seven calendar days of its receipt and will cast a decision in regards to 'the grounds on which the verdict is challenged', if there are sufficient grounds/evidence provided to support the challenge, the Appeal Panel process will commence (Step 5.1.), if there are insufficient grounds, the appeal will be dismissed.

Step 5.1.

The Club Secretary, shall appoint an Appeal Panel of three members who have not been involved directly, either in the events giving rise to the Hearing, or in the initial Disciplinary Hearing itself.

The Club Secretary shall inform all parties concerned of the composition of the Appeal Panel. Either party may object to the composition of the Appeal Panel by notifying the Club Secretary of the Objection and setting out the reasons for such an Objection no later than seven calendar days from the date of being informed of the composition of the Panel.

The Club Secretary, within fourteen calendar days from the date of receipt of an Objection, will notify in writing the parties that either:

- the composition of the Panel has changed, in which case the Club Secretary shall provide details of the new Appeal Panel; or
- the composition of the Panel has not changed, in which case the Club Secretary shall give reasons why it has not accepted the Objection.

Within fourteen calendar days from the date the Club Secretary responds to the Objection above (as appropriate), the Club Secretary shall give such directions to all parties that include;

- the date and place at which the Appeal Panel will meet to determine the Appeal.
- whether the appeal will proceed by way of written submissions or an oral hearing; and
- whether the parties should be required to submit statements of their evidence and/or written submissions prior to the hearing and, if so, a timetable for doing so and the procedure for exchanging such statements and written submissions.



Powers of the Appeal Panel

The Appeal Panel shall meet on the date fixed by the Club Secretary. The Appeal Panel may at its sole discretion disregard any failure by a party to adhere to this appeal procedure and may give such further directions as may be appropriate.

Any such hearings shall be in private unless all parties agree otherwise, or unless the Appeal Panel directs. The Appeal Panel shall have power to make a decision on the facts as it thinks fit and may:

- Quash the original decision;
- Confirm the original findings
- Request that the case be reheard (re-trial)
- Increase the original sanction;
- Abate the original sanction;

The Appeal Panel shall inform all parties of its decision within fourteen calendar days together with written reasons for its decision. The decision of the Appeal Panel shall be final. The Appeal Panel shall decide on any issue by majority.

A supporter can be a legal representative, who must be named, and may accompany the Complainant/Accused throughout the appeal process.

Records of Hearings and Appeals

The decision of a Disciplinary Panel/Hearing, including Appeal Panel/Hearing, shall be recorded and retained in confidential records for a period of six years by the Club. Supporting documentation shall also be retained in the same fashion.

Notification to UK Athletics (UKA) and England Athletics (EA)

Where appropriate the Panel Chair, once the Appeal notice has expired, will inform EA/UKA;

- Disciplinary Hearing - details of a decision, including sanctions imposed, will be communicated to EA and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.
- Appeal Panel - details of a decision, including sanctions imposed, will be communicated to EA and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.

Co-operation of All Parties

The procedures described in these Discipline Procedures assume that all parties will co-operate in the interest of resolving the issue in question. In the absence of such co-operation, or if it is withdrawn at any stage, the Club reserves the right to proceed with a Hearing or an Appeal based on such evidence and information as it is able to obtain.



Pitsea RC – Code of Conduct

When dealing with a complaint, the Club Secretary or nominated Club representative shall be entitled to take, or omit to take, such action as is recommended pursuant to legal advice received from a legal practitioner whom the Club Secretary reasonably believes is competent to provide such advice and/or EA's legal representative service for affiliated members (contact EA Membership Services for further details on 0121 347 6543).

Note:- Any enquiry by police or other statutory body will take precedence over the club discipline and appeals process.