

ST.HELENS
=*Striders*=

Club Byelaws

Version 1.0

14 October 2024

1. Introduction

- 1.1 This document outlines the byelaws of St Helens Striders, which are made in accordance with the relevant rules outlined within the Club Constitution.

2. Approval and adoption of the byelaws

- 2.1 These byelaws shall come into force following a resolution of the Committee to adopt the same.
- 2.2 These byelaws can be amended or repealed by resolution of the Committee, or by a majority vote at a General Meeting.

3. Enforcement of the Rules

- 3.1 The Club shall enforce the rules of its Constitution and these Byelaws using the Complaints and Disputes process outlined within the Constitution.
- 3.2 A Member, Officer or Volunteer that considers a Member has contravened a rule, should raise this as a Complaint in accordance with section 19 of these Byelaws.

4. Membership

- 4.1 St Helens Striders is an adults-only club and all members must be at least 18 years of age in order to attend any trial sessions or become a Member.
- 4.2 The Club will make available the following different categories of membership:
- **First Claim**, which includes registration with England Athletics as a competitive athlete
 - **Second Claim**, where the Member is already registered with England Athletics as a competitive athlete and therefore does not include EA registration.
 - **Social Membership**, which does not include England Athletics registration.
- 4.3 Only First Claim Members are entitled to represent the Club in races or competitions, claim Club Records (section 14) or enter the London Marathon Club Ballot (section 12).

5. Volunteers

5.1 Members, as defined in 4.1, may be appointed as Volunteers from time to time, into one of the following roles, which must be clearly defined within a Role Description:

- **Run Leader.** Run Leaders are responsible for delivering training sessions, in a safe and effective way. Run Leaders must hold a LiRF license.
- **Coach.** Coaches are responsible for designing and delivering training sessions and plans, providing remote and face-to-face coaching and providing assistance/guidance to Run Leaders. Coaches must hold a CiRF license.

5.2 Volunteers are appointed in accordance with the following procedures:

- **Nomination.** A Member must be nominated as a potential volunteer (self-nomination is acceptable).
- **Approval.** At least one of the existing Coaches or Officers must approve the potential nomination, which must only be refused if there the minimum eligibility criteria is not met, of there is reasonable belief that the Member will be unable to fulfil the role, based upon the role profile.
- **Appointment.** Upon completion of any relevant training and when the Member's myAthletics portal shows their qualification and relevant license.

5.3 Volunteers may only undertake activities on behalf of the Club whilst they hold the necessary license (as outlined the relevant sub-section of 5.1).

5.4 Volunteers must adhere to any guidance issued by the Club that is relevant to their role.

5.5 In order to fulfil their roles, some volunteers (such as Run Leaders and Coaches) will have access to the personal data of Members, some of which may be sensitive personal data. Where volunteers are inactive their access to this personal data shall be revoked.

6. Officers

The Officers of the Club make up the Committee and are collