

# BEARBROOK RUNNING AND TRIATHLON CLUB

## Code of Conduct, Procedures & Rules

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Edition 2 01<sup>st</sup> April, 2019

# Introduction

This document has been produced by the Committee of Bearbrook Running Club in accordance with the requirements of the club's Constitution, clause 5 f). It also contains procedures established and adopted by the Committee to ensure the good management of the club's affairs.

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## Part 1 Code of Conduct

As a responsible club member, you will:

- Respect the rights, dignity and worth of every club member and treat everyone equally.
- Uphold the same values of sportsmanship off the field as you do when engaged in club activities
- Cooperate fully with others involved in the sport such as running leaders, coaches, club officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of yourself and other club members
- 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
- Respect and abide by the governance of all affiliated national and regional athletic bodies (For reference to the national organisation see England Athletics website: [www.englandathletics.org](http://www.englandathletics.org))
- Abide by the rules and bye-laws of our host club. i.e. The Rivets Sports & Social Club (see Appendix A)

As a responsible club member, when participating in or attending any club activities, including training/coaching sessions, competition and social 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 all 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, club members, especially young club members and vulnerable adults, should follow these guidelines on safe participation in club activities

- 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 club activities such as personal information, home life information
- Strictly maintain boundaries between friendship and intimacy with other club members and officials
- 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 a club committee member as soon as possible.
- Report any suspected misconduct by coaches or other people involved in club activities to a club committee member as soon as possible

## Part 2      Grievance & Disciplinary Procedures

### 2.1 Grievance Procedure

2.1.1. These procedures will be used by Bearbrook Running Club ("the Club") to resolve grievances raised with them.

2.1.2. Grievances arising in the club will, where possible, be resolved within the Club and only in exceptional circumstances will England Athletics become involved as a final level of appeal.

2.1.3. A grievance is an issue, complaint, dispute, concern or problem, which does not involve alleged serious misconduct. Allegations of serious misconduct should be resolved by reference to the Club's Disciplinary Procedures.

For a definition 'Misconduct' see section 2.2

2.1.4 Refer to Appendix B for full details of the Grievance Procedure

### 2.2 Disciplinary Procedure

2.2.1 These procedures will be used by Bearbrook Running Club ("the Club") to resolve complaints of misconduct.

2.2.2 Refer to Appendix C for full details of the Disciplinary Procedure

### 2.3 Health & Safety Procedure

2.3.1 Persons leading or coaching club members should, where possible, hold appropriate England Athletics qualifications

2.3.2 Persons leading or coaching club members should be in possession of a mobile telephone when entering an environment where communication could prove difficult in the event of an incident or accident.

2.3.3 Persons leading or coaching club members are to follow club guidelines in the event of an incident or accident. (see Appendix D)

2.3.4 Following an incident or accident the person in charge of the session is to complete an Incident/Accident Report Form (see Appendix E) and hand to the Club Secretary.

2.3.5 All BBRC members are to take due regard of the risks and control measures set out in the Health & Safety Risk Assessment (see Appendix F) before participating in group runs.

## Part 3 Rules

### 3.1 BBRC Road Race Championship League Rules

3.1.1 The road league championship will be based upon any race of standard distance, 5km to 20 miles, accurately measured and certified, plus any one marathon may be counted towards the championship. Points will be allocated for each race with the best six races being taken as the final points tally. The Club Results Officer will be the final arbiter on the eligibility of a race for inclusion in the championship.

3.1.2 Points will be based upon age-graded performance, which is a percentage value of the UK best ever performance for a competitor's age group and gender.

3.1.3 In addition to the age-graded competition there will also be a handicap competition in which competitors will be given a handicap based upon their best times for a 10km road and half-marathon race during the previous year. If no half-marathon has been run in the previous three years, the time will be estimated by multiplying the 10km result by a factor of 2.2. The points from each age-graded performance will be increased by the handicap percentage.

3.1.4 Five bonus points will be awarded for personal best performances in eligible championship races. A personal best is recorded for a competitor's best time in their current age category (see below). NB the first race at a distance in any age category will not be eligible as a personal best as it will be considered as a benchmark, unless it betters the best time at that distance in a previous and most recent age category.

Women: under 35; 35-39; 40-44; 45-49; 50-54; 55-59; 60 and over.

Men: under 40; 40-44; 45-49; 50-54; 55-59; 60-64; 65 and over.

3.1.5 Distance bonus points of one point for every 3 miles will be added to the total points for each race.

3.1.6 The Club Results Officer must receive all race results by the end of the year to be eligible for the championship.

3.1.7 The Championship, including handicap, will run from the 1st January to the 31st December each year.

### 3.2 BBRC Cross Country Championship League Rules

3.2.1 The Cross Country Championship will be based upon a series of races selected by the Results Officer in consultation with the Committee. The selected races will be posted on the BBRC website.

3.2.2 The best four results will count towards the championship, plus additional points will be awarded for the competitor's best Chiltern League result.

3.2.3 Points will be based upon age-graded performance, which is a percentage value of the UK best performance for a competitor's age group and gender.

3.2.4 The age-graded scores will be increased by a predetermined "level of difficulty" percentage that is based upon the degree of difficulty of each racecourse. The degree of difficulty to be determined by the Results Officer in consultation with the Committee. The degree of difficulty will be noted against each of the selected races and posted on the BBRC website.

3.2.5 The Cross Country Championship will run from the 1st January to the 31st December each year.

### 3.3 Participation in races organised by BBRC

3.3.1 To ensure that the club meets all health and safety requirements, BBRC members are not encouraged to enter the annual Bearbrook 10km road race. If available on race day, members should volunteer their services to the 10km Race Director(s) or Marshal Coordinator. To compensate, a club 10km handicap road

race is open to all members, free of charge, usually held on the Friday evening following the open event. (See 3.04 below)

3.3.2 Members are encouraged to take part in the annual Hardwick X-Stream cross country race; however, non-participating members that are available on race day, are requested to volunteer their services by contacting the Race Director(s)

### 3.4 BBRC 10km Handicap Road Race

3.4.1 The race is open, free of charge, to all BBRC members who are fully paid up on the day of the race.

3.4.2 A competitor is only eligible to win the handicap race if they have completed at least one 10km road race in the current year (from 1 st January) and the Results Officer has received the result.

