Constitution and Club Rules

Latest updates HAC constitution and rules:	
Club Constitution:	AGM 05/03/2013 AGM 02/03/2011 AGM 07/03/2006 AGM 10/03/2015 AGM 03/03/2020
Annexes maintained by the Management Committee	
Annex A: Vision and Mission:	AGM 07/03/2005
Annex B: HAC Club Structure:	AGM 22/02/2005
Annex C: HAC Job Descriptions:	AGM 22/02/2005
Annex D: Key Club Policies	AGM 26/03/2025
Annex E: Codes of Conduct	AGM 26/03/2025

HILLINGDON AC CLUB CONSTITUTION

1. **Name -** The Club shall be called Hillingdon Athletic Club (HAC).

2. **Aims and objectives** - The promotion and encouragement of all forms of athletics, under the rules of UK Athletics. (Details Annex A: “HAC Vision”).

3. **Club Colours -** A white vest with a cherry red stripe running from left shoulder to right waist.

4. **Membership** should consist of officers and members of the Club who paid the requisite subscription. All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club has adopted, and have the right to vote.
Members will be enrolled in one of the following categories: Full member; Family member; Under 18; Full Time FE/HE Student; Under 15; Associate member; Second Claim (full or part year); Life member (only proposed by the Management Committee and voted at the AGM).

5. M**embership subscriptions** will be set annually and agreed by the Management Committee. Subscriptions will become payable on the first of April for the forthcoming year. New joiners will pay an equivalent part of the year as agreed by the Management Committee. Any member who has not paid by the first of June will continue to be considered a member but will not be entitled to compete for the Club, nor will they be permitted to use club facilities without payment of the standard fee normally payable by non-members. If the membership subscription remains unpaid at the following 31 March, the individual will be considered to have resigned from the Club**.**

6. **Non members using Club facilities** - Non members are permitted to use Club facilities (including participating in coaching sessions administered by club coaches wherever they are conducted) on a non-recurrent basis and at the discretion of the Management Committee for a short period prior to applying for full membership. The length of time over which such arrangements are permitted shall not normally exceed three weeks. A fee will be payable for each occasion on which a non-member uses Club facilities. This fee will be set by the Management Committee. The Club shall not be liable for any costs or injuries incurred by non-members when using Club facilities including participating in training organised by the Club.

7. **Affiliates** - The Management Committee have discretion to approve groups to be Affiliates of the Club. Affiliates would have access to certain defined Club facilities and activities as agreed by the Management Committee. These may involve charges set by the Management Committee to the groups or individuals concerned. Affiliates would not be members of the Club but would be subject to the regulations of the constitution and the codes of conduct but would not have the right to vote.

8. **Governing bodies of the Club -** The Club will consist of a President, a Management Committee (including the roles of Chairperson, Secretary and Treasurer), different Sub Committees, and Volunteer Functions. The Management Committee is responsible for the overall management of the Club, whilst the Sub Committees are responsible for the day-to-day running of the Club, supported by volunteer functions in specific areas. Sub Committees shall make decisions in areas delegated by the Management Committee. The Management Committee will approve all Sub Committee decisions.
The role and responsibilities are described in Annex B: “HAC Club Structure” and Annex C: “HAC Job Descriptions”.

9. **Finance -** All Club monies will be banked in an account held in the name of the Club. The Management Committee will be responsible for the finances of the Club. The financial year of the Club ends on 31 December. An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Two signatures will be required for withdrawing money.

10. **Annual General Meetings and Extraordinary General meetings -** The AGM will be held before the 31 March each year. Notice and agenda of the meeting shall be sent to all members at least 14 days in advance. The agenda will include at least a report from the Management Committee and an audited statement of the accounts. Only agenda items will be discussed. Agenda items and resolutions must reach the Secretary in writing 28 days in advance. All members present will have the right to vote at an AGM; majority is 50% + 1. Changes to the constitution require a two-thirds majority. A quorum is 25 members. The Management Committee or 25 members have the right to call Extraordinary General Meetings outside the AGM. Procedures for EGMs will be the same as for the AGM.

11. **Discipline and appeals -** All disciplinary items to be handled by the Management Committee.

12. **Dissolution -** A resolution to dissolve the Club can only be passed at an AGM or EGM through a two-thirds majority vote of the membership, either present or by post or by other communication means approved by the Management Committee. In the event of dissolution, any assets of the Club that remain will become the property of a club with similar objectives as Hillingdon AC.

13. **Amendments to the constitution -** The constitution can only be changed at an AGM or EGM. Annexes can be changed by the Management Committee and approved at the AGM.

14. **Licence –** Subject to the terms of any licence or Club registration certificate granted to the Club, the Club premises shall be open for the sale of intoxicating liquor on such days and at such times as may be determined by the Management Committee with the following proviso: Intoxicating liquor may not be served to anyone under 18 years of age and a notice to this effect will be exhibited in the Club premises when the bar is open and, the club will abide by any other rule stipulated in the Licence.

15. **Land and Premises –** The Club land shall be held on behalf of the club by three Property Trustees appointed by the Management Committee. The Property Trustees shall be indemnified against risk and expense out of the Club Property. The Property Trustees shall hold office until death or resignation; or until removed by resolution of the Management Committee who may for any reason which may seem sufficient to a majority of them present and voting at any meeting remove any Property Trustee or Trustees from the office of Trustee. A Property Trustee may not be re-appointed until a year has elapsed since the cessation of the previous period of office. Where by reason of any such death, resignation or removal it shall appear necessary to the Management Committee a new Property Trustee or Trustees shall be appointed. For the purpose of giving effect to such nomination, the chairperson is hereby nominated as the person to appoint a new Property Trustee or Trustees of the club and the provisions of the Trustee Act 1925 shall apply to any appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing bona fide and for value with the Club's or the Management Committee be conclusive of the facts so stated.

16. **Don Hirst Trust** – A Trust Fund shall be established and maintained to be named the "Don Hirst Trust". The main object shall be to finance and support the coaching and training of athletes and any other projects that may be decided from time to time. Four trustees shall be elected annually at the AGM to manage the funds and make grants from it at their absolute discretion and they shall present a report and audited accounts to each AGM. If any Trustee(s) is/are unable to act for any reason, the remaining trustees shall continue to manage the Fund until the next AGM. If all four trustees become unavailable, the Management Committee shall appoint temporary Trustees to act until the next AGM. The fund shall be maintained separately from all other Club finances and no call shall be made from it other than through the trustees. The fund shall continue until wound up by resolution of a General Meeting of the club and any remaining sums shall be disposed of in accordance with that resolution.

17. **The Management Committee shall be the sole authority for the interpretation of the Constitution and Club Rules**

Annex A

Club Vision and Mission

HAC Vision

Hillingdon AC wants to give every member the opportunity to train and participate at his and her best level, in a professional and happy environment and be recognized locally as such a club.

Hillingdon AC aims to:

- Ensure a duty of care to all members of the club
- Provide all its services in a way that is fair to everyone
- Ensure that all present and future members receive fair and equal treatment.

The mission

Hillingdon AC is committed to developing quality opportunities for our members.

To achieve this we will identify new opportunities and ways to progress and improve current practice and procedure for the good of the club and every member.

Our development plan aims to:

- Ensure the future success and sustainability of the club
- Increase membership and participation
- Create sustainable opportunities for competition at appropriate level
- Increase awareness of the sport's development through acknowledgment of current initiatives and programmes from all athletics partners in the UK
- Ensure that all members are aware of, understand and work towards the aims and objectives of the club's plan
- Ensure that committee members, coaches, officials and volunteers consider development and moving the club forward in all areas of the club's services
- Ensure that the implementation of the plan is put into place via a club action plan which is reviewed and monitored regularly

Annex B

HAC Club Structure

The Chairperson of the Management Committee and each Sub-Committee will produce a record of decisions made at every meeting and circulate this record to the Management Committee, the Audit Committee and each Sub-Committee within 14 days of the relevant meeting. All records are public.

The Management Committee

- Consists of the President (optional), Chairperson, Club Secretary, Club Treasurer, Chairpeople of the Sub-Committees or representatives (see below), an Athletics Advisor and any other person deemed necessary by the Management Committee.
- The Management Committee will meet once every three calendar months on a training night at 8.15pm and as and when deemed necessary by the Management Committee. Five members will form a quorum.
- The Management Committee shall:

(i) Deal with all general matters not delegated to the Sub-Committees – including risk management (e.g. legal matters, child protection, vetting of coaches and volunteers), discipline, urgent matters and Trusts
(ii) Set the Club's strategic goals
(iii) Provide guidance and approve the minutes of the Sub-Committees
(iv) Control the allocation of finances. Banking accounts may only be opened and closed by the Management Committee. Two signatories will be required to withdraw monies. The signatories will be selected by the Management Committee.

