**PLYMOUTH HARRIERS**

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| CONSTITUTION AND RULES |
| 1. Title |
| The Club is to be called Plymouth Harriers. |
| 1. Headquarters |
| The headquarters shall be situated at The Community Sports Hub, Central Park, Plymouth. |
| 1. Objectives |
| The objectives of the club shall be:-   1. To encourage all varieties of running including but not limited to cross country and road running. 2. To provide a foundation of competition, coaching and experience upon which present and future members can build successfully and progressively. 3. To foster an environment where runners of ALL abilities feel and are supported. |
| 1. Affiliation |
| 1. The club shall be affiliated to UK Athletics (UKA) and England Athletics. |
| 1. Membership |
| Membership is open to male and female amateurs from the age of 16 years old. A person under the age of 18 years is to have written permission by a parent or guardian stating they are willing and supportive for the individual to participate within Plymouth Harriers. The club is to appoint a Welfare Officer/Child Person Officer who will hold a current Disclosure Barring Service check, in line with Government legislative requirements.  UKA define an amateur as a person who is eligible to compete under the rules of UKA.  A candidate for membership must complete an application form and submit this to the club secretary providing full details after taking part in no more than 4 club sessions (this includes Tuesday, Wednesday and Saturday track sessions) No races should be entered as a Harrier until you have received confirmation from the club secretary that your membership has been processed and accepted.  The payment of a joining subscription shall be £42.  On joining a member becomes a registered athlete. A registered athlete holds a competition licence which is issued by England Athletics.  A race vest costs £20 - £24 depending upon the material type (lightweight polyester or recycled mesh). A race t-shirt costs between £22 and £26. The cost of a club vest or t-shirt will be more expensive If ordered directly from the supplier, which is currently Ronhill Specials.  The maximum number of members allowed in the club shall be 250 comprising of a mix of runners and non-runners.  A social membership is open to non-runners.  The social membership permits attendance at social events only.  It does not permit running on any club sessions, entering races as a Plymouth Harrier nor does it include UKA membership.  The payment of a joining subscription shall be £5 annually. Candidates for membership must apply in writing using the Club’s ‘non-active’ form.  Honorary / life membership may be awarded by the committee to a member, who in the opinion of the whole committee, has contributed substantially to the well-being of Plymouth Harriers.  The person/s with honorary / life membership will be expected to pay for their EA registration fee. |
| 6.0 Subscriptions |
| Subscriptions shall be due:  Annually (Due no later than the 30th April) - £42.00.  For new members only that join throughout the year, the following rates are to be applied:  July - £35.00  October - £30.00  January - £21.00  The Committee have the authority to change subscription fees ensuring appropriate time to communicate the changes to the members.  Post-dated cheques will not be accepted.  Cash payments and bank transfers are the only accepted methods of payment. |
| 7.0 Termination of Membership |
| If a member allows their subscription to lapse by not paying their fee by the 31st March, without notifying a member of committee with a satisfactory reason, they will automatically no longer be a member of Plymouth Harriers.  The member will receive notification of this.  It is the individuals’ own responsibility to inform England Athletics if they wish to change clubs. Forms and information on the process can be found on the England Athletics website -www.englandathletics.org. Failure to do so could result in a 2-year ban before being eligible to run for another club.  Where a member, with a satisfactory reason for delay, remains delayed 4 weeks after the 31st March, the Committee has the authority to expel the member.  The member will receive notification of this.  The Committee has the authority to ban/suspend anyone who has been found guilty of cheating, taking illegal substances or, in the opinion of the Committee, bringing the name of Plymouth Harriers into disrepute. The length of this ban will be at the discretion of the Committee. |
| 8.0 Annual General Meeting (AGM) |
