

The Bungay & District Sports Association Limited (“the Sports Association”)

Regulations for the Distance Running Section of the Sports Association

Adopted 10th July 2014

1. Status of the Regulations

The Sports Association is a company limited by guarantee which has four classes of membership Tennis, Football, Cricket and Distance Running Members.

The directors of the Sports Association have delegated responsibility for organising the running activity to the Distance Running Committee (as defined in the Memorandum and Articles of Association of the Sports Association).

These regulations set out the duties and responsibilities of the Distance Running Committee.

2. Name

The distance running section of the Sports Association will be known as The Bungay Black Dog Running Club (BBDRC).

3. Aims and Objectives of the Distance Running Section

The objectives of the Distance Running Section are to promote and encourage running for all ages and abilities. The services of the Distance Running Section will be provided in such a way that is fair to all. The Distance Running Section will ensure a duty of care to all members.

4. Distance Running Membership

4.1 Distance Running Members will be admitted by the Directors of the Sports Association as set out in the Memorandum and Articles of Association.

4.2 Membership of the BBDRC shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis. All members will be subject to the regulations of the constitution and by joining will be deemed to accept the regulations and codes of practice that have been adopted. Current Honorary Members will be eligible to serve on the Management committee and/or any sub committees.

Members will be enrolled in one of the following categories: -

a. *Full member.*

b. *Junior member* (under the age of 21 years and who is in full time education).

5. Subscriptions

Membership fees will be set annually and agreed at the Annual General meeting and must be within the parameters set by the directors of the Sports Association. Fees will be payable on 1st April in each year, or, if joining the Club later than April, part payment, as decided by the management committee.

6. Club Colours

The Colours of BBDRC shall be red vest or tee-shirt and black short or running bottoms. First claim club colours should be worn at all meetings sanctioned by the appropriate governing body unless mutually agreed by both Club Captains and the Race Referee.

7. Resignation and Expulsion

A Distance Running Member shall cease to be a Distance Running Member of the Sports Association if, and from the date on which, he/she gives notice to the Distance Running Committee of their resignation.

The Distance Running Committee shall have the power to expel a Distance Running Member when, in their opinion, it would not be in the interests of the Sports Association for them to remain a Distance Running Member. Full details of the process leading to this outcome are contained with the BBDRRC Disciplinary Procedure.

The Directors of the Sports Association shall have the power to expel a Distance Running Member and the Distance Running Committee will make representation to the Directors when, in their opinion, it would not be in the interests of the Sports Association for them to remain a Distance Running Member. A Distance Running Member who is expelled may appeal against their expulsion in accordance with the Memorandum and Articles of the Sports Association.

A Distance Running Member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Sports Association Property.

8. Codes of Conduct, Discipline and Appeals

The Distance Running Section has a number of Codes of Conduct in place which members are expected to adhere to.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary. The management committee will meet to hear complaints within sixty (60) days of a complaint being lodged. The outcome of the disciplinary hearing will be notified in writing to the person who lodged the complaint and the member against whom the complaint was made, within thirty (30) days of the hearing.

Any member who's behaviour has been proved to be contrary to the Running Section Codes of Conduct or of a non-sporting manner, may be cautioned once or be expelled by a majority decision of the management committee. Any person expelled shall have the right to appeal to a management committee meeting called at their request, not later than two weeks from the date of expulsion.

9. Annual and Extraordinary General Meetings of the Sports Association

All Distance Running Members are members of the Sports Association and entitled to attend and vote at Annual General Meetings and Extraordinary General Meetings of the Sports Association. Each member of the Sports Association has one vote and if they are a member of more than one division must designate on joining in which division they will cast their vote.

10. Annual and Special Distance Running Member Meetings

An Annual Distance Running Member Meeting (ADRMM) will be held each year. Notice of ADRMMs will be given by the Distance Running section Secretary. Not less than 21 clear days notice will be given to all Distance Running members. The ADRMM will receive a report from officers of the Management Committee and a statement of the accounts. Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM. Election of officers will take place at the AGM. Motions will be discussed. These must be submitted to the secretary at least 14 days before the meeting. Standing orders or rules may only be changed by a two-thirds majority decision. Twenty percent of paid-up members will constitute a quorum. The person chairing the meeting shall have the casting vote. All Full and Honorary members have the right to vote at the ADRMM. Junior members may be represented by a parent or guardian or nominated responsible adult, with one vote per junior member.

11. Management committee

The management committee shall consist of the following officers: - Chairman, Vice Chairman, Secretary and Treasurer and at least seven other members who will be elected at the AGM.

A person elected to the chair will remain for a maximum of three years. An Honorary President may also be chosen at the ADRMM.

The management committee shall meet at least once every three months.

A quorum for the management committee shall be formed by one officer plus six committee members. All decisions shall be by a majority vote. The person chairing the meeting shall have the casting vote in the event of a tie.

The management committee has the power to co-opt extra members. The management committee may create trustees. It may form sub-committees as and when considered necessary. It may appoint advisers to the management committee as necessary to fulfil its business.

The management committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Distance Running Section.

The Management committee will be responsible for disciplinary hearings of members who infringe the Distance Running Section's rules/regulations/constitution. The management committee will be responsible for taking any disciplinary action following disciplinary hearings.

12. Finances

12.1 The Sports Association shall open and maintain a bank account called "BBDRRC". Designated account signatories shall be the Chairperson, the Secretary and the Treasurer of the Distance Running Section. The signatories can be changed by the Management Committee of the Distance Running Section. No sum shall be drawn from the Section Account except by cheque signed by two of the three designated signatories. All Distance Running Section subscriptions payable to the Sports Association shall be received by the Treasurer and deposited in the Distance Running Section Account.

12.2 For the avoidance of doubt the funds in the Distance Running Section Account shall be applied only in furtherance of the objects of the Sports Association.

12.3 The Distance Running Committee shall have power to authorise the payment of remuneration and expenses to any Distance Running Member of the Distance Running Section and to any other person or persons for services rendered to the Distance Running Section.

12.4 The Distance Running Committee will provide the Sports Association with accurate financial information concerning their activities on request and for the drawing up of the Sports Association's annual accounts and reports

13. Amendment of these Regulations.

Copies of the Regulations are to be available to all paid-up Distance Running Section Members. Any amendments should be directed to the Distance Running Section Committee who will decide on the way forward.

14. Minutes

Formal minutes will be taken at all official meetings and will be held electronically.