3.4.3 The handicap will be based upon an average of the last two years best 10km road race recorded results. If only one 10km race has been run, the handicap time will be the single recorded result less 2.5 minutes.

3.4.4 The Club Results Officer will determine the winner of the handicap and after consultation with the committee shall have final ruling over any disputes.

### 3.5 Allocation of Club London Marathon Places

3.5.1 All BBRC members will be entitled to one entry in the draw for club allocated London Marathon places provided that;

- They have entered the London Marathon for the year specific to the allocated entries and have received an official rejection notification from the London Marathon organisers.
- They were fully paid up first claim members of BBRC at the date they applied for entry into the London Marathon.

3.5.2 To enter the draw the member must give their official rejection notice to the club secretary or team captain at the AGM (usually in November). If they are unable to attend the AGM they should pass their rejection notice to another member, who has also been rejected, to hand to the club secretary at the AGM. This person can only hand in two rejection notices, their own and one other. No rejection notices will be accepted before the AGM.

3.5.3 If a member is successful in obtaining a club allocated place but unable to take part in the event, they should, when possible, offer the place back to the Club Secretary for allocation to one of the successful reservists.

3.5.4 Members who are successful in the draw, and take part in the event, cannot enter the draw for two successive years.

### 3.6 Club Charity of the Year

3.6.1 Members will be asked if they wish to nominate a charity to become the club's Charity of the Year. Nominations should be e-mailed to the club secretary, with a summary of why the charity should be chosen. These should be received by the 1<sup>st</sup> November.

3.6.2 The nominations, with the summaries will be circulated to the members and a vote taken.

3.6.3 Only those charities whose nominee attends the AGM will be eligible. The chosen charity will be the one that has received the most votes from those that attend.

# THE RIVET SPORTS & SOCIAL CLUB

## RULES

### 1. Name.

The name of the Club be RIVET SPORTS & SOCIAL CLUB

The address of the Club is Whitehead Way, Mandeville Road, Aylesbury, Bucks. HP21 8AT.

### 2. Objects.

The objects of the Club shall be the promotion of physical and social recreation for the benefit of its members.

### 3. Colours.

The official Club colours shall be dark blue and light blue.

### 4. Patron, President and Vice-Presidents.

The Club members may appoint a Patron, President and Vice-Presidents at an Annual General Meeting.

### 5. Officers.

The Officers of the Club shall be the Chairman, Vice-Chairman, Secretary and Treasurer. Every Officer shall act in all matters in accordance with the direction of the Committee of the Club and shall be indemnified by the Club out of the property Of the Club.

Only the Officers of the Club, subject to the control of the Committee, shall have authority to enter into contacts of any kind on behalf of the Club, save for matters reserved for the Trustees in Rule 7 in relation to the property of the Club.

The Secretary and the Treasurer shall be appointed by the Committee and, if remunerated shall not be eligible to be members of the Club or to vote at committee or sub-committee meetings.

A member who has been barred from the Club and who is subsequently reinstated as a member cannot be elected as an officer of the Club for two years from the date of being reinstated,

### 6. Committee

The Committee shall consist of the Officers together with six members of the Club elected at an Annual General Meeting. A member of the Committee must have been a member of the Club for a minimum of one year at the date of election.

If a casual vacancy occurs on the Committee, then the Committee shall have the power to appoint a person from among the Club membership to fill that vacancy until the next Annual General Meeting.

Such person must also have been a member for a minimum .....months.

The Committee may co-opt additional members. Any co-opted member will not have the right to vote .at committee meetings.

The Chairman and the Vice-Chairman shall be appointed for a maximum term of four years before being required to seek re-election. The position of Chairman maybe extended for a further year if the position of Vice-Chairman becomes vacant at the same time and vice versa. The maximum term of office for the six committee members shall be two years. Three members shall be elected each year and the retiring members may seek re-election.

Employees of the Club and their immediate families cannot be nominated to the committee.

## 7. The Trustees

There shall be not less than two nor more than four Trustees, who shall be appointed as necessary by the members at a General Meeting. A Trustee shall hold office until death or resignation, or until a resolution for the Trustee's removal shall be passed at a General Meeting of members by a majority comprising two thirds of the votes cast by members present and entitled to vote. All property of the Club shall be vested in the Trustees who shall act in all respects as regards such property, land or investments in strict accordance with the directions of the Committee. They shall have power to sell, lease, mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club, in accordance with the Committee's direction. The liability of each and every Trustee shall be limited to the extent of such funds of the Club.

Following the death, resignation or removal from office of a Trustee, the Committee shall nominate a new Trustee and shall as soon thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted after such nomination. For the purpose of giving effect to any such nomination, the Secretary is nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act, 1925, and shall by deed appoint the person or persons so nominated by the Committee.

## 8. Committee Meetings.

The Committee shall meet at least once a month with four voting members to form a quorum.

Each member of the Committee shall be allowed to vote on a proposition. The Chairman of the meeting shall not have a casting vote. A remunerated officer of the Club is not entitled to vote.

The Committee shall keep minutes of its acts and proceedings.

## 9. Powers of the Committee

The Committee may appoint Sub-Committees to control any activity not already formed as a separate section, and such Sub-Committees shall have power to co-opt additional members.

The Committee is empowered to raise loans for the benefit of members.

## 10. Bye-laws.

The Committee may from time to time make bye-laws, not inconsistent with these laws, for the conduct of members and the governing of the affairs of the Club. Such bye-laws shall be displayed on the Club notice board for seven days before the date of implementation. A copy of the bye-laws must be made available for inspection on the request of any member.

## 11. Membership.

Membership shall be granted under the following headings:

- a Full Members aged 18 and over including those members who have paid a Life Membership subscription.
- b Honorary Members (designated as Full Members) being former employees of the Company who retired before 1997.
- c Junior Members aged 16 to age 18.
- d Temporary Members.
- e Corporate Members

An employee of the Club cannot be a member, but a member, other than a committee member, may be employed on a suitably casual basis in special circumstances.

The name and address of new members will be prominently displayed on the Club notice board before they are elected members. New members will be elected by the General Committee and the election recorded in the minutes of the meeting.

Members, other than Junior Members, are entitled to vote and may propose and second new Members, but shall not be entitled to do so until they have been Members for twelve consecutive months from the date of their admission to membership.

Full Members will be allowed to introduce two visitors to the Club at any one time.

Persons may not be admitted to membership, or be admitted as candidates for membership to any of the privileges of membership, without an interval of at least two days between their nomination or application for membership, and their admission. Nor may persons becoming members without prior nomination or application be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission.

Corporate membership is available to a minimum of five bona fide employees from the same company or organisation.

## 12. Conduct of Members.

If, in the opinion of a Committee member, the steward or his assistant, the conduct of any member either inside or outside the Club is such as to cause injury to the Club's reputation or is against the interests of the members as a whole may as the Committee thinks fit, suspend or terminate that person from membership or warn the member as to future conduct. The Committee shall have the power to introduce such bye-laws as may be necessary to maintain good order and conduct in all parts of the Club's facilities.

## 13. Visitors

Full Members may introduce guests to the Club. Not more than two guests may be admitted at any one time by one member, but shall not be permitted to use the bar or partake of any liquid refreshment until the Visitors' Book has been signed and the appropriate fee paid.

Anyone whose application for membership has been declined cannot be admitted to the Club as a visitor. Members will be held responsible for the behaviour of their guests. A guest must leave the Club not later than his or her sponsor.

The Club reserves the right to refuse membership to a visitor or guest of a member for any reason.

Possession of a ticket to a Club function by a visitor as a guest of a member does not exempt the member from the requirement to pay the appropriate visitors fee.

Members shall enter the names of all guests in the visitors' book. Not more than two guests may be introduced on any one day. The same guest may not be introduced more than six times in any calendar month. It is the member's responsibility to ensure that his/her guest is signed in and that the appropriate fee is paid. Disciplinary action will be taken against a member who fails to abide by this Rule.

## 14. Visiting Players

Members of sporting teams and others who visit the Club for the purpose of fulfilling a sporting or indoor games fixture may be admitted to the premises of the Club for the sale of intoxicated liquor to them by or on behalf of the Club, for consumption on the premises subject to the right of the Committee or person in de facto control of the Bar at any time to refuse admission without giving any reason for such a refusal. All such visitors must sign the Visiting Players' Book.

15. Subscriptions.

The Committee will recommend the subscriptions for the following year at each Annual General Meeting. The meeting will have the power to amend the recommendation but cannot reduce the subscriptions below the level prevailing at the date of the Annual General Meeting. Members of State Retirement Age shall pay a reduced subscription as determined by the Committee.

16. Financial Year

The financial year shall commence 1st July

17. Sports and Social Sections.

Members of Sections are required to be members of the Club and each Section will provide the Club Secretary with a list of members, together with notification of Sectional Subscription Charges.

Sectional subscriptions and funds raised will be administered by the Sections but all monies so handled must be passed through the Club Treasurer unless otherwise agreed.

18. Annual General Meeting

An Annual General Meeting shall be held in September in each year, or as soon as possible thereafter. Notice of the meeting shall be posted on the Club's notice boards. The purpose of the meeting shall be to receive the Report and Accounts, appoint officers and members of the Committee, and to appoint qualified auditors, together with any other business of which at least fourteen days' notice has been given to the Secretary. Notice of the meeting will be posted on the Club's notice board at least twenty-one days before the date of the Meeting requesting nominations for vacancies on the committee.

Nominations must be received at least seven days before the date of the meeting, and such nominations must be posted on the notice board. .

19. Special General Meetings

Special General Meetings may be convened by the Secretary either on the order of the Committee or upon a requisition signed by not less than 30 Full Members. The meeting shall be held not more than twenty-eight days after receipt of the requisition, but with a minimum notice of seven days. The twenty-eight-day guidance can be over ruled if a more agreeable/convenient date can be mutually agreed between the Secretary and the parties requesting the Special General Meeting.

20. Voting.

At a General Meeting, the voting shall be confined to Full Members of the Club, each of whom shall have one vote. In the case of a tie, the motion shall be lost. A simple majority of those present and voting shall be sufficient for ordinary resolutions, but alterations to the Rules or amendments to the constitution, which can only be altered at a General Meeting must receive a majority of two-thirds of members present and voting. No voting by proxy shall be allowed.

21. Alteration of Rules

The Rules of the Club may at any time be amended, repealed or replaced by resolution at a general meeting of the Club. Any resolution regarding these rules must be passed by a majority of at least two thirds of those Full Members present and voting.

22. Intoxicating Liquor

The permitted hours for the supply of intoxicating liquor shall be fixed by the Committee under the byelaws of the Club in accordance with the general licensing hours for the district. A notice stating these hours will be posted on the Club's notice board.

In accordance with the Licensing Act 1964 the permitted opening hours on Christmas Day will be from 12 noon to 3 p.m., and again from 7 p.m. until 10.30 p.m. if the Committee so decides.

## 23. Dissolution

The Club shall be dissolved upon a resolution to that effect passed with a three fourths majority of those present and voting at a General Meeting of the Club, called for this purpose.

Notification of the meeting will be given to all members in writing to their last known address.

Following on such a resolution, the Trustees shall take immediate steps to convert into money all the property of the Club whatsoever, with power however to postpone or delay the conversion of any particular property as so directed by the General Meeting.

A Second General Meeting will be called to discuss the disposal of the assets remaining after all debts and liabilities have been paid.

## 24. Limitation of Liability.

Members of the Club, their guests, or visitors may use the Club premises, and any other facilities of the Club, entirely at their own risk.

## 25. A copy of these Rules will be posted on the Club notice board. A copy will be supplied by the Secretary to any member on request.

Membership of the Club and acceptance of these rules will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act, 1984.

Members' co-operation in upholding these Rules will be appreciated. Compliance with the Rules is important both to maintain the standards of the Club and to enable members to derive full enjoyment from their membership.

21.09.05 •Addition to Rule 5.

