



Club Rules & Regulations

The following are the Rules and Regulations of the Bognor Regis Tone Zone Runners (“the Club”) and by payment of your annual membership fee you agree to abide by these. Failure to comply with these could result in disciplinary action being brought from the Club’s Committee and expulsion from the Club.

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1.0 Club Name and Legal Structure

- 1.1 Bognor Regis Tone Zone Runners.
- 1.2 The Club is an unincorporated association.

2.0 Club Headquarters

- 2.1 Arun Leisure Centre
Felpham Way
Bognor Regis
West Sussex
PO22 8ED

3.0 Club Objective

- 3.1 The objective of the Club is the positive promotion of running as a healthy and friendly sport for all, with an overview to promoting Amateur Athletics.

4.0 Club Aim and Ethos

- 4.1 The aim of the Club is to provide its members with an environment where they can run in a safe and friendly atmosphere, whilst achieving their own individual goals under the guidance of the Club's coaches.
- 4.2 The Club is committed to ensuring that equity is incorporated across all aspects of its operations, activities and development. In doing so, the Club acknowledges and adopts the following Sport England definition of sports equity:

'Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.'
- 4.3 The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious beliefs, sexuality or social/economic status.
- 4.4 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 4.5 All members have a responsibility to oppose discrimination behaviour and promote equality of opportunity.
- 4.6 The Club will deal with any incidence of discriminatory behaviour seriously according to the Club's disciplinary procedures.

5.0 Club Management

- 5.1** The management of the Club is vested in a Committee (see Section 12.0), elected annually (see Section 10.0) at the AGM to make a quorum. The Committee has the power to fill any vacancy which may arise from time to time.

6.0 Club Membership

- 6.1** Membership of the Club is confined to Amateurs as defined by the UK Athletics Rules for Competition. Membership shall be open, on application, to anyone regardless of sex, age, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs. However, for insurance purposes, a member must be 16yrs of age minimum.
- 6.2** A candidate for membership must apply in writing using the Bognor Regis Tone Zone Runners application/registration form. A Physical Activity Readiness Questionnaire (PAR-Q) form must also be fully completed at the time of application. An up-to-date copy of the form is available on the Club's website (www.tonezonerunners.org) to download and complete. These forms will then be held securely and in confidence by the Membership Secretary, with details only used for Club purposes (see Section 22.0 for The Club's GDPR/Data Protection and Privacy Policies).
- 6.3** Lifetime memberships will be awarded to members that have shown an outstanding contribution to the Club over a number of years. This will be decided through a vote of the standing Committee at the time.
- 6.4** Subject to these Rules and the general law, the Club shall (as the case may be) become a member of or affiliate to England Athletics and any constituent body designated to it be England Athletics and the Club shall comply with and uphold the rules and regulations of England Athletics and of such constituent body for the time being in force.

7.0 Resignation from The Club

- 7.1** A member intending to withdraw from the Club must inform the Membership Secretary and complete the club resignation form that is located on the UK Athletics (UKA) website. Resigning members who wish to join a different club are bound by the conditions set out in UKA Rules 3 & 5 where 1st and 2nd Claim Club Membership are specified: [click here for form](#)

8.0 Club Membership Fees

- 8.1** The annual membership fee of the Club is published on the Bognor Regis Tone Zone Runners official website, Facebook page and via

email. This will detail the fee for new members and renewing members.

- 8.2 The annual membership fee will be reviewed each year at the November Committee meeting ready to be introduced the following year Jan-Dec.
- 8.3 The membership fee will include the affiliation fee to UKA and cost of a Club vest when joining for the first time.

9.0 Club Annual General Meeting (AGM)

- 9.1 The AGM shall be held during the months of May or June every year to receive the Committee's report and financial statement, elect new Committee members, and deal with any other matters specified on the agenda.
- 9.2 Notice of the AGM shall be given to all members in writing by the Club Secretary no later than 21 days prior to the proposed date of the AGM.
- 9.3 Upon members receiving the notice of the AGM, members will be asked to raise any issues they wish to add to the AGM's agenda, and these must be sent to the Club Secretary no later than 14 days prior to the date of the AGM.

10.0 Election of Club Committee Members

- 10.1 Even though there are no pre-requisites to be eligible to sit on the Committee, the proposed candidate must be able to attend a minimum of four of the six planned meetings throughout the year.
- 10.2 If a Committee member should wish to resign from their post, they must give the sitting Committee eight weeks' notice of their intention to resign in writing. The existing Committee will then be able to recruit a new, suitable person and then vote in that person to carry out the vacant role until the next AGM, which is when the position will be ratified by the Club members.

11.0 Special General Meeting

- 11.1 The Club Secretary shall call a Special General Meeting within 14 days of the receipt of a request in writing, signed by at least ten members of the Club, stating the business to be brought before such a meeting.
- 11.2 The Club Secretary shall give every member at least 7 days notice in writing of the time, place, and any form of Special General Meeting, along with the business to be dealt with at any such meeting.

12.0 Club Committee Positions

12.1 The following positions will make up the Club's Committee and must be elected at the Annual General Meeting:

- Chair
- Club Secretary
- Membership Secretary
- Treasurer
- Results Secretary
- Kit Co-ordinator
- Head Coach
- Social Events Co-ordinator
- PR & Social Media Administrator
- Website & IT Administrator
- Bognor Prom 10K Race Director
- Welfare Officer

13.0 Club Honorary President Role and Election

13.1 The Honorary President role is a non-Committee post.

13.2 Every two years the Committee will review the Honorary President Role and the Chair will invite them to take on the role if they wish.

14.0 Club Marathon Places - Ballot

14.1 The Club will be allocated a number of places for the **London Marathon**. These places will be put into a draw for members, subject to the following criteria.

1. At the time of the draw all applicants must have paid a continuous 24 months membership fees (which includes the current membership year) to Bognor Regis Tone Zone Runners.

For example:

| | Eligibility (Calendar year = January to December) |
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| 2020 Draw | Must be a paid member for two full calendar years from January 2018 . |
| 2021 Draw | Must be a paid member for two full calendar years from January 2019 . |
| 2022 Draw | Must be a paid member for two full calendar years from January 2020 . |
| 2023 Draw | Must be a paid member for two full calendar years from January 2021 . |

2. At the time of the draw all applicants must have completed 4 unaided races minimum, of 5 miles or over as a Bognor Regis Tone Zone Runner in the last year (1st October-30th Sept), of which

one must be a local race (Bognor Regis, Chichester, Arundel, Littlehampton, Worthing). Volunteering at The Bognor Prom 10K counts as 1 of the 4.

3. All applicants must produce their **London Marathon** letter of rejection to the Membership Secretary before the draw takes place.
4. Members who have received a guaranteed “Good For Age” position from the previous year are not eligible to enter the ballot for the forthcoming year.
5. Previous draw winners may apply after being absent from the ballot for 3 consecutive years.
6. Any member breaking Club rules e.g. not wearing an official Club shirt at any races (unless previously authorised), or swapping race numbers, will be informed at the time of the offence and excluded from the forthcoming year’s ballot.
7. All places are awarded at the Committee’s discretion.

14.2 The Club will also be allocated a number of places for the **Brighton Marathon**. These will be awarded on a first come, first served basis, unless interest is above the allocated number of places. If this situation arises, then the same criteria as 14.1 would be put in place.

14.3 If a Club member is successful in gaining a marathon place through the Club ballot and wish to raise monies for a charity, all proceeds must be allocated to the Club’s nominated charity for that year (if one has been chosen) or own charity with the Committee’s approval.

15.0 Club Awards Presentation

15.1 On an annual basis the Club Awards will be presented for the following categories.

All members that are nominated for an award must have served 1 full year as a Club member at the time of the awards. Similarly, members must have served 1 full year as a Club member to be eligible to vote (New Year beginners unfortunately cannot vote). Previous winners of an award are not eligible to receive one in the same category the following year.

Members can win either the Runner of the Year **or** Most Improved Runner award **and** the Member of the Year award - which is open for all to win.

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| <p>BRTZR - Beginners Award Male & Female</p> | <p>Coach’s choice to a new member joining BRTZR in the previous membership year.</p> |
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| BRTZR - Most Improved Runner Male & Female (including runner up trophies) | Awarded to a runner who has shown determination to continue to improve in training or races. Nominations are picked by the Committee and voted by the Club members. |
| BRTZR - Runner of the Year Male & Female (including runner up trophies) | Awarded to a runner that has shown continued commitment to their running. This could also be races or events attended. Nominations are picked by the Committee and voted by the Club members. |
| BRTZR - Member of the Year | Nominated by members to a member for their achievements, commitment or service in the Club. |
| Roy Webb Memorial Award | Nominated by the Chair. |
| The Hinckley's Awards | Nominated by Club members and the Head Coach. Winners decided by Head Coach. |

16.0 Race Participation

- 16.1** When a member enters a race as a Bognor Regis Tone Zone Runner, they are bound by the **UKA Rules for Competition** found at: www.britishathletics.org.uk
- 16.2** An official Club shirt (vest, T-shirt or long top) must be worn for all races even when not entering as a Bognor Regis Tone Zone Runner unless previously authorised e.g. running for an official charity. The official Club shirt must be worn under an alternative piece of clothing during inclement weather e.g. raincoat.
- 16.3** No race numbers shall be swapped unless prior permission has been given by the race organisers. If this is not followed, then this could result in membership being terminated from the Club and/or exclusion from the marathon ballot (see Section 14.0).

17.0 Changes to Clubs Rules and Regulations

- 17.1** Changes to the Club's rules and regulations can be made by the Committee at any time during an official Committee meeting. A voting process will be put in place. In the result of an equal vote the Chair will have the final decision.

18.0 Club Charity

- 18.1** In the lead up to the annual January Committee meeting, the Committee may ask Club members to suggest a charity for the Club to

support for the forthcoming period April to March. The Committee will select and democratically vote on the charity that is to be supported.

- 18.2** Any funds raised for the Club's nominated charity will be managed by the Club Treasurer in a separate and dedicated account.

19.0 Club Grievance Procedures

- 19.1** Informal Procedure: Club members are encouraged to resolve any grievance situation informally. This should be done by talking directly, politely and objectively to a Committee member regarding whom or what they have the grievance about.

Formal Procedure: All complaints will be fully investigated. Confidentiality will be maintained as far as possible and the investigation will be handled with due respect for the rights of both parties. Every effort will be made to resolve the complaint quickly.

- 19.2** Initial Grievance: The member must set out the grievance clearly in writing to the Club Chair. The Chair will hold a meeting within 7 working days to discuss the member's concerns. Wherever possible the grievance should be resolved and any decision given at the time of the meeting. However, if this is not practical, a decision should be given within 7 working days of the meeting unless the Club member and Chair agree otherwise. Any verbal decision should be followed up in writing as soon as reasonably possible.

20.0 Club Disciplinary and Safeguarding Procedures

- 20.1** Any member may be disciplined or excluded from the Club, if his/her conduct has been, or is likely to be, prejudicial to the interests and reputation of the Club and/or the sport or constitutes an act of Serious Misconduct as defined in UKA and England Athletics National Disciplinary Policies and Guidelines.
- 20.2** The Club shall not tolerate the verbal, physical, mental, or sexual abuse, harassment, discrimination, or defamation of ANY of its members during training sessions, or subsequent to any Club events, whether social or competitive.
- 20.3** The Club Committee, guided by its Welfare Officer, will operate a proactive approach to Safeguarding of vulnerable members, so that problems are prevented, and all parties are protected during the usual activities of the Club. Guidance will be taken from the UKA Welfare and Procedures Manual and documents available at: www.uka.org.uk/governance/welfare-and-safeguarding/
- 20.4** All complaints of misconduct must be received by the Club Committee in writing from the Complainant(s).

- 20.5** The Committee will nominate an Investigating Officer such as the Welfare Officer or Club Chair, as long as they are impartial and not involved in the incident(s).
- 20.6** The complaint and all associated evidence will be collated and presented to an independent Disciplinary Panel of 3 impartial members of the Committee within 7 working days.
- 20.7** The Panel will meet at a Disciplinary Hearing to discuss the complaint and evidence, and after a majority decision is reached, the Complainant(s) and Respondent(s) shall be informed of their decision in writing.
- 20.8** There are several potential outcomes of the hearing, typically, but not limited to – rejection of the complaint, a written warning, temporary suspension, or expulsion from the Club.
- 20.9** Any suspension or expulsion from the Club shall normally take place with immediate effect from the date of the Disciplinary Hearing.
- 20.10** Any member disciplined or expelled from the Club shall be entitled to lodge an Appeal to the Committee and request that the matter be referred to independent arbitration by 3 persons within the Club membership who are also impartial from the alleged allegation and persons involved. Such arbitrators shall have the power to overturn the disciplinary action or expulsion, or to annul it subject to conditions applied to the member which they see fit.
- 20.11** All written evidence and communications shall be held on file for not less than 6 years.

21.0 Club Coaches

- 21.1** All Club coaches will complete their duties within a voluntary role. All coaches that lead a group will be qualified to UKA Level 1 as a minimum, and conduct sessions in conjunction with the Head Coach.
- 21.2** If the Club fund a member to attend and complete a UKA recognised training course, and then the member should leave the Club for any reason during the first 2 years following completion and final payment, the following repayment scale will be applied:

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| During the training period | 100% of total sponsorship |
| 1-12 months | 100% of total sponsorship |
| 12-24 months | 50% of total sponsorship |

22.0 Club GDPR/Data Protection and Privacy Policies

- 22.1** The General Data Protection Regulation (GDPR) is a change in government legislation regarding data protection which came into effect on 25 May 2018.

22.2 Bognor Regis Tone Zone Runners (“the Club”) are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Bognor Regis Tone Zone Runners is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

22.3 What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the UKA affiliated Clubs with which you are registered and gender (**Athletics Data**). We may also ask for relevant health information.

22.4 Why we need your personal data

The reason we need your Athletics Data is to be able to administer your membership and provide the membership services you are signing up to when you register with the Club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.

22.5 Reasons we may need to process your data include:

For training and competition entry

- sharing personal data with Club coaches or officials to administer training sessions;
- sharing personal data with facility providers to manage access to the track or check delivery standards.

For reporting purposes

- sending an annual Club survey to improve your experience as a Club member.

For membership and Club management

- processing of membership forms and payments;
- sharing data with Committee members to provide information about Club activities, membership renewals or invitations to social events;
- Club newsletter promoting Club activities and news;
- publishing of race and competition results.

Marketing and communications (where separate consent is provided)

- sending information about selling Club kit, merchandise or fundraising.

Any special category health data we hold on you is only processed for the purpose(s) of fitness/health checks or passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasion we may collect personal data from non-members (e.g. such as any non-member participant who fills in a health disclaimer or form at the Beginners Course). This information will be stored for [4 weeks after an event] and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The Club has the following social media pages:

- Facebook
- Twitter
- Instagram

All members are free to join or follow these pages. If you join one of the social media pages, please note that the providers of the social media platform(s) have their own privacy policies and that the Club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the Club's social media pages.

22.6 Who we share your personal data with

When you become a member of the Club, you will also automatically be registered as a member of England Athletics Limited. We will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact dataprotection@englandathletics.org.

The Club does not supply any personal data it holds for this purpose to any other third party. The Club's data processing requires your personal data to be transferred outside of the UK for the purpose of cloud hosting. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

22.7 How long we hold your personal data

We will hold your personal data on file for as long as you are a member of the Club. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

22.8 Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to

the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us, we may not be able to register or administer your membership.

Amendments

| Version | Status | Primary Author(s) | Description of Amendment | Date Completed |
|----------------|----------------------|--------------------------|---|-----------------------|
| 1.3 | Updated | Chris Gallagher | Club marathon places – Eligibility table added. | Jan 2016 |
| 1.4 | Updated | Chris Gallagher | <p>Election of Committee members, inserted new section 10.3</p> <p>Headquarters address updated and removed 'Inspire'. 2.0</p> <p>Removal of Charity Co-ordinator in Committee Roles 12.1</p> <p>Added details for running for charity with a successful ballot place 14.3</p> <p>Added details regarding suspension of a member's membership through unacceptable conduct 6.4</p> <p>Coaches guidance, Section 21.0 added.</p> | May 2016 |
| 1.5 | Draft (not released) | Paul Westwood | Various amendments incorporated below | 2018 |
| 1.6 | Draft (not released) | Paul Westwood | <p>Para 1. BRTZR to be known as "The Club".</p> <p>Contents table – change Disciplinary to Disciplinary and Safeguarding Procedures.</p> <p>Sect. 6.2 insert "securely and in confidence" and ref. to GDPR and Privacy Policies.</p> <p>Sect. 12.1 delete Bognor Regis Prom 10K Race Village Director from Committee.</p> <p>Sect. 14.1 clarify rules for eligibility in London Marathon ballot.</p> | Jan 2019 |

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| | | | <p>Sect. 15.1 clarify rules for eligibility in nominating and voting in annual awards.</p> <p>Sect. 16.1 reword “bound by UKA Rules for Competition”.</p> <p>Sect 16.2 insert “unless previously authorised e.g. running for an official charity”.</p> <p>Sect. 20.1. clarify procedures for Disciplinary and Safeguarding.</p> <p>Sect. 21.2 reword para on repayment of training fees in the event of leaving the Club.</p> <p>Sect. 22.0 Add section on GDPR and Privacy Policies.</p> | |
| 1.7 | Issue for Release | David McManus | Issue for release following Committee review | Nov 2019 |
| 1.8 | Updated | Chris Gallagher | <p>General grammar and punctuation changes.</p> <p>Sect. 9.2 updated and removed AGM form issued to members.</p> <p>Sect. 10.1 moved to Sect. 9.3</p> <p>Sect. 10.3 updated to say new Committee members can vote once in Committee position.</p> <p>Sect. 20.10 updated to 3 impartial Club members to be part of process. 3 independent persons outside of Club removed.</p> <p>Sect. 8.0 point 8.4 removed.</p> <p>Sect. 16.2 updated to clarify what consists an official Club shirt. Even</p> | Dec 2020 |

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| | | | <p>when not entering as a member inserted.</p> <p>Sect. 14.1.6 updated to state: an official Club shirt</p> <p>Sect. 14.0 the word 'Affiliated' removed from point 14.6</p> <p>Sect. 4.0 Club Ethos added points 4.2 to 4.6</p> <p>Sect. 6.0 point 6.4 added.</p> <p>Sect. 13.0 point 13.1 attending events removed. Point 13.2 Committee review every 2 years added.</p> | |
| 1.9 | Updated | Peter Lee | Sect. 15.1 clarify rules for eligibility of multiple award winners between award categories. | May 2021 |
| 1.10 | Updated | Peter Lee | Sect. 1.0 point 1.2 added to confirm Club is an unincorporated association. | Mar 2022 |