The Sub-Committees

The Sub-Committees are responsible for the daily running of the Club within the limits set by the Management Committee. Each Sub-Committee will be led by a Sub-Committee Chairperson. Each Chairperson is responsible for selecting the members of their relevant Sub-Committee, subject to any conditions detailed below.

Competitions Sub-Committee

- The Sub-Committee will consist of a Chairperson plus at least two members representing the interests of track & field, plus two members for cross-country & road. The Sub-Committee will meet monthly.
- The following officers will be appointed by and report to the Sub-Committee: all track & field, cross country & road team managers for Young Athletes, Juniors, Seniors and Veterans.
- The Sub-Committee is responsible for the support to the members in the execution of all athletics-related events:

(i) Liaison with other clubs, leagues and affiliated associations
(ii) Selecting events, producing Hillingdon AC calendar
(iii) Providing team managers with team selection support
(iv) Identifying travel needs
(v) Providing results for Communications Sub-Committee
(vi) Any initiatives to augment participation and competition, i.e. Winter Points Tables
(vii) Awarding Club trophies
(viii) Allocating London Marathon places

Coaching & Officials Sub-Committee

- The Sub-Committee will consist of at least a Chairperson, a Recruitment Officer and representatives from both coaching and officials. The Sub-Committee will meet at least every three calendar months.
- The Sub-Committee is responsible for improving individual and collective athletics standards. More specifically:

(i) Allocating athletes to coaches
(ii) Recruitment, retention and development of all athletes
(iii) Developing gifted athletes and organising special training events
(iv) Recruitment, retention, development and management of coaches and officials
(v) Ensuring sufficient allocation of officials to each event
(vi) Organising events for Young Athletes and Juniors

Race Promotions Sub-Committee

- The Sub-Committee will consist of a Chairperson, Volunteers Manager and Events Co-ordinator. The Sub-Committee will meet every three months or at shorter intervals as specified by the Chairperson.
- The following officers will be appointed by and report to the Sub-Committee: Kit Officer, organisers of all hosted races and meetings plus the Club Handicapper.
- The Sub-Committee is responsible for all Hillingdon AC hosted athletic events. More specifically:

(i) Agreeing with the Management Committee which athletic events will be hosted by the club, including the date and time
(ii) Subsequent recruitment and management of volunteers to hold the events agreed with the Management Committee
(iii) Providing input to the Hillingdon calendar
(iv) Maintaining appropriate accounting records and controls for the above activities.

Clubhouse Sub-Committee

- The Sub-Committee will consist of a Chairperson, Headquarters Secretary, Headquarters Treasurer, Social Secretary. The Sub-Committee will meet at least every three months or at shorter intervals as specified by the Chairperson.
- The Sub-Committee is responsible for the day-to-day running of the clubhouse and all Hillingdon AC hosted events. More specifically:

(i) Organising and planning social events hosted by the Club
(ii) Liaising with the Race Promotions Sub-Committee and providing assistance regarding athletics events hosted by the Club
(iii) Providing input to the Hillingdon calendar
(iv) Maintenance and development of clubhouse, Club facilities and Club bar
(v) Maintaining appropriate accounting records and controls for the above activities

Communications Sub-Committee

- The Sub-Committee will consist of a Chairperson, Membership Secretary, External Communications Manager and Internal Communications Manager.
- The following officers will be appointed by and report to the Sub-Committee: Website Editor, Press Secretary, Membership Secretary, Club Magazine Editor and Sponsorship Co-ordinator.
- The Sub-Committee is responsible for the internal and external communications. More specifically:

(i) Maintenance and development of Club Website
(ii) Producing and distributing Club Magazine
(iii) Updating Club notice boards
(iv) Advertising and promotion
(v) Fundraising and sponsorship
(vi) Induction pack and new member induction process
(vii) Collecting subscriptions and distributing membership cards
(viii) Press and Local Authority liaison

Audit Sub-Committee

- The Sub-Committee is an independent committee and consists of the Club's Auditors and the Vision Team.
- The Auditors have the power to examine the books of the Club at any time and audit the statement of accounts for the AGM.
- The Sub-Committee is responsible for:

(i) Auditing the accounts and reviewing the controls in place at the Club, and presenting the Audit to the Management Committee
(ii) Liaising with UK Athletics and other athletics organisations with respect to best practice club management
(iii) Identify where management processes can be approved and advise the Club's committees on how they can improve processes
(iv) Ensuring the Club constitution is maintained
(v) Identifying key risks to the Club not achieving its vision
(vi) Identifying areas where the Club is not performing satisfactorily

Selection of Key Officers

- The Club President shall be appointed for a period of two years by the Management Committee.
- The Club Chairperson, Secretary and Treasurer shall be elected at each AGM. There is no limit to how long these individuals can remain in their position. They shall only be removed or elected at an AGM or EGM. Where the positions are contested, the candidate receiving the largest number of votes from fully paid up members shall be elected. Twenty-eight days notice of nomination for these positions shall be given in writing to the Club Secretary.
- The Athletics Advisor on the Management Committee shall be selected by the Management Committee and approved at each AGM.
- Sub-Committee Chairpersons shall be elected at each AGM. Twenty-eight days notice of nomination for these positions shall be given in writing to the Club Secretary
- Club Auditor shall be elected at each AGM.

Annex C

HAC Job descriptions

Chairperson

Responsibilities	The Chairperson is responsible for ensuring the Management Committee (MC) performs its responsibilities as defined in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules.
What does the role involve	The Chairperson is the most senior Club management official and as such is the Club's leader. The chairperson leads and manages the club through the MC which he chairs. Duties include: • Deciding when the MC should meet, ensuring there is a quorum, setting the agenda and chairing the MC. • Chairing the AGM and any EGMs and ensuring they comply with the Hillingdon AC Constitution and Club Rules. • Ensuring a replacement is found, in compliance with Annex B of the Hillingdon Constitution and Club Rules, when a member of the MC leaves.
Responsible to whom	The members of HAC.
Expected time commitment	2 hours (including planning and review) for each MC (at least 4 times a year). 3 hours (including planning and review) for each general meeting (at least one AGM per year). As the Club's leader, the Chairperson is concerned with the Club's long term well being and as such needs to know not only how the club is operating but what is happening externally that could impact the Club in future. Most of the Chairperson's time is therefore spent consulting with other Club members, Club officials and officials outside the club.
Tasks to be completed	Chairing meetings, consulting with club members and officials

President

Responsibilities	The President is the Club's figurehead, but may also (if they choose) be an active member of the MC.
What does the role involve	• Being a member of the MC (optional). • Presenting prizes at all significant Club presentation ceremonies. • Making a speech at the annual club dinner and dance. • Meeting and greeting VIPs, attending and representing the Club at other external ceremonial and promotional events as agreed with the MC. • Attending a selection of track and field, road and cross country fixtures
Responsible to whom	Club members and the MC.
Expected time commitment	MC (optional) - 4 hours per year. AGM - 1 hour per year. Summer and winter presentation evenings – 4 hours twice per year. Other prize givings (Hillingdon 5, Finchley 20, Hillingdon half) –

	10 hours per year. Represents HAC at other events – various per year.
Tasks to be completed	Attendance at MC meetings, AGM and EGMs, annual dinner. Present prizes at presentation evening and significant events. Attend other events representing HAC.

Treasurer

Responsibilities	The Club Treasurer is a senior managerial officer and as such is a member of the MC. The Treasurer is responsible for the Club's accounting and advising the MC on financial matters.
What does the role involve	Presenting the Club's audited annual financial statements at the AGM and as required by the agenda of any other General Meeting. Presenting management accounts to the MC as agreed with the MC. Keeping the MC informed of the Club's financial position, performance as well as the sources and uses of the Club's funds. Present and propose an annual financial plan to the MC. Prepare budgets for key club events. Ensuring the Club's transactions are properly recorded and accounted for. Ensure sufficient controls over financial assets are in place to minimise the risk of financial loss to the Club. Responsible for the accuracy and appropriateness of financial information disclosed outside the Club. (For example, grant applications.) Providing financial advice and guidance to the MC and Sub-Committees. Proposing and advising the level of membership fees to the MC.
Responsible to whom	To the MC.
Expected time commitment	MC – 2 hours (including preparation) 4 times per year. AGM – 8 hours (including preparation) once a year. Accounts - preparation and review 5 hours per week maintenance and updating. 3 days per year preparing accounts for audit. Financial plan – preparation and review. Providing financial guidance to MC's and Sub-Committees. Managing finance for key events – approximately 10 hours per event.
Tasks to be completed	Complete club accounts and ensure effective controls are in place (for example around bank accounts etc.). Co-ordinate preparation of financial plan. Providing financial advice to MC and Sub-Committees.

Club Secretary

Responsibilities	The Club Secretary is a member of the MC and is responsible for the Club's administration.
What does the role involve	Writing minutes for the MC and General meetings (Annual and Extraordinary). Ensuring all proposed agenda items and resolutions are included in the agenda of the general meeting provided the conditions set out in the Club's Constitution and Club Rules have been met. Assisting the chairperson processing all the administrative duties of the MC. Managing club correspondence.

Responsible to whom	To the MC
Expected time commitment	2 hours (including planning and minute writing) for each MC, 4 times per year. 2 hours (including planning and minute writing) for the AGM. 4 hours per month administration.
Tasks to be completed	Writing minutes Preparing agendas Dealing with club correspondence

Athletics Advisor

Responsibilities	The Athletics advisor is a member of the MC. The athletics advisor should have a wealth of athletics knowledge and experience and as such is responsible for advising the MC in a wide breadth of athletics matters, including the workings of bodies the Club is affiliated to (e.g. UK Athletics).
What does the role involve	Providing advice to the MC. Spending time working with organisations HAC is affiliated to.
Responsible to whom	To the MC.
Expected time commitment	1 hour (4 times per year) at the MC. 1 hour (once a year) annual general meeting. Other time spent working with affiliated athletics bodies.
Tasks to be completed	Provide advice to the MC Liase with external athletics organisations

Competitions Sub-Committee Chairperson

Responsibilities	Sub-Committees are responsible for the daily running of the Club within the limits set by the MC. The Competitions Sub-Committee Chairperson is a member of the MC and is also responsible for ensuring that: • The Competitions Sub-Committee performs its responsibilities as defined in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules; • The Competitions Sub-Committee strives to achieve the objectives set by the MC; and • A member of the Competitions Sub-Committee attends each MC meeting.
What does the role involve	Selecting members of the Competitions Sub-Committee in compliance with Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules. Holding and chairing the Competitions Sub Committee meetings as described in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules. Ensuring minutes of the Competitions Sub Committee meetings are circulated to the MC, the Audit Committee and each Sub-Committee within 14 days of each Competitions Sub-Committee meeting. Presenting the record of decisions made at the Competitions Sub-Committee to the MC. Attending or ensuring another member of the Competitions Sub-Committee attends every MC meeting.
Responsible to whom	To the MC.
Expected time commitment	1 hour (4 times per year) at the MC. 1 hour (12 times year) at the Competitions Sub-Committee 1 hour (once a year) annual general meeting. Liase with officers who report to the Competitions Sub-Committee but who are not members (1 hour per week).
Tasks to be completed	Selecting members of the Competitions Sub-Committee. Hold and chair Competitions Sub-Committee meetings.

	Ensure minutes of each Competitions Sub-Committee meeting are written and circulated. Attend MC meetings or ensure a representative attends (i.e. another member of the Competitions Sub-Committee). Liase with officers who report to the Competitions Sub-Committee.

Coaching & Officials Sub-Committee Chairperson

Responsibilities	Sub-Committees are responsible for the daily running of the Club within the limits set by the MC. The Coaching & Officials Sub-Committee Chairperson is a member of the MC and is also responsible for ensuring that: • The Coaching & Officials Sub-Committee performs its responsibilities as defined in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules; • The Coaching & Officials Sub-Committee strives to achieve the objectives set by the MC; and • A member of the Coaching & Officials Sub-Committee attends each MC meeting.
What does the role involve	Selecting members of the Coaching & Officials Sub-Committee in compliance with Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules. Holding and chairing the Coaching & Officials Sub Committee meetings as described in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules. Ensuring minutes of the Coaching & Officials Sub Committee meetings are circulated to the MC, the Audit Committee and each Sub-Committee within 14 days of each Coaching & Officials Sub-Committee meeting. Presenting the record of decisions made at the Coaching & Officials Sub-Committee to the MC. Attending or ensuring another member of the Coaching & Officials Sub-Committee attends every MC meeting.
Responsible to whom	To the MC.
Expected time commitment	1 hour (4 times per year) at the MC. 1 hour (12 times year) at the Coaching & Officials Sub-Committee 1 hour (once a year) annual general meeting. Liase with officers who report to the Coaching & Officials Sub-Committee but who are not members (1 hour per week).
Tasks to be completed	Selecting members of the Coaching & Officials Sub-Committee. Hold and chair Coaching & Officials Sub-Committee meetings. Ensure minutes of each Coaching & Officials Sub-Committee meeting are written and circulated. Attend MC meetings or ensure a representative attends (i.e. another member of the Coaching & Officials Sub-Committee). Liase with officers who report to the Coaching & Officials Sub-Committee.

Race Promotions Sub-Committee Chairperson

Responsibilities	Sub-Committees are responsible for the daily running of the Club within the limits set by the MC. The Race Promotions Sub-Committee Chairperson is a member of the MC and is also responsible for ensuring that: • The Race Promotions Sub-Committee performs its responsibilities as defined in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules;

	• The Race Promotions Sub-Committee strives to achieve the objectives set by the MC; and • A member of the Race Promotions Sub-Committee attends each MC meeting.
What does the role involve	Selecting members of the Race Promotions Sub-Committee in compliance with Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules. Holding and chairing the Race Promotions Sub Committee meetings as described in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules. Ensuring minutes of the Race Promotions Sub Committee meetings are circulated to the MC, the Audit Committee and each Sub-Committee within 14 days of each Race Promotions Sub-Committee meeting. Presenting the record of decisions made at the Race Promotions Sub-Committee to the MC. Attending or ensuring another member of the Race Promotions Sub-Committee attends every MC meeting.
Responsible to whom	To the MC.
Expected time commitment	1 hour (4 times per year) at the MC. 1 hour (12 times year) at the Race Promotions Sub-Committee 1 hour (once a year) annual general meeting. Liase with officers who report to the Race Promotions Sub-Committee but who are not members (1 hour per week).
Tasks to be completed	Selecting members of the Race Promotions Sub-Committee. Hold and chair Race Promotions Sub-Committee meetings. Ensure minutes of each Race Promotions Sub-Committee meeting are written and circulated. Attend MC meetings or ensure a representative attends (i.e. another member of the Race Promotions Sub-Committee). Liase with officers who report to the Race Promotions Sub-Committee.

<u>Clubhouse Sub-Committee Chairperson</u>

Responsibilities	Sub-Committees are responsible for the daily running of the Club within the limits set by the MC. The Clubhouse Sub-Committee Chairperson is a member of the MC and is also responsible for ensuring that: • The Clubhouse Sub-Committee performs its responsibilities as defined in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules; • The Clubhouse Sub-Committee strives to achieve the objectives set by the MC; and • A member of the Clubhouse Sub-Committee attends each MC meeting.
What does the role involve	Selecting members of the Clubhouse Sub-Committee in compliance with Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules. Holding and chairing the Clubhouse Sub Committee meetings as described in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules. Ensuring minutes of the Clubhouse Sub Committee meetings are circulated to the MC, the Audit Committee and each Sub-Committee within 14 days of each Clubhouse Sub-Committee meeting. Presenting the record of decisions made at the Clubhouse Sub-Committee to the MC. Attending or ensuring another member of the Clubhouse Sub-Committee attends every MC meeting.
Responsible to	To the MC.

whom	
Expected time commitment	1 hour (4 times per year) at the MC. 1 hour (4 times year) at the Clubhouse Sub-Committee 1 hour (once a year) annual general meeting. Liase with officers who report to the Clubhouse Sub-Committee but who are not members (1 hour per week).
Tasks to be completed	Selecting members of the Clubhouse Sub-Committee. Hold and chair Clubhouse Sub-Committee meetings. Ensure minutes of each Clubhouse Sub-Committee meeting are written and circulated. Attend MC meetings or ensure a representative attends (i.e. another member of the Clubhouse Sub-Committee). Liase with officers who report to the Clubhouse Sub-Committee.

Communications Sub-Committee Chairperson

Responsibilities	Sub-Committees are responsible for the daily running of the Club within the limits set by the MC. The Communications Sub-Committee Chairperson is a member of the MC and is also responsible for ensuring that: • The Communications Sub-Committee performs its responsibilities as defined in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules; • The Communications Sub-Committee strives to achieve the objectives set by the MC; and • A member of the Communications Sub-Committee attends each MC meeting.
What does the role involve	Selecting members of the Communications Sub-Committee in compliance with Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules. Holding and chairing the Communications Sub Committee meetings as described in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules. Ensuring minutes of the Communications Sub Committee meetings are circulated to the MC, the Audit Committee and each Sub-Committee within 14 days of each Communications Sub-Committee meeting. Presenting the record of decisions made at the Communications Sub-Committee to the MC. Attending or ensuring another member of the Communications Sub-Committee attends every MC meeting.
Responsible to whom	To the MC.
Expected time commitment	1 hour (4 times per year) at the MC. 1 hour (12 times year) at the Communications Sub-Committee 1 hour (once a year) annual general meeting. Liase with officers who report to the Communications Sub-Committee but who are not members (1 hour per week).
Tasks to be completed	Selecting members of the Communications Sub-Committee. Hold and chair Communications Sub-Committee meetings. Ensure minutes of each Communications Sub-Committee meeting are written and circulated. Attend MC meetings or ensure a representative attends (i.e. another member of the Communications Sub-Committee). Liase with officers who report to the Communications Sub-Committee.

Audit Sub-Committee Chairperson

Responsibilities	The Audit Sub-Committee Chairperson is a member of the MC and is also responsible for ensuring that: • The Audit Sub-Committee performs its responsibilities as defined in Annex B (HAC Club Structure) of the Hillingdon

	AC Constitution and Club Rules; and • A member of the Audit Sub-Committee attends each MC meeting.
What does the role involve	Selecting members of the Audit Sub-Committee in compliance with Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules. Holding and chairing the Audit Sub Committee meetings as described in Annex B (HAC Club Structure) of the Hillingdon AC Constitution and Club Rules. Ensuring minutes of the Audit Sub Committee meetings are circulated to the MC, the Audit Committee and each Sub-Committee within 14 days of each Audit Sub-Committee meeting. Presenting the record of decisions made at the Audit Sub-Committee to the MC. Attending or ensuring another member of the Audit Sub-Committee attends every MC meeting.
Responsible to whom	To the members of Hillingdon AC.
Expected time commitment	1 hour (4 times per year) at the MC. 1 hour (12 times year) at the Audit Sub-Committee 1 hour (once a year) annual general meeting. Liase with officers who report to the Audit Sub-Committee but who are not members (1 hour per week).
Tasks to be completed	Selecting members of the Audit Sub-Committee. Hold and chair Audit Sub-Committee meetings. Ensure minutes of each Audit Sub-Committee meeting are written and circulated. Attend MC meetings or ensure a representative attends (i.e. another member of the Audit Sub-Committee). Liase with officers who report to the Audit Sub-Committee.

Annex D

Key Club Policies

Inclusion Policy

Introduction

For the purposes of this policy 'inclusion' means access for all. It means recognising differences between individuals / groups and providing opportunities for them to participate in Athletics and Running regardless of those differences, whether this is as a participant, coach, leader, official, volunteer or member of staff.

Hillingdon AC embraces diversity and difference and is committed to providing opportunities that are safe, inclusive, accessible, and equitable. We want our club to be equally accessible to all members of society, whatever their age, disability, gender, race, ethnicity, religion or belief, sexual orientation, or social/economic status.

We will develop a focus on inclusion, not exclusion, and ensure that we provide appropriate advice to members and volunteers to ensure that everyone can participate as fully as possible.

The Inclusion Policy is intended to promote a change in attitudes and perceptions and to improve opportunities for everyone to participate at our club.

We will seek to ensure that we comply with the Equality Act 2010 and the characteristics protected by it (age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity) and encourage our members to do so. We will seek to include everyone regardless of whether they have a protected characteristic or not.

Our aim is to provide an environment where everyone feels:

• Welcome
• Represented
• Included in decision making
• Able to participate
• Safe and free from discrimination, bullying, harassment and vilification.

Aims

The aims of the Inclusion Policy are:

- To promote the development of knowledge and understanding of disability, equity and inclusion amongst our participants, leaders/coaches, officials, volunteers and competition/event organisers by the provision of appropriate guidance and training. To guide and support the integration of inclusive practice into our core club/group programmes and activities.
- To contribute towards growing and sustaining numbers of people from under-represented groups participating within our club.
- To promote inclusion within Athletics and Running wherever possible and in accordance with the provisions of the Equality Act. The chairperson is typically the most senior official role in a club and fulfils a range of duties dealing with overall management of club affairs. The chairperson leads the club to achieve their vision, short term and long-term goals.
- To adopt inclusive practice within our competition and events.

- To promote close working partnerships with relevant groups and organisations to support the development of inclusive practice within our club.

Commitment

We will;

- Not tolerate discrimination, harassment, bullying or victimisation.
- Actively identify and reduce barriers to participation for under-represented groups.
- Consult with expert partners and other organisations to facilitate inclusive practices and remove barriers to participation.
- Ensure under-represented groups are given the opportunity to participate in all aspects of our club.
- Provide opportunities for all in coaching, officiating and leadership positions.

There are a number of measures that we will take to ensure that we are working under the guidance of the Policy and within the requirements of the Equality Act (2010).

We will provide a welcoming environment

- We will think positively about how we can include people rather than focusing on potential barriers to participation.
- We will consider how our club/group is promoted. For example, by providing information in formats which are accessible and by using appropriate imagery.
- We will encourage people to contact us to discuss their needs and requirements to facilitate inclusion and we will ensure we consider what reasonable adjustments could be made to enable them to participate.
- We will develop the knowledge and understanding of key officials, coaches, leaders and other volunteers, of disability, equity and inclusive practice by providing appropriate guidance and training.

We will talk to people

- We will, so far as is reasonably possible, consult with relevant groups and with prospective individuals about their needs and requirements.
- We will not make assumptions and will try to speak to people about the reasonable adjustments they believe might be made to enable them to participate and to discuss how these could be made.

We will make reasonable adjustments

- We will demonstrate that every effort has been made to enable everyone to participate and that inclusion not exclusion has been the priority.
- If reasonable adjustments are required to make an event/activity accessible, then we will make those reasonable adjustments.

Health and Safety Policy

Hillingdon AC aims to promote the health, safety and welfare of all persons to whom we owe a duty of care, including athletes, volunteers, coaches, parents, spectators and visitors through a commitment to the development of a positive health and safety culture.

To achieve the highest possible standards, Hillingdon AC aims to, so far as is reasonably practicable:

- comply with all relevant health and safety legislation and guidelines;
- conduct risk assessments, ensuring actions arising are implemented and the risks are reduced to the lowest practicable level;
- provide defined procedures, which include safe methods of working for all those involved in the delivery of club activity;
- provide, maintain and inspect plant, equipment and machinery and ensure safe storage/use of substances;
- seek to prevent accidents, incidents, near misses and cases of work-related ill health;
- report any accidents, incidents, near misses and cases of work-related ill health arising from club activity and ensure the timely completion of investigations to prevent incident reoccurrence;
- implement emergency and first aid procedures;
- ensure mechanisms are in place to report hazards and identify and rectify faults;
- ensure suitable welfare arrangements are in place and provide a safe and healthy working environment for all those involved in club activity, and;
- provide appropriate information, instruction and supervision to ensure all those involved in club activity take care of their own safety and welfare and that of others.

Hillingdon AC is committed to the development of individuals involved in the delivery of club activity and aims to:

- establish an effective process that identifies how the health and safety responsibilities are allocated and communicated across the Club;
- communicate matters affecting health and safety, including day-to-day health and safety conditions, and;
- provide appropriate information and support to ensure all those with a responsibility for health and safety are competent in their role.

The Club Committee is responsible for the implementation and management of the health and safety arrangements that exist within Hillingdon AC and accepts this responsibility. The Committee will review this policy statement at least annually and any revisions will be made accessible to members.

Privacy Notice

Hillingdon AC are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Hillingdon AC is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

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 EA affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health information, other data which is classed as special category personal data.

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 is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we 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 club team managers to enter events;
- sharing personal data with facility providers to manage access to the track or check delivery standards; and
- sharing personal data with leagues, county associations (and county schools' associations) and other competition providers for entry in events.

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor club trends; and
- 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 invitation to social events;
- club newsletter promoting club activity; and
- 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 of 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 a taster event). This information will be stored for 52 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 these pages. If you join one of the Social Media pages, please note that provider of the social media platforms 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 social media pages.

Who we share your personal data with

When you become a member of the Club you can also choose to be registered as a member of England Athletics Limited. If you would like to register as a member of England Athletics Limited, please tick the relevant box in the Club membership application/renewal, and 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. If you choose not to register with England Athletics, we will not share your data with England Athletics Limited. Please be aware that should you ever wish to compete in your sport you will have to register with England Athletics Limited at that time.

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.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. 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.

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.

Anti Bullying Policy

Statement of intent

Hillingdon AC is committed to providing a caring, friendly, and safe environment for all of our members so they can participate in an inclusive sport where everyone belongs and can flourish.

Bullying can be defined as repeated behaviour which is intended to hurt someone either emotionally or physically and is often aimed at certain people because of their race, religion, gender or sexual orientation, or any other aspect such as appearance or disability.

This statement relates to both online and face to face bullying. Bullying of any kind is unacceptable. Bullying takes many forms but ultimately it is the perception of the victim that determines whether or not they are being bullied rather than the intention of the bully. We expect that all volunteers and staff will work together to prevent and reduce bullying.

If bullying does occur, everyone should be able to speak up and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the club welfare officer, committee member, competition provider or England Athletics.

What is bullying?

Physical bullying, hitting, slapping, or pushing someone.

- Verbal; name calling, gossiping, or threatening someone.
- Non – verbal abuse; hand signs or text messages
- Emotional abuse; threating, intimidating, or humiliating someone.
- Undermining, constant criticism or spreading rumours.
- Controlling or manipulating someone
- Making silent, hoax or abuse calls
- The following types of bullying are also hate crimes:
- Racial, sexual, transphobic, or homophobic bullying
- Bullying someone because they have a disability.

What is cyber bullying?

Bullying which is carried out over the internet/social media, such as:

- A peer who intimidates using a social networking website such as
- A coach who sends negative feedback about a participant via personal text message
- A club member who posts negative comments about a fellow member on a club forum. Cyber Bullying may also include threats, sexual remarks and hate speech.

E-Bullies may publish personal contact information of their victims at websites. They may attempt to act as the victim for the purpose of publishing material in their name that would defame or ridicule them.

Cyber Bullying is particularly serious due to the nature in which the abuse occurs. It can be very personal and take place in a closed private format where the victim may feel isolated, and the content will not be viewed by parents, friends or siblings. Alternatively, it could take place in a public format. It may lead to the victim rereading any material in private perhaps leading to feelings of paranoia, depression, or loneliness.

Procedures

1. Report bullying incidents to the Club Welfare Officer or a member of the club's committee.
2. In cases of serious bullying, the incidents will be referred to UK Athletics Safeguarding team for advice.
3. Parents/carers will be informed and may be asked to attend a meeting to discuss the problem.
4. If necessary and appropriate, the police may be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

Recommended club action

If the club decides it is appropriate for them to deal with the situation they will follow the procedure outlined below:

Child to Child Bullying

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/is not appropriate, the Welfare Officer or appropriate Committee Member should meet with the parent/carer and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
3. The same person should meet with the alleged bully and parent/carer and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has in their view taken place, the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues.
5. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
6. In some cases the parent/carer of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
7. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

Adult to Child bullying

1. This should be treated as a Safeguarding matter and UK Athletics be informed and will advise on action to be taken where appropriate. This may include action by The UK Athletics Safeguarding Team.
2. It is likely that this will be investigated as a breach of the Code of Conduct as per the club Disciplinary Policy.
3. More serious cases may be referred to the Police and/or Children's Social Care.

Adult to Adult bullying

1. This should be treated as an internal complaint of misconduct. A written complaint should be obtained from the victim by the Club Secretary and if considered valid the alleged bully should be asked for a written response.
2. Mediation and an early resolution with agreement to cease the behaviour may be possible.
3. If mediation does not work or is not appropriate, the complaint will then be investigated as a breach of the Code of Conduct as per the club Disciplinary Policy.
4. More serious cases may be referred to England Athletics/Police.

PREVENTION

- The club has a written constitution, which includes what is acceptable and proper behaviour for all members, of which the Anti-Bullying Policy is one part.
- All club members and parents/carers will sign to accept the constitution and the relevant code of conduct upon joining the club.
- The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.

Related policies and procedures

- Club Constitution
- Child Safeguarding Policy
- Adult Safeguarding Policy
- Codes of Conduct
- Club Grievance and Disciplinary Policy
- Club Inclusion Policy
- Club Social Media Policy

Useful contact

- welfare@hillingdonac.co.uk
- UKA 07920 532552/ safeguarding@uka.org.uk
- EA welfare@englandathletics.org
- NSPCC Helpline 0808 800 5000
- Childline 0800 1111 / www.childline.org.uk
- Kidscape www.kidscape.org.uk
- Anti-Bullying Alliance www.antibullyingalliance.org

Online Safety and Social Media Policy

This policy has been developed to inform our club members about using social media (*Facebook, YouTube, Twitter, Tik Tok, Instagram and all other social networking sites and forums)* so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

Managing online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- all social media accounts will be password-protected, and at least 2 members of the club will have access to each account and password
- the account will be monitored by at least two designated volunteers in order to provide transparency, who will have been appointed by the organisations committee
- the designated volunteers managing our online presence will seek advice from our designated welfare officer to advise on safeguarding requirements
- designated volunteers will remove inappropriate posts by club members, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- clubs should decline requests from children under 13 to join the club's social media accounts (under 16s for whatsapp)
- we'll make sure all club members are aware of who manages our social media accounts and who to contact if they have any concerns about something that's happened online
- our account, page and event settings will be set to 'private' so that only invited members can see their content
- identifying details such as a club members home address, school name or telephone number shouldn't be posted on social media platforms
- any posts or correspondence will be consistent with our aims and tone as a club
- parents will be asked to give their approval for us to communicate with their children through social media, via video conferencing platforms or by any other means of communication
- permission for photographs or videos should be given before posting on social media
- video conferencing sessions will be password protected in order to maintain children's privacy and prevent exposure to inappropriate or harmful content by third parties

Online behaviours

The code of conducts state the expected behavioural stanadrds, this includes behaviour on social media. Here is some specific does and donts to consider before posting on social media:

- Pause and think about what you are saying and the impact it might have
- Be careful, respectful and positive. You are personally responsible for what you post. If in doubt, don't post it.
- Think about your image – 'what do I want people to think about me or my club?'
- Consider who you are interacting with - you will likely come into contact online with under 18s. Familiarise yourself with safeguarding regulations in relation to engaging with under 18s.
- Respect confidentiality within the team e.g. tactics, squad information, announcements, coaching advice, training sessions.
- Remember many different audiences will see your posts including Club members, potential members, children, member's relatives, and friends.
- Be smart about protecting yourself, your privacy, and confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully and your privacy settings.
- Don't post content that discriminates against individuals or groups on the basis of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation.

- Don’t write anything on social media channels that you wouldn’t feel comfortable seeing in a newspaper or hearing on TV. Everything you write is treated as a direct quote i.e. ‘Don’t tweet what you wouldn’t say to your mum/gran’ or ‘Think before you tweet’ or ‘Would I say this face to face with someone?
- Don’t speak negatively about other club members, competitors, officials or governing bodies. Never use slurs, personal insults or obscenity. Be professional and respectful.
- Be in the right state of mind when you make a post. Don't post when you're angry, upset, or your judgement is impaired in any way. Be very careful what you say, do and post because once it’s on a social media channel, it can go viral very quickly.
- Don’t engage in on-line disputes and don’t allow family or friends to argue on your behalf.

What we expect from our club volunteers

- volunteers should be aware of this policy and behave in accordance with it
- volunteers should seek the advice of the designated welfare officer if they have any concerns about the use of the internet or social media
- volunteers should communicate any messages they wish to send out to children to the designated staff responsible for the organisation’s online presence
- volunteers should not communicate with children via personal accounts
- volunteers should not ‘friend’ or ‘follow’ children from personal accounts on social media and maintain the same professional boundaries online as they would in person when using club accounts
- volunteers should make sure any content posted on public personal accounts is accurate and appropriate as club members may ‘follow’ them on social media
- rather than communicating with parents through personal social media accounts, volunteers should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use a club account or website
- emails or messages should maintain the clubs tone and be written in a professional manner, e.g. in the same way you would communicate in a professional setting, avoiding kisses (X’s) or using slang or inappropriate language
- volunteers should not delete any messages or communications sent to or from club accounts
- volunteers should undertake all online safety training offered and gain a basic knowledge of the platforms and how to report or remove inappropriate content online
- any concerns reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our safeguarding procedure
- at least one parent must be present during the delivery of any activities via video conferencing platforms at home
- any delivery of activities to children via video conferencing platforms will be supported by an additional member of staff (even if they’re not actively delivering) to ensure transparency
- club members must not engage in ‘sexting’4 or send pictures to anyone that are obscene

What we expect of club members

- members should be aware of this online safety and social media policy and the behaviours set out
- we expect members behaviour online to be consistent with the guidelines set out in the code of conducts and anti bullying statement
- members should take the necessary steps to protect themselves online. Children follow the age restructions set out by social media companies

What we expect of parents and carers

- parents should be aware of this online safety policy and agree to its terms
- parents should protect all children’s privacy online and think carefully about what content they share about our sport online, where they share it and who they’re sharing it with
- we expect behaviour online to be consistent with the guidelines set out in the code of conduct for parents and carers

Policy breach

Club members who breach this policy (and other related policies) will face a warning in the first instance, perisistant breaches will be dealt with through the clubs grievance and displinary policy.

Any breaches of a safeguarding nature will be addressed through the clubs safeguarding policy and procedure and where appropraite will be reported to UK Athletics.

Whilst the club will try to moderate social media posts, if you do have any concerns or would like to make a complaint please contact the club welfare officer or club social media officer.

Related policies and procedures

- Club Constitution
- Child Safeguarding Policy
- Adult Safeguarding Policy
- Codes of Conduct
- Club Grievance and Disciplinary Policy
- Club Inclusion Policy
- Club Anti Bullying Statement (inc Cyber bullying)

Useful contact

- welfare@hillingdonac.co.uk
- UKA 07920 532552/ safeguarding@uka.org.uk
- EA welfare@englandathletics.org
- NSPCC Helpline 0808 800 5000
- Childline 0800 1111 / www.childline.org.uk
- The UK Safer Internet Centre https://saferinternet.org.uk/
- Anti-Bullying Alliance www.antibullyingalliance.org

Grievance and Disciplinary Policy

Complaints and Disputes

1. All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and England Athletics's safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.

2. Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its discipline and appeals process* and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer). Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the Secretary will appoint 3 (three) Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule 3 below, a decision of the disciplinary panel shall be final and conclusive.

3. Any appeals must be received by the Secretary within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed.

4. Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.

5. If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

Annex E

Codes of Conduct

CLUB SAFEGUARDING CODE OF CONDUCT

Every club committee has a responsibility to implement and communicate codes of conduct, as well as relevant policies and processes which link to the codes.

The Safeguarding section of the UKA and relevant Home Country governing body websites contain examples of the documents listed below.

Affiliated clubs must:

- Adopt the UKA and HCAF Child Safeguarding Policy and Child Safeguarding Procedures, and ensure they are displayed prominently on websites and social media pages.
- Adopt the UKA and HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures, and ensure they are displayed prominently on websites and social media pages.
- Adopt the UKA and HCAF Codes of Conduct and ensure they are signed up to by those working and volunteering in regulated roles, parents/carers and athletes (clubs that have online membership processes, or utilise third party sites, must make sure the process includes a section for the applicant to read and agree to abide by the codes of conduct).
- Adopt the UKA and HCAF procedures for managing safeguarding concerns.
- Adopt a disciplinary process for managing misconduct cases.
- Appoint a minimum of one Welfare Officer in line with UKA guidelines and role description for Club Welfare Officers.
- Ensure that all coaches and volunteers are recruited safely and are operating appropriately within the club environment (i.e. that they hold appropriate up-to-date qualifications and licences, have undertaken a satisfactory criminal record check, and are adhering to the safeguarding policies, terms and conditions of their licence and the relevant codes of conduct).
- Ensure that coaches, technical officials and club officers attend recommended safeguarding training every three years.
- Adopt an induction process for new members that includes agreeing and signing up to the codes of conduct, safeguarding policies, discipline policy, anti-bullying policies and other relevant information.
- Liaise appropriately with parents/carers, officials, coaches, UKA, the relevant HCAF and other relevant people/organisations to ensure that good practice is maintained.
- Maintain a register of safeguarding training attended and criminal record checks completed relevant to club members, and share this register with the HCAF when asked.
- Ensure that contact details for Club Welfare Officers and relevant agencies are openly displayed in club environs and on club websites, and made available to anyone who requires them.
- Ensure that club officers and volunteers act responsibly and set an example to others, especially younger 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.
- Accept that all office bearers and committee members have a responsibility for safeguarding children's wellbeing and protecting them from harm, and are prepared to respond to any concerns of abuse or poor practice.
- Challenge and change poor practice.
- Implement any recommendations of UK Athletics or the relevant HCAF.
- Promote an environment where all concerns can be raised without fear of victimisation or reprisal
- Ensure that everyone volunteering or working with children or adults at risk at their club attends relevant safeguarding training every three years.

CODE OF CONDUCT: VOLUNTEERS (EXCLUDING LICENSED COACHES AND TECHNICAL OFFICIALS)

Volunteers are the lifeblood of athletics and they play a crucial role in clubs and at events. Some volunteers will be more involved in a club or event than others and responsibilities will vary, but regardless of the role, there is a need for all volunteers to recognise and understand that there are shared standards of behaviour to which they must comply, and which are in place to protect all participants and promote participation for fun and enjoyment.

As a responsible volunteer, I will:

- Abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures.
- Abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures.
- Ensure that where my role requires, I have obtained an acceptable criminal record check (DBS/ Disclosure Scotland/Access NI) (Access to particular roles will be denied to anyone who does not have an acceptable criminal record check or who refuses to share the certificate with UKA or the HCAF when required).
- Ensure that activities I arrange or support are appropriate for the age, maturity, experience and ability of the individuals involved.
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers and representatives of the governing body.
- In no way undermine, put down or belittle other officials, athletes, coaches or practitioners.
- Consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or adopt or encourage the use of prohibited or age-inappropriate substances or techniques.
- Never engage in the massage of an athlete under the age of 18 years. I understand that I require an up-to-date and recognised qualification in sports massage or another relevant qualification from a recognised body or authority to engage in the massage of an athlete over 18 years.
- Follow the relevant guidance on social media use and not post on social media any content which is inappropriate or offensive.
- Avoid swearing, abusive language and irresponsible or illegal behaviour, including behaviour that is dangerous to me or others, acts of violence, bullying, harassment and physical and sexual abuse.
- Avoid destructive behaviour and leave athletics venues as I find them.
- Not carry or consume alcohol or illegal substances while volunteering in athletics.
- Avoid carrying any items that could be dangerous to me or others, excluding athletics equipment used in the course of my athletics activity.
- Challenge inappropriate behaviour and language by others and report any suspected misconduct by other coaches or other people involved in athletics to the club, HCAF/UKA Safeguarding Team as soon as possible.
- Volunteer my time without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference.
- Respect the rights, dignity and worth of every person and treat everyone equally, regardless of background or ability.
- Report any accidental injury, distress, misunderstanding or misinterpretation to the Club Welfare Officer as soon as possible.
- Never exert undue influence to obtain personal benefit or reward.
- Develop healthy and appropriate working relationships with athletes and other volunteers based on mutual trust and respect, especially with anyone under 18 years or who are adults at risk.
- Never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with anyone under 18 years of age.
- Never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with an athlete who is an adult at risk coached by me or under my supervision.
- Not use my position as a volunteer to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with athletes under my supervision who are aged over 18 years.
- Avoid spending time alone with young athletes (under 18) unless clearly in the view of other adults.
- Never take young athletes (under 18) alone in my vehicle.

- Never invite a young athlete (under 18) alone into my home.
- Never share a bedroom with a young athlete (under 18).

Breaches of the code of conduct

I understand that if I do not follow the code, I may be subject to disciplinary action and sanction by my club, HCAF and/or UKA.

I may:

- Receive a verbal warning.
- Receive a written warning.
- Be required to attend training.
- Be suspended by the club/HCAF/UKA.
- Be required to leave or be dismissed by the club/HCAF/UKA.

CODE OF CONDUCT: SENIOR ATHLETE

As a responsible athlete, I will:

- Abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures.
- Abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures.
- Respect the rights of every athlete, coach, technical official and others involved in athletics and treat everyone equitably.
- Uphold the same sporting values away from sport as I do when I am engaged in athletics.
- participate within the rules of the sport, respect decisions of coaches and officials, and demonstrate respect towards fellow athletes.
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in my best interests and those of other athletes.
- Consistently promote positive aspects of the sport and never condone rule violations or the use of prohibited substances.
- Anticipate and be responsible for my own needs, including being organised, having the appropriate equipment and being on time.
- Inform my coach of any other coaching that I am seeking or receiving.
- act with dignity and display courtesy and good manners towards others.
- In no way undermine, put down or belittle other athletes, coaches or practitioners.
- avoid swearing and abusive language whilst in athletic venues, at club functions and events, or when as part of a team/ squad.
- Never engage in any inappropriate or illegal behaviour.
- Challenge and report inappropriate behaviour and language by others.
- Not misuse or abuse sporting equipment and venues.
- Not carry or consume alcohol or illegal substances while training or competing in athletics.
- Maintain strict boundaries between friendship and intimacy with a coach or official.
- Use safe transport or travel arrangements.
- Act ethically, professionally and with integrity, and take responsibility for your actions.
- I recognise that I am bound by the UKA Anti-Doping Regulations, and submit to the authority of UK Anti-Doping in the application and enforcement of the Anti-Doping Rules. UK Anti-Doping Rules apply to all member participating in athletics for a minimum of 12 months from the commencement of membership whether or not the member is a citizen of, or resident in, the UK. Any athlete wishing to retire from the sport of athletics must put this in writing to the club and their Home Country Athletics Federation (Athletics Northern Ireland / England Athletics / Scottish Athletics / Welsh Athletics) and cancel any applicable membership. Official retirement will remove the athlete from being under the auspices of UKA's Anti-Doping Rules.

Breach of the Code of Conduct

I understand that if I do not follow the code, action can be taken by my club and I may:

- Be asked to apologise for my behaviour.
- Receive a verbal warning from my coach.
- Receive a verbal or written warning from the club committee.
- Be suspended from attending club training sessions.
- Be suspended from the club.
- Be required to leave the club.

CODE OF CONDUCT: CHILDREN AND YOUNG PEOPLE

(under 18 years)

As a child or young person under 18 years, I have the right to:

- Be safe and protected.
- Be listened to.
- Be respected and treated fairly.
- Be believed.
- Ask for help.
- Be coached by someone who has the right qualifications.

As a young athlete, I will respect the code of conduct and I will:

- Be friendly and supportive to other athletes.
- Keep myself safe.
- Tell my coach if I am ill or injured.
- Report inappropriate behaviour or risky situations to an adult.
- Compete fairly and respect other athletes and officials.
- Respect the rules of my club.
- Behave and listen to all instructions from my coach and officials.
- Take care of equipment owned or provided by the club or training facility.
- Not use bad language or take part in inappropriate or illegal behaviour.
- Not bully anyone or pressure them to do things they do not want to, including online.
- In no way undermine, put down or belittle other athletes, coaches or practitioners.
- Keep to agreed timings for all club activities.
- Tell my parents/carers where I am or if I'm going to be late.
- Not use my mobile phone during training, competitions or in changing rooms.
- Not carry or consume alcohol or illegal substances while training or competing in athletics.
- Use safe transport or travel arrangements.
- I recognise that I am bound by the UKA Anti-Doping Regulations, and submit to the authority of UK Anti-Doping in the application and enforcement of the Anti-Doping Rules. UK Anti-Doping Rules apply to all member participating in athletics for a minimum of 12 months from the commencement of membership whether or not the member is a citizen of, or resident in, the UK. Any athlete wishing to retire from the sport of athletics must put this in writing to the club and their Home Country Athletics Federation (Athletics Northern Ireland / England Athletics / Scottish Athletics / Welsh Athletics) and cancel any applicable membership. Official retirement will remove the athlete from being under the auspices of UKA's Anti-Doping Rules.

Breach of the Code of Conduct

I understand that if I do not follow the code, action can be taken by my club and I may:

- Be asked to apologise for my behaviour.
- Receive a verbal warning from my coach.
- Receive a verbal or written warning from the club committee.
- Be suspended from attending club training sessions.
- Be suspended or required to leave the club.

Additionally, my club will always tell my parents/carers if I breach the code of conduct.

CODE OF CONDUCT: PARENTS/CARERS

As a responsible parent/carer of an athlete aged under 18, I will:

- Abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures.
- Abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures.
- Demonstrate respectful behaviour at all times.
- Set a good example and encourage my child to learn the rules of the sport and compete within them at all times.
- Help my child to recognise good performance and not just results.
- Make athletics fun.
- Never force my child to take part in sport if they do not want to.
- Never punish or belittle my child for losing or making mistakes.
- Use correct and appropriate language at all times.
- Check the qualifications and licences of people who are coaching or managing my child, or offering a service connected to athletics such as physiotherapy, massage or nutritional advice.
- Know exactly where my child will be and who they will be with at all times.
- Assume responsibility for safe transportation of my child to and from training and competition.
- Return any necessary written consent forms to the club/team manager or appropriate person, including next of kin details, health and medical requirements before my child goes to any away events or trips.
- Provide any necessary medical information and medication that my child needs for training or trips away.
- Report any concerns about my child's (or any other child's) welfare to the Club Welfare Officer or National Welfare Officer. (This does not affect your right to contact your local Social Services or the Police if you feel it is necessary).
- In no way undermine, put down or belittle athletes, coaches or practitioners.

Good Spectator Behaviour

I understand that inappropriate pressure on children and poor behaviour of adult spectators can sometimes make children drop out of sport. I accept that this code promotes good spectator behaviour, and understand that if I verbally abuse children, coaches or officials, action will be taken.

Breach of the Code of Conduct

I understand that if I do not follow the code, action can be taken by my club and I may:

- Be asked to apologise for my behaviour.
- Receive a verbal or written warning from the club committee/HCAF.
- Be suspended from attending club training sessions and events.
- Be suspended from the club.
- Be required to leave the club.

CLUB WELFARE OFFICER: ROLES AND RESPONSIBILITIES

A Club Welfare Officer (CWO) with the support of the club committee has the responsibility to:

- Implement effective Child Safeguarding Policy and Child Safeguarding Procedures and keep them up to date.
- Implement effective Adult Safeguarding Policy and Adult Safeguarding Procedures and keep them up to date.
- Promote safeguarding at the club and encourage good practice.
- Respond appropriately to safeguarding concerns.
- Regularly report to the club's organising committee on safeguarding matters.
- Ensure that members of the club/volunteers/staff who are working with children and/or adults at risk are recruited safely and in line with legal requirements.
- Maintain records of safeguarding training attended by club members.
- Maintain records of club coaches and officials' licences and criminal record checks.
- Make sure the sports volunteers/staff, parents/carers, adults and children are aware of:
- How to contact the CWO.
- The codes of conduct for working with children/adults at risk.
- How to respond to safeguarding concerns.
- Deal effectively with breaches of the codes of conduct, poor practice, or allegations of abuse.
- Keep up to date with developments in safeguarding.
- Attend the relevant safeguarding courses for the role of CWO.
- Complete a criminal record check through the relevant Home Country procedures.
- Maintain confidential records of reported safeguarding concerns and action taken.
- Liaise with the HCAF Welfare Officer and/or statutory agencies if/when required.

Person Specification

It is desirable for a Club Welfare Officer to:

- Have an interest in safeguarding and welfare matters.
- Be friendly and approachable with the ability to communicate well with adults and children.
- Be willing to challenge opinion, where necessary, and to drive the safeguarding agenda.
- Have strong listening skills and the ability to deal with sensitive situations with empathy and integrity.
- Have an understanding of the importance of confidentiality and when information may need to be shared in order to protect the best interests of a child or an adult at risk.
- Have the confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child or an adult at risk and know when to ask for support.

CODE OF CONDUCT: COACHES

Coaches play a crucial role in the development of athletics and in the lies of the athletes they coach. The have a unique position of trust in athletics and the need for coaches to understand and act on their responsibilities is vital, as is the need to promote participation for fun and enjoyment.

The code if conduct for coaches reflects the principles of good coaching practice.

Responsibilities – Professional Standards
Coaches must demonstrate proper personal behaviour and conduct at all times.

Rights
Coaches must respect and champion the rights of every individual in sport and physical activity.

Relationships
Coaches must develop a positive relationship with their participants (and others) based on openness, honesty, mutual trust and respect.

Responsibilities – Professional Standards
As a responsible athletics coach, I will:

- Abide by the terms of my UKA coaching licence.
- Abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures.
- Abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures.
- Keep my professional knowledge and skills up to date, be appropriately qualified for the activities I lead, and renew my coach licence as and when required by UKA.
- Ensure I have obtained an acceptable criminal record check (DBS/Disclosure Scotland/Access NI) (a licence will not be issued to anyone who does not have an acceptable criminal records certificate or who refuses to share the certificate with UKA/HCAF when required).
- Ensure that activities I direct, or guide, are appropriate for the age, maturity, experience and ability of the individual athlete.
- Be aware of the current national and international regulations on anti-doping in sport. I will not assist, support or ignore practices, policies or procedures that contravene national or international anti-doping regulations.
- Never try to recruit, either overtly or covertly, athletes who are already receiving coaching (if approached by an athlete receiving coaching, refer them immediately to the coach currently providing coaching support).
- Never make gratuitous or unnecessary physical contact with children, young people, athletes or coaches. (Physical contact should only take place in the interests of and for the benefit of the child/young person/athlete, rather than the coach involved). In circumstances where I need to demonstrate a technique through physical contact, always provide an explanation and seek consent before touching the athlete (never touch an athlete aged under 18 to demonstrate a technique without another adult being present)
- Observe the recommended national guidance on coach/athlete ratios.
- Cooperate fully with others involved in the sport including but not limited to technical officials, team managers, other coaches, doctors, physiotherapists, sports scientists and representatives of the governing body.

Responsibilities – Personal Standards
As a responsible coach, I will:

- Not bring myself, the sport or my club into disrepute.
- Not engage in behaviour that could reasonably be viewed as inappropriate.
- Consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or adopt or encourage the use of prohibited or age-inappropriate substances or techniques.
- Never engage in the massage of athletes under the age of 18.
- Not engage in the massage of an athlete aged 18 years or over unless I have an up to date and recognised qualification in sports massage or another relevant qualification from a recognised body or authority to engage in the massage of an athlete aged 18 years or over.
- Follow the relevant guidance for coaches on social media use and not post on social media any content which is inappropriate or offensive.
- Be aware that my attitude and behaviour directly affects the behaviour of athletes under my supervision.
- Avoid swearing, abusive language and irresponsible or illegal behaviour, including but not limited to behaviour that is dangerous to me or others, acts of violence, bullying, harassment, and physical and sexual abuse.
- Avoid destructive behaviour and leave athletics venues as I find them.
- Not carry or consume alcohol or illegal substances while coaching or attending events directly linked to coaching.

- Avoid carrying any items that could be dangerous to me or others, excluding athletics equipment used in the course of my athletics activity.
- Challenge inappropriate behaviour and language by others and report any suspected safeguarding concerns or misconduct by other coaches, or other people involved in athletics, to the club, HCAF/UKA as soon as possible.
- Act ethically, professionally and with integrity, and take responsibility for your actions.

Rights

As a responsible athletics coach, I will:

- Provide coaching services and act at all times without discrimination in terms of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex, sexual orientation.
- Respect the rights, dignity and worth or every athlete and treat everyone equally, regardless of background or ability.
- Make the athlete's health and welfare my primary and overriding concern.
- Respect the athlete's right to self-determination when deciding who they are coached by.
- Respect the right of all athletes to an independent life outside of athletics.
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and Club Welfare officer as soon as possible.
- Never exert undue influence to obtain personal benefit or reward.
- In no way undermine, put down or belittle other coaches or practitioners, or allow those behaviours to exist within the athletes and groups that I lead/manage.

Relationships

As a responsible athletics coach, I will:

- At the outset, clarify with athletes (and where appropriate, with parents and carers) exactly what it is that is expected of them and what athletes are entitled to expect from me.
- Develop healthy and appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes aged under 18 years or who are adults at risk.
- Never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with and athlete, or other person in athletics who are under the age of 18 years of age. A violation of this code may result in a coach licence being permanently withdrawn.
- Never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with and athlete, or other person in athletics who is an adult at risk, whether coached by me or under my supervision or not. A violation of this code may result in a coach licence being permanently withdrawn.
- Not use my position as a licenced coach to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with athletes, or other persons in athletics who are aged 18 and over. In certain circumstances a violation of this code may result in a coaching licence being permanently withdrawn.
- Avoid spending time alone with young athletes (under 18) unless clearly in the view of other adults.
- Ensure that parents/carers know and have given consent before taking a young athlete (under 18) away from the usual training venue.
- Never take young athletes (under 18) alone in my vehicle.
- Never invite a young athlete (under 18) alone into my home.
- Never share a bedroom with a young athlete (under 18).

Breach of the Code of Conduct

I understand if I do not follow the code, I may be in breach of the terms and conditions of my UKA licence and could be subject to disciplinary action and sanction by my club, Home Country Athletics Federation and/or UKA and that as a consequence of such disciplinary action the following sanctions may be imposed – I may:

- Receive a verbal warning.
- Receive a written warning.
- Be monitored by another coach.
- Be required to attend supplementary training.
- Be suspended on any terms by the club/HCAF/UKA.
- Have my coaching licence withdrawn.
- Be referred to DBS/Disclosure Scotland/AccessNI.

CODE OF CONDUCT: TECHNICAL OFFICIALS

Officials play a vital role in the preparation and delivery of safe and high-quality athletics events.
The code of conduct for officials reflects the required standards of personal and professional conduct in that role.

Responsibilities — Professional Standards
To maximise the benefits and minimise the risks to participants, officials must attain an appropriate level of competence through qualifications, and a commitment to ongoing training to ensure safe and correct practice.

Responsibilities Personal Standards
Officials must demonstrate proper personal behaviour and conduct at all times.

Rights
Officials must respect and champion the rights of every individual to participate safely in sport and physical activity.

Relationships
Officials must develop positive relationships with participants (and others) based on openness, honesty, mutual trust and respect.

Responsibilities – Professional Standards
As a responsible technical official, I will:

- Abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures.
- Abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures.
- Keep my professional knowledge and skills up to date, be appropriately qualified and renew my licence as and when required by UKA.
- Not bring myself, the sport or my club into disrepute.
- Not engage in behaviour that could reasonably be viewed as inappropriate.
- Work in a spirit of cooperation with other officials and not interfere with their responsibilities.
- offer guidance and support to less experienced officials whenever appropriate.
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/ carers and lead official for the event and/ or UKA as soon as possible.
- Challenge and report any inappropriate behaviour or suspected misconduct by other technical officials, coaches or other people involved in athletics to a club (where relevant), HCAF or UKA as soon as possible.

Responsibilties – Personal Standards
As a responsible technical official, I will;

- Never smoke or consume alcohol whilst involved on officiating duties.
- Be fully prepared for officiating the task that is assigned to me.
- Dress appropriately and to the standard and nature of the competition, as outlined by the relevant officials' committee.
- Arrive in good time for the competition and report to the official in charge.
- 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.
- Avoid swearing and critical, abusive language or irresponsible behaviour, including but not limited to behaviour that is dangerous to me or others, acts of violence, bullying, harassment and physical and sexual abuse.
- Avoid destructive behaviour and leave athletics venues as I find them.
- Avoid carrying any items that could be dangerous to me or others, excluding athletics equipment used in the course of my athletics activity.
- Never make gratuitous or unnecessary physical contact with children, young people or athletes. (Physical contact should always take place in the interests of and for the benefit of the child, rather than the adult involved).
- Work in same-sex pairs if supervising changing areas.

Rights
As a responsible technical official, I will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Officiate and act at all times without discrimination on grounds of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex, sexual orientation.
- Act with dignity and display courtesy and good manners towards others.
- In no way undermine, put down or belittle other officials, athletes, coaches or practitioners.

- Ensure the welfare and safety of the athletes under my supervision.
- Not exert undue influence to obtain personal benefit or reward.
- Conduct the event in accordance with the rules and with due respect to the rights and welfare of the athletes.

Relationships
As a responsible technical official, I will:

- Clarify with athletes (and where appropriate, with parents or carers) exactly what it is that is expected of them and what athletes are entitled to expect from me as a technical official.
- Encourage and guide athletes to accept responsibility for their own performance and behaviour.
- Cooperate fully with others involved in the sport such as other technical officials, competition providers/organisers, team managers, coaches and representatives of the governing body in the provision of fair and equitable conditions for the conduct of athletics events under the relevant rules of competition.
- Act in a decisive, objective but friendly manner in my interaction with other officials, athletes, coaches and spectators, and carry out my duties in an efficient and non-abrasive manner.
- Develop healthy and appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or who are adults at risk.
- Never incite or engage it' sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with any person in athletics aged under 18 years of age, A violation of this code may result in a technical official licence being permanently withdrawn.
- Never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with any person in athletics who is an adult at risk. A violation of this code may result in a technical official licence being permanently withdrawn.
- Not use my position as a technical official to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non- verbal communication) with any person in athletics who are aged 18 years and over. In certain circumstances a violation of this code may result in a technical official licence being permanently withdrawn.
- Avoid spending time alone with young athletes (under 18) unless clearly in the view of other adults.
- Never take young athletes (under 18) alone in my vehicle.
- Never invite a young athlete (under 1 8) alone into my home.
- Never share a bedroom with a young athlete (under 18).

(in relation to the above, the relationship of the official to the child will be a consideration in any referral).

Breach of the Code of Conduct
I understand that if I do not follow the code, the following sanctions may be taken by a club (where relevant), a Home Country Athletics Federation and/or UKA. I may:

- Receive receive a verbal warning.
- Receive a written warning.
- Be required to attend supplementary safeguarding training.
- Be suspended on any terms by a club (where relevant)/HCAF/UKA.
- Be required to leave or be dismissed by a club (where relevant) /HCAF/UKA.
- Have my UKA technical official's licence withdrawn.
- Be referred to DBS/Disclosure Scotland/AccessNI.