21.0906

12.09.08 Alteration to Rules 6 and 19

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# THE RIVET SPORTS & SOCIAL CLUB

## BYE-LAWS

These Bye-laws may be amended at any time by the General Committee. New Bye-laws and changes will be displayed on the Club's notice board for seven days before being implemented.

### 1. Membership.

Application for membership shall be by means of a completed membership application form submitted to the Secretary. Every candidate for membership must be proposed and seconded by a full member both of whom must be personally acquainted with the candidate. The details of applicants shall be posted on the Club's notice board for seven clear days prior to election. The General Committee shall consider any objection lodged in writing to the Secretary during this period.

Annual membership subscriptions must be paid with a cheque or by cash.

A membership card will be issued to every member. Replacement cards can be issued in return for an administration charge. The member on entry must present the membership card to the Club for security verification. Failure to present a membership card when requested to do so by a representative of the Club may result in the member being refused entry to the Club and purchases of goods at any point of sale will also be refused.

The person to whom it was issued must only use the membership card. If used by any other person, the Committee may, in its absolute discretion, terminate the membership of the member to whom the card rightfully belongs.

Members must inform the Secretary in writing of any change of contact address and telephone number.

### 2. Temporary Members

A guest may be introduced as a Temporary Member for a period not exceeding four weeks. An Officer of the Club must sanction the membership, and a fee of not less than one third of the annual subscription must be paid and a card issued prior to the guest using the Club facilities. The General Committee shall fix the fee from time to time. A card will not be issued for use in the month of December.

### 3. Children.

Children under 16 years of age will not be allowed in the Club or to use the facilities of the Club unless accompanied by a Full Member. Children under 14 years of age must stay with the Full Member within designated areas at all times, and must leave the games room before 8 p.m. Children under 14 years of age will not be allowed on the dance floor area in the Lounge after 9pm when there is entertainment in progress.

No member will be served at the bar if accompanied by a child/children under 14 years of age.

**FAILURE TO KEEP CHILDREN UNDER CONTROL WILL RESULT IN THE PARENT/GUARDIAN FACING DISCIPLINARY ACTION.**

### 4. Gaming Machines

Staff and children under the age of 16 are not allowed to use gaming machines.

5. Sections.

Sectional activities shall be run for the benefit of Club members, with each section entitled to have its own committee. Each section has the right to implement its own rules, within the framework of the Rules and Bye-laws of the Club, and to raise funds to ensure that the section is self-financing. Sections have the right to refuse membership.

Officers of the Club shall be ex-officio members of such committees.

6. Concessionary Rights.

At the discretion of the General Committee the hall may be let out at reduced rates to members or employees of 2 or more years standing. This rate only applies to immediate family (spouse, mother, father or sibling).

Club bar prices will only be used when at least 60% of those attending are Club members. A List of those members attending must be provided to the Secretary 7 days prior to the event. Failure to do so will result in the standard bar prices being charged.

7. Bar Opening Hours

The opening hours will be decided, within the Licensing laws, by the General Committee and posted on the Club notice boards. Extensions will only be applied for when they fall within the list of special occasions issued by the Justices' Clerks' Society.

8. Behaviour and Dress

Members and their guests, when in or around the Club, should conduct themselves in a manner that will not disturb or impair the use and enjoyment of the Club by other members and their guests. In particular, members shall not use foul, loud or abusive language or molest or harass other members or members of staff. A single breach of this bye-law will be deemed serious and may result in termination of membership.

Members shall be dressed in suitable attire at all times when on Club premises. Guidance as to suitable attire may be obtained from the Steward or his assistant, who may at his/her discretion require a member to leave the premises if the member's attire is not considered suitable.

## APPENDIX B – GRIEVANCE PROCEDURE

### 1. Overview

1.1. These procedures will be used by Bearbrook Running Club ("the Club") to resolve grievances raised with them.

1.2. Grievances arising in the club will where possible be resolved within the Club and only in exceptional circumstances will England Athletics become involved as a final level of appeal.

1.3. A grievance is an issue, complaint, dispute, concern or problem, which does not involve alleged serious misconduct. Allegations of serious misconduct should be resolved by reference to the Club's Disciplinary Procedures.

For a definition of misconduct see section 2.02

1.4. For the purposes of these procedures a person raising a grievance will be referred to as the Aggrieved and the individual against whom the grievance is being taken will be referred to as the Respondent. The terms 'Aggrieved' and 'Respondent' in the context of this document are in no way intended to imply fault by either party. At all stages of the grievance process the Aggrieved and the Respondent may be supported and accompanied by a supporter.

1.5. If in the course of these procedures evidence emerges of serious misconduct that the Aggrieved wishes to pursue formally, these procedures will be put aside and the case will be dealt with under the Club's Disciplinary Procedures.

1.6. These Grievance Procedures enable individuals or groups to raise issues that affect their well-being and ability to perform within athletics effectively. It is impossible to provide a comprehensive list of all the issues that might give rise to a grievance, but some of the more common include: breaches of health and safety; breaches of Codes of Conducts; breaches of policies, practices and procedures and equal opportunities. The Respondent may be an individual, a group of individuals, or an organisation, such as a club, county or other association, event organiser, or body such as England Athletics.

1.7. The Club recognises the importance of dealing with grievances, disputes and complaints seriously, fairly and quickly.

1.8. Any person that raises a grievance will: -

1.8.1. Be given a fair hearing concerning any grievances they may have;

1.8.2 Have the right to be accompanied by a supporter when raising a grievance;

1.9. All parties to a grievance should cooperate constructively to resolve matters by informal methods wherever appropriate. It is hoped that grievances can be resolved amicably thereby maintaining, and where necessary, restoring good relations within the sport of Athletics.

1.10. A person with a grievance must state his or her grievance formally in writing which may be by email (unless it is resolved informally) for this procedure to be applied. The submission must be clear and concise, giving details of all facts relating to the parties involved, what exactly happened, when it happened and where it took place.

1.11 Where the person with a grievance has a disability the Club will make reasonable adjustments to ensure they are not treated less favourably. For example, if an Aggrieved is unable to submit a written grievance, because of a disability, the Club will provide assistance where reasonable.