| An annual general meeting of the Club shall be held on the first Wednesday of June annually. The Secretary shall provide 4 weeks’ notice to advertise for an agenda. Items for the agenda must be in writing and will close 7 days prior to the AGM. There will be no other business at the AGM. There will be no Club run at the AGM and all members are encouraged to attend.  The following positions will be held in the Club and form the Committee.  Roles where attendance at monthly committee meetings is expected as follows:  Chairperson  Vice Chairperson  Treasurer  Club Secretary  Mens Team Captain  Womens Team Captain  Race Director  Welfare Officer    Roles where attendance is expected on a quarterly basis or as the need requires are as follows:  Race Records Secretary  Social Media  Social secretary  Cross Country Captain  New Members Secretary  Nominations for Club officers will be accepted before the AGM.  The nominations take the form of a proposal supported by a seconder from fully paid-up members only. Names and positions will be displayed on the Club notice board and must be completed by 6.30pm, 7 days prior to the AGM.  Any vacant positions can be filled at the AGM. Committee members will be confirmed or elected at the AGM.  In terms of best practice and fairness, if more than one person is proposed, then those persons shall leave the room for the remaining members to vote with a show of hands.  In the event of an even vote, the Chairperson/Vice Chairperson will have the casting vote. You must be a club member for a year before you can be selected to the Committee.    The governance of the club shall be vested in the Committee.   All Committee Members listed are entitled to vote in the Executive Committee. The Executive Committee shall be responsible to the members of the Club for the administration of the Club.  The Committee shall meet once per month or earlier if deemed necessary by three or more Committee members. Five members of the Committee shall form a quorum, one of whom is to be the Chairperson or the Vice Chairperson. Committee members are expected to attend all meetings, as identified by the Committee role i.e. quarterly or monthly.  If Committee members miss 3 consecutive meetings then the Committee have the authority to dismiss the individual/s within this position. |
| 9.0 Club Colours and Kit |
| The race kit is either a race vest or race t-shirt.  The race kit shall be red/white/blue colours with PLYMOUTH HARRIERS on both the front and the back of the garment.  All kit acquired for the purpose of representing the Club must be approved by the Committee.  Names are permitted on the Harriers race kit (Race Vest and T-Shirt), this has to be in white and the same size / font as the Plymouth Harriers wording on the kit. |
| 10.0 Club Accounts |
| Accounts are available for inspection by any member. Accounts may be audited by England Athletics at any time.  At each AGM, two club members are elected as auditors for the following year. The club auditors are to spot check cash, bank account and stock during their period as Club auditors. They are to report back, in writing, their findings to the Chairman who will publish the results. |
| 11.0 Transport |
| Team captains will arrange transport to races where necessary, keeping the Club secretary and Treasurer informed at all stages of transport procurement. Club transport should be used where possible, and where financially viable, to support Club members, in particular with Cross Country events. |
| 12.0 Fixture Cards |
| Team captains shall co-ordinate a fixtures list of the cross-country races and encourage members to provide information about other races available to members. This can be displayed on notice board or via newsletter.  The Race Records secretary will keep a log of all results.  The Chairperson is to keep all members up to date with club information in conjunction with Vice Chairperson and Club Secretary via emails, website and social media. |
| 13: Duties of Members – Health & Safety |
| No Club can function without the full co-operation of its members. It is essential and fair that once a member has committed him/herself to represent the Club that he/she honours that commitment.  Members who are no longer active for whatever reason should be encouraged to put their knowledge and experience to useful purpose by helping develop new members of the Club at training evenings and races.  On club nights it is important for the health and safety of each other that no members are to use stereo headphones when they are out running. This is for the benefit of observing traffic rules, pedestrians and being fully aware of staying with their group.  The Committee has the authority to ban/suspend any member who, in the opinion of a majority of the Committee, brings the Club into disrepute by their misbehaviour.  It is legislative requirement that each group must have a recognised running Leader who will take the responsibility of leading the group.  For health and safety reasons one member of the group is expected to carry a mobile telephone with them and should report to any Committee Member if they are experiencing any difficulties when out running within a group. |
| 14.0 Club Training Nights |
| Tuesday evening’s speed/interval session is to be led by a recognised coach. In the absence of a coach, another suitably qualified person will lead the session. Any club members wishing to attend this session are to meet at Brickfield track at 6:30pm finishing by 8pm. Participation is encouraged for all abilities.  These sessions are open to non-members but a £2 per week charge will be applied for those wishing to join this session  The Wednesday run will commence at 6:30pm from The Community Sports Hub, Central Park, Plymouth after club announcements.  The club announcements and race results will be read out at 6:20pm.  Each group will have an identified Leader who will inform a Committee Member if the group is expected to return later than 8pm. For health and safety reasons one member of the group is expected to carry a mobile telephone with them and should report to any Committee Member if they are experiencing any difficulties when out running within a group.  Brickfields Saturday morning track session is available to all fully paid members of any ability. Any member who is a qualified Leader is encouraged to participate within these sessions alongside a qualified coach. Plymouth Harriers are fully active within these sessions which are held fortnightly. Each session begins at 10am and finishes at 12pm.  Sunday morning social runs take place and are organised within the pace groups. |
| 15.0 Cross Country |
| The Cross-Country captain shall encourage all members to participate in the Westward League Cross Country races. The club will fund entry fees for this event and will, if number of participants make it financially viable, provide transport to such events. |
| 16.0 Annual Social |
| There will be two social events per year, arranged by the Social Secretary.  One event will be the Awards event which will provide the club with the opportunity to formally present awards.  The Award Event will provide the opportunity to formally present Club trophies. All members are encouraged to attend this prestigious occasion. At this event the following trophies will be presented:  The Club has 2 trophies that are awarded at the discretion of Club members on ballot papers. The Club secretary shall produce ballot papers towards the beginning of November annually.  a) Male runner of the year – awarded by the Club members.  b) Female runner of the year – awarded by the Club members.  c) Chairperson award – at the discretion of the chairperson  d) Most Improved Award – awarded by the Committee  e) Beginner’s Award – awarded by the Committee  f) Recovered Runner Award – awarded by the Committee  g) Plymouth Harriers Award – nominated and awarded by the Club members  Chairperson trophy is awarded by the Committee to the Club member who in the opinion of the Committee has contributed most to the Club’s activities during the last 12 months.  The type and timing of the second event will be left at the discretion of the Social Secretary.  A Christmas meal will be arranged by the Men and Women’s Captain’s. |
| 17.0 Coaches |
| The Club only recognises English Athletics qualified coaches. Only coaches qualified at level 1 and above are insured by England Athletics. Anyone taking advice from persons other than a qualified coach do so at their own risk.  The club must have a Leader where possible to take a group – at the Committee’s discretion the club will fund this qualification. |
| 18.0 Social Media |
| Factual information on anything running related ie events, races, training runs, club meetings, injuries, recommendations for running related products or services are all helpful and should be shared, but avoid posting views on individuals as there are laws covering false and damaging (defamatory) comments which are published on-line or printed. Publishing them is considered libel and offended individuals can sue for money.  The Plymouth Harriers Facebook group is monitored, and any inappropriate comments and photos will be removed with members warned about their conduct if appropriate. Any members who continue to misuse the Plymouth Harrier Facebook group will be blocked from using it. You are responsible for what you write so please exercise good judgement and common sense. Members should also be aware that although the Facebook group is a closed group, it contains members from other clubs and organisations. |
| 19.0 Ballots |
| Whenever the club is offered guaranteed places at running events (ie London and Brighton Marathon) a ballot will be held when the number of places would be otherwise oversubscribed. To ensure fairness, and to ensure that the maximum number of people can experience these mass participation events, it is necessary to impose qualifying criteria for entry into the ballot. Members must have been a first claim paid member of Plymouth Harriers for 12 months before they can enter their details into any club ballot.  Club members who have entered club ballots and have successfully obtained a place through the club ballot will not be allowed to enter the ballot again for another 3 years. This will give other club members the opportunity to have a place. |
| 20. Dissolution |
| The Management Committee, by a two thirds majority at a quorum meeting, may decide to dissolve the Club. They must then call an Extraordinary General Meeting giving 21 days’ notice in writing to all Club members.  Alternatively, 20 ordinary paid up and voting members may petition the Club Secretary in writing to call an Extraordinary General Meeting with respect to calling the meeting and voting at it.  If the motion is passed by a two-thirds majority at that meeting, then the Club is dissolved.  Upon dissolution any funds remaining after all debts have been met will be donated to England Athletics or successor body to be used in the furtherance of amateur athletics in the County. |