1.12 Jurisdiction. The Committee of the Club shall have jurisdiction over the proceedings although it is accepted that they may refer certain responsibilities to England Athletics or UK Athletics

## 2 Raising Grievance Issues Informally

1.13.1. The Club is committed to the resolution of individual grievances informally whenever possible. An Aggrieved is strongly encouraged to seek to resolve any matter prior to instigating the formal procedure.

1.13.2. If a matter cannot be resolved the Aggrieved is advised to discuss the problem informally with the Club Chairman or Secretary to seek a resolution.

1.13.3. The Chairman and Secretary should give any grievance that has been raised informally proper and full consideration. They will be encouraged and supported to facilitate mutually acceptable solutions to genuine concerns raised by people involved in athletics.

## 3. Raising Grievance Issues Formally.

### 3.1. Stage One

3.1.1. If the Aggrieved has not been able to resolve a grievance informally, the Aggrieved may request a review of the grievance by the Club. The request should be made in writing which may be by email to the Chairman or Secretary. The request should state the details of the grievance, the action taken by the Aggrieved to resolve the matter so far and the outcome or remedy sought and the exceptional circumstances which warrant the involvement of Club. Copies of relevant papers in support of the grievance should be included with the letter. Upon receipt of the written request and relevant papers, the Chairman, in consultation with the Secretary, will appoint an Investigating Officer. If the Chairman or Secretary is a cause of the grievance, the Committee will identify an appropriate person (the Investigating Officer) to consider the grievance.

3.1.2. The appointed Investigating Officer considering the grievance will notify the Respondent that a grievance has been submitted by the Aggrieved and will provide the Respondent with a copy of the grievance. The Respondent will be given the opportunity to provide a statement and any relevant papers in response to the grievance, normally to be returned to the Investigating officer within one week. Both parties should be made aware that information provided by them may be disclosed to the other party to the grievance.

3.1.3. In certain circumstances, it may also be necessary for Investigating Officer to carry out further investigation into the Aggrieved grievance by meeting with the Respondent and any relevant witnesses to any of the matters complained of.

3.1.4. The Investigating officer considering the grievance will then arrange to meet with the Aggrieved, usually within three weeks of receipt of the grievance. The Aggrieved must take all reasonable steps to attend the meeting. The meeting will also be attended and documented by a " Note Taker", who will be appointed by the Chairman, in consultation with the Secretary, and will act in a purely administrative independent role.

3.1.5. The purpose of the meeting will be for the Aggrieved to state their grievance, for those present to understand the full nature of the grievance, discuss the grievance and explore potential solutions. To facilitate a solution the Investigating Officer considering the grievance may, with the prior approval of the Aggrieved, use the meeting to bring together the Aggrieved and the Respondent.

3.1.6. It may be necessary to undertake further investigation of the grievance, in which case the meeting may be adjourned in order to enable this to take place, and reconvened within a reasonable period of time. The timetable for any further investigation necessary will be discussed and agreed with the Aggrieved. Every attempt will be made to address the issue promptly.

3.1.7. Following the meeting, the Aggrieved will be informed by the Investigating Officer considering the grievance in writing of the decision under Stage One of the Grievance Procedure. This will be issued to the Aggrieved within fourteen days of the close of the grievance meeting. The letter will generally summarise:

3.1.7.1. the nature of the grievance;

3.1.7.2. the investigation that was conducted;

3.1.7.3. the decision

3.1.7.4. the reason for the decision

3.1.7.5. any outcome for a change in practices as a result of the decision

3.1.7.6. a copy of meeting records and any formal minutes taken.

14.1.8. A copy of the paperwork referred to in 4.1.7 will also be provided to the Respondent. Any dissenting comments in connection with the decision will be recorded.

3.1.9. There may be situations where, with mutual agreement, it would be helpful to seek external advice and assistance during the grievance procedure or after it has concluded. For example, where relationships are strained a facilitator might be able to assist in resolving the problem. A facilitator may be used to assist in the rebuilding of relationships or to provide expert advice on a particular area of activity. The facilitator may be an external person or an agreed person active in athletics in the region not directly connected with the grievance. The Investigating Officer considering the grievance may recommend the use of a facilitator with the agreement of the Aggrieved.

## 3.2. Stage Two — Appeal.

3.2.1. An Aggrieved who is not satisfied with the outcome of the grievance meeting held under Stage One above may appeal.

3.2.2. The Aggrieved should write to the Investigating Officer within two weeks of receipt of the letter issued following Stage One of the Grievance Procedure. The letter should state that the grievance has not been resolved to the Aggrieved's satisfaction under Stage One of the procedure and the reasons why the Aggrieved is not satisfied with the outcome. The note must be accompanied by a cheque for £50 made payable to Bearbrook Running Club (the Deposit) this deposit shall be held by the Club and repaid to the Aggrieved in the event the appeal panel so decides. The remedy or outcome sought should be specified in the letter from the Aggrieved.

### 3.2.3 Costs

3.2.3.1 Each party shall bear its own costs (including but not limited to legal costs, scientific or other experts' fees, witness costs) in connection with Complaints made or Disputes or Appeals brought under these Procedures.

3.2.3.1. The costs of any mediator shall be shared by the parties equally and the costs of any arbitration body appointed shall be borne by the parties in such proportions as the arbitration body shall rule at the conclusion of the matter.

3.2.4. The Investigating Officer, in consultation with the Committee, shall appoint an Appeal Panel of three members. These members shall be fully paid up members of the Club, with their membership being continuous for a period not less than three years.

3.2.5. In the interests of fairness and impartiality none of the members of The Panel shall have been directly involved in the matter being considered.

3.2.6. The Appeal Panel should receive in advance copies of any documents that either party wishes to refer to during the Appeal Hearing. The Appeal Panel must also be informed of any witnesses who wish to submit written evidence from either party to put before the Panel. The Panel will decide whether it wishes to hear evidence from witnesses in person or whether it wishes to rely on written statements.

3.2.7. The Investigating Officer will arrange for a Hearing to be convened for The Panel to consider the appeal.

3.2.8. The purpose of the Hearing will be to understand the on-going nature of the grievance, to review the basis for the earlier decision and to explore potential solutions. The Aggrieved will be afforded every opportunity to state their grievance at the meeting. It may also be necessary for further investigation to take place in which case the Hearing may be adjourned to enable this to be undertaken, and reconvened within a reasonable period of time. Again, the timetable for investigation will be discussed and agreed with the Aggrieved. Every attempt will be made to address the issue promptly.

3.2.9. The letter with the decision under Stage Two of the Grievance Procedure will normally be issued within one week of the conclusion of the Hearing. The letter will generally summarise:

3.2.9.1. the nature of the grievance;

3.2.9.2. the investigation that was conducted;

3.2.9.3. the decision;

3.2.9.4. the reason for the decision;

3.2.9.5. any outcome for a change in practices as a result of the decision.

3.2.9.6. a copy of Hearing records and any formal minutes taken

3.2.10. A copy will be sent to all parties who attended the Hearing and opportunity made for the recording of any dissenting comments. This will conclude the process for the resolution of grievances.

## 4. Keeping Records

4.1 The Club will keep confidential records for up to six years of:

4.1.1 Nature of grievance

4.1.2 Copy of written statement of grievance

4.1.3 Copy of the Club's response

4.1.4 Action taken

4.1.5. Reasons for action

4.1.6. Any business relating to an appeal

4.1.7. Further developments

## APPENDIX C – DISCIPLINARY PROCEDURE

### Glossary of Terms

In these Procedures the following words shall have the meaning set out as below:

"BBRC" Bearbrook Running Club.

'Complainant' The person who makes a Complaint or allegation of misconduct against the Respondent (under these Disciplinary Procedures).

"Decision" The written decision of the Disciplinary Panel given in accordance with these Procedures.

"Disciplinary Panel" The disciplinary panel appointed pursuant of the Disciplinary Procedures.

"The Disciplinary Procedure" The procedures set out in above, as amended from time to time.

"Investigating Officer" The investigating officer appointed by the Chairman on a case by case basis or generally.

"Natural Justice" A term that denotes the basic principles of justice, which are considered so fundamental as to be self-evident. The principles of natural justice include, for example, the following:

There is a duty to give a fair hearing to everyone with a concern in the case.  
There may be a duty to explain the reasoning behind a decision. There is an obligation for the decision maker to be impartial.

"Notice" The notice of the Complaint to be given to the Investigating Officer.

"The Club" Bearbrook Running Club.

"The Panel" The disciplinary panel that may be convened to conduct a disciplinary hearing under these procedures.

"Respondent" The person who is the subject of the Complaint by a Complainant (under these Disciplinary Procedures).

"Serious Misconduct" Examples of serious misconduct include, but are not restricted to:

Theft

Fraud

Physical violence to another person

Sexual abuse to another person

Deliberate damage to property

Serious negligence resulting in damage to property, loss or injury

Serious acts of insubordination

Incapability brought about by alcohol or illegal drugs  
Serious infringement of health and safety regulations

Serious bullying, harassment or discrimination

Words denoting the singular number shall include the plural number and vice versa and words denoting the masculine gender shall include the feminine gender and vice versa.

## 1. Guiding Principles

1.1 There are standards of conduct and behaviour required of all club members and regrettably there will be occasions when someone will breach those standards. Although such incidents are rare it is important that The Club is seen to deal with breaches in a fair, consistent and timely manner.

1.2 The vast majority of members are committed to the sport and take part because they choose to do so. The use of formal disciplinary procedures by BBRC to deal with such individuals should only be resorted to when all other avenues to resolve the matter have been pursued, or are considered inappropriate.

1.3 Confidentiality, diligence, fairness, impartiality, natural justices are key features of these procedures and will be applied at all times.

This document describes the procedures to be followed in the event of a Complaint.

## 2. Misconduct & Jurisdiction

### 2.1 Complaints of Misconduct

A Complaint may be made against a member where he:

2.1.1. behaves in a manner which is or is likely to be prejudicial to an event organised under UKA or England Athletics' Rules or the administration of a training facility;

2.1.2. behaves (whether by action or omission) in a manner which is disgraceful or opposed to the general interests of The Club or which brings the The Club into disrepute; or

2.1.3. behaves in a manner that is otherwise considered by The Club to be unacceptable and contrary to the conduct expected of a person participating in athletics.

2.2 Serious misconduct examples of serious misconduct include, but are not restricted to:

Theft

Fraud

Physical violence to another person

Sexual abuse to another person

Deliberate damage to property

Serious negligence resulting in damage to property, loss or injury

Serious acts of insubordination

Incapability brought about by alcohol or illegal drugs

Serious infringement of health and safety regulations

Serious bullying, harassment or discrimination

## 3. Procedure by BBRC on Receipt of Complaint

This section of the Discipline Procedures describes the steps to be taken when the initial Complaint is made to BBRC.

### 3.1 Making a Complaint.

3.1 1 Any party who is a club member may make a Complaint where they consider a matter falls within the definition of misconduct above.

3.2 2 The party making a Complaint shall do so by giving notice in writing to the club Chairman as soon as practicable and in any case within 30 calendar days of the incident and shall set out full details of the Complaint and the alleged Respondent.

### 3.2 Responsibility of the Chairman.

3.2.1 The club Chairman shall have responsibility for the management of complaints, disciplinary investigations and hearings in accordance with the procedures set down in these Discipline Procedures.

3.2.2 This responsibility shall extend to making every reasonable effort to select an Investigating Officer who at all times may be expected to operate these Discipline Procedures in a fair and impartial manner, solely on the basis of the evidence presented.

### 3.3 Action on the receipt of a Complaint

3.3.1 If a Notice is received by the club outside the 30 day period, it may, in exceptional circumstances and with complete discretion, process the Complaint.

#### 3.3.2 Referral to the Investigating Officer

The club Chairman shall appoint an Investigating Officer to investigate the matter and complete a report for the Disciplinary Panel. In the interests of impartiality, the Investigating Officer shall not have had any previous direct involvement in the matter, which has given rise to the Complaint.

3.3.3 Details of all Complaints shall be given to the Investigating Officer by the club Chairman in the form of a Notice. The Notice shall be given in writing as soon as practicable and ideally within two weeks of the receipt of the Complaint and shall set out details of the Complaint etc. and the terms of reference of the investigation.

3.3.4 If a Notice is received by the Investigating Officer outside the specified period, he or she may, in exceptional circumstances and with complete discretion, process the Complaint.

3.3.4 As soon as practicable the club Chairman shall give the Respondent written notice

3.3.4.1 Of the nature of the complaint;

3.3.4.2 Specify who the appointed Investigating Officer is

3.3.4.3 That there is to be an investigation into the case;

### 3.4 The Investigating Officer shall:

3.4.1 Carry out such investigations and gather such evidence as he or she in their sole discretion considers appropriate;

3.4.2 Take such steps as he or she thinks appropriate to ensure that the Respondent concerned is informed of the evidence against him or her and has the opportunity to respond to the allegations and evidence before any report of the investigation is completed. Any response must (unless the Investigating Officer decides otherwise) be in writing;

3.4.3 Complete a report for the Committee in relation to the breach of the relevant rule, policy, procedure or code of conduct, which may include a recommendation as to the outcome of the case if appropriate.

## 4. Hearing by the Disciplinary Panel

### 4.1 Setting Up The Panel

4.1.1 The Chairman in consultation with the Committee shall appoint a Disciplinary Panel of three Committee members including the Investigating Officer.

4.1.2 In the interests of fairness and impartiality none of the members of The Panel, including a co-opted member, if any, shall have been directly involved in the matter being heard.

4.1.3 The Chairman shall inform the Respondent of the composition of The Panel.

4.1.4 The decision by the Chairman on the composition of The Panel shall be final.

### 4.2 Pre-hearing procedures

4.2.1 Where the Disciplinary Panel has been convened the Investigating Officer shall forthwith:

4.2.2 Send a copy of the Complaint together with the charge and evidence gathered against the Respondent by post to the Respondent. In all cases the Investigating Officer shall ensure that the Respondent is given full disclosure of the matter in dispute in writing.

4.2.3 Ask each party to submit written evidence in support of their case.

4.2.4 Inform all parties that they must provide in writing to the Investigating Officer within fourteen calendar days or such alternative time limit as the Investigating Officer shall decide any information and copies of all documents relating to the Complaint that either party wishes the Disciplinary Panel to consider in relation to the matter;

4.2.5 Upon receipt of such documents under the clause above supply copies of such information to the Disciplinary Panel and the other parties within a further seven calendar days.

4.2.6 Inform the Respondent that if no reply is received within the period of fourteen calendar days (or such alternative time limit imposed by the Investigating Officer the Panel will consider the Complaint on the basis of the facts and statements in its possession. 5.1.6. Give all parties a minimum of fourteen calendar days notice of the date, place and time of the hearing when the Disciplinary Panel is to consider the matter.

4.2.7 The Investigating Officer shall be entitled to make directions as to any further exchange of evidence.

After the hearing, the Disciplinary Committee shall provide its full Decision in writing to the Committee within 14 days. The Disciplinary Committee may decide any issue by majority.

The Decision shall include:

a summary of the Complaint;

the Disciplinary Committee's decision in relation to the Complaint and its reasons; (c) the appropriate sanction (if any) to be imposed on the Respondent.

### 4.3. The Hearing

4.3.1 The Chairman in consultation with the Investigating Officer shall decide the arrangements for and conduct of the Hearing.

4.3.2 The Panel adjudicating a hearing will endeavour to apply the rules of Natural Justice and the hearing will be held in private.

4.3.3 Where the facts in the case are not contested by the Respondent the Panel may resolve the matter by considering the written facts as provided by the Complainant and other witnesses, without calling oral evidence.

4.3.4 The Panel must also consider any written and or oral submission made by the Respondent.

4.3.4.1 They may also rely upon a written and or oral submission by the Investigating Officer, which may include a recommendation as to disposal of the case.

4.3.4.2 Facts Contested:

4.3.5 Where the facts in the case are contested by the Respondent the Panel may resolve the matter by considering all the evidence made available to it including oral and written evidence from the club, the Complainant and other witnesses. It may question the club, the Complainant and any witnesses present in relation to the matter. It may call upon either of the club or the Complainant to supply additional evidence and may adjourn the hearing for that or any other purpose.

4.3.6 The Panel must also consider any written and or oral submission made by the Respondent and any written and or oral evidence provided by witnesses called on his or her behalf.

4.3.7 In the event that The Panel finds the Respondent guilty of misconduct they may rely upon a written and or oral submission by the Investigating Officer, which may include a recommendation as to disposal of the case.

4.3.8 The Chair of The Panel may vary this procedure in his or her absolute discretion if, after discussion with the other parties, he or she is of the opinion that such change would assist the Hearing process in a fair and impartial way.

4.3.9 The Panel shall decide any matter on the basis of a simple majority.

4.3.10 Powers of the Disciplinary Panel

4.3.10.1 The Panel may reject the Complaint or, where the Complaint is upheld, impose such sanctions upon the Respondent as it thinks fit including without limitation:

a warning in respect of the misconduct committed;

a recommendation to the Committee to terminate his or her membership or remove him or her from any official position within the club;

a requirement to complete education or training;

4.3.10.2 In the event that a Respondent fails or refuses to comply in whole or in part with the sanctions imposed by The Panel, The Panel may reconvene at its own discretion and treat the failure or refusal as a fresh Complaint and deal with the matter and impose any sanction in accordance with these procedures.

4.3.11 The decision of The Panel shall be issued in writing to the parties concerned not more than fourteen calendar days from the date of the Hearing. The decision shall be accompanied by details of any disciplinary action that has been agreed by The Panel. 6.6 Any suspension, disqualification or expulsion shall normally run with immediate effect from the date of the Disciplinary Hearing.

## 5. Records of Hearings

5.1 The decisions of Disciplinary Panels, shall be recorded and retained in confidential records for a period of time specified by The Panel, which shall not be less than six years. Supporting documentation shall also be retained in the same fashion.

5.2 Where appropriate and in the absolute discretion of the Chair of a Hearing or Appeal Panel, details of a decision, including sanctions imposed, may be communicated to UKA, a National Association, county association, club or other body where it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity.

## 6. Dealing With Persistent/Vexatious Complaints/Allegations Of Misconduct

### 6.1. Introduction

6.1.1 BBRC will follow these procedures and will do everything it reasonably can to resolve issues of Complaint. Occasionally, Complainants or those making allegations of misconduct may focus solely on their concerns to the extent of placing an undue strain on time and resources of the club and causing undue stress to volunteers involved.

6.1.2 The club is expected to deal with individuals in a respectful and professional manner and to follow appropriate procedures; however there are instances when nothing more can reasonably be done to rectify a real or perceived problem. At this stage it is important to ensure that Complaints procedures and those for investigating allegations of misconduct have been followed correctly and that all elements of the Complaint or allegation have

been adequately addressed. This policy for dealing with persistent or vexatious Complaints should only be invoked in exceptional circumstances.

## 6.2. Definition of a vexatious Complaint

6.2.1 A written or verbal report of alleged improper conduct made to the club where there is a demonstrable absence of reasonable grounds for suspecting the improper conduct, and the report is considered to have been made to cause distress.

## 6.3. Definition of a persistent Complaint

6.3.1 Where an individual persists in pursuing a Complaint when appropriate procedures have been followed and exhausted.

6.3.2 Where the substance of a Complaint is continually being changed or new issues continually being raised to prolong contact.

6.3.3 When an individual is unwilling to accept documented evidence as part of the Complaints response, or deny receipt of an adequate response in spite of correspondence specifically answering their concerns.

6.3.4 When an individual persists in raising issues of Complaint outside the remit of the club.

6.3.5 Where an individual has: -

6.3.5.1 threatened or used physical violence towards members dealing with the Complaint; or

6.3.5.2 harassed or been verbally aggressive on more than one occasion towards members dealing with the Complaint.

6.3.6 Where an individual has had an excessive number of contacts with members during the investigation, e.g. personally, or by telephone, fax, email.

6.3.7 Where an individual has made unreasonable demands about the investigation of their Complaint (e.g. responses being made more quickly than time limits set down).

6.3.8 Where an individual is known to have recorded meetings or conversations without the prior knowledge or consent of the other parties involved.

## 6.4. Handling Persistent Complaints/Allegations of Misconduct

6.4.1 It will be for the Chairman/Secretary to consider the nature of the Complaint against the above criteria and to identify or classify such Complaints as 'persistent' or 'vexatious' in agreement with the Investigating Officer. The two together will determine the most appropriate course of action from the following options:

6.4.1.1 Try to resolve the issue before invoking this procedure, by contacting the individual in writing to explain the difficulties and set out a code of behaviour for the parties involved if the club is to continue processing the Complaint. This may involve requiring the Complainant to communicate in a particular way, for instance in writing only.

6.4.1.2 Decline contact with the Complainant or restrict contact to a specific format (as above).

6.4.1.3 Notify the Complainant in writing that the club has responded fully to the points raised and has tried to resolve the Complaint but there is nothing further to add and continuing contact on the matter will serve no useful purpose. The Complainant will also be notified that the correspondence is at an end. Further correspondence will be acknowledged but not answered.

6.4.1.4 In extreme cases, it might be necessary to take legal advice/action to deter an individual from frequenting the club premises or contacting members.

## Appendix D

### Guidelines for dealing with an Incident or accident

#### BEARBROOK RUNNING CLUB

- Stay calm but act swiftly and observe the situation.
- Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first-aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/carer.
- Complete an incident/accident report form and hand to the Club Secretary.

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## Incident or accident report form

BEARBROOK 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 or injury and extent of injury

ACCREDITED CLUB

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 esNo
- Police esNo
- Ambulance esNo C]

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:

## APPENDIX F – Health and Safety Risk Assessment

### Assessment: Bearbrook Running Club – Club Group Runs

Date: Nov 2012      Activity: Running / Jogging / Walking

Approved By: Phil Woodage

Hazard	Who or What Harmed	Risk Factor	Existing Controls to Reduce Risk	Adequate?
Not warming up or down	Persons taking part in the activity	Medium	Stretching and warm up and down exercises	Yes
Unsuitable footwear (shoes)+	Persons taking part in the activity	Medium	Check all taking part are wearing suitable footwear. Inform newcomers what footwear is suitable before first run.	Yes
Unsuitable clothing	Persons taking part in the activity	Medium	Check all taking part are suitably clothed. Inform newcomers what clothing is suitable.	Yes
Not being clearly visible (e.g at night or poor weather)	Persons taking part in the activity	High	Wear HI-Viz/reflective clothing. Check all are wearing Hi-Viz clothing. Choose well lit routes	Yes
Not listening to instructions	Persons taking part in the activity	Low	Check all have heard and are clear on instructions.	Yes
Irate persons	Persons taking part in the activity	Low	Act with courtesy and be non-confrontational. Single file past others.	Yes
Shoe laces undone, loose shoes	Persons taking part in the activity	Low	Guidance on laces and tying them.	Yes
Lone persons	Persons taking part in the activity	Medium	Nominate lead & tail end persons. Count numbers taking part & inform them to tell either lead or tail end person if they leave group.	Yes
Wildlife	Persons taking part in the activity	Low	Warn group on approach to cattle, swans, geese etc.	Yes
Narrow paths	Persons taking part in the activity	Low	Single file, space between participants, no overtaking.	Yes
Tripping or falling	Persons taking part in the activity	Medium	Point trip hazards – particular & in general (e.g. kerbs, tree roots, uneven pavements etc.)	Yes
Slipping	Persons taking part in the activity	Medium	Point out slip hazards (e.g. ice, frost, mud, snow, oil litter, dog poo etc)	Yes
Bad weather	Persons taking part in the activity	Medium	Is severe consider cancelling or postponing activity. Need good communications (e-mail/texting/ phoning/web site)	Yes
Cold or hot weather	Persons taking part in the activity	Medium	Hot – drink plenty of fluids; sun screen; sun glasses. Frequent rests; shade; loose clothing. Cold: drink fluids; warm clothing.	Yes

Obstructions (e.g. street furniture, wheelie bin, parked cars etc)	Persons taking part in the activity		Warn those following on approach to	Ye
		Medium	obstructions. Choose a lit route.	
Ill or poor health	Persons taking part in the activity		Persons taking part should consult their GP	Ye
		Medium	before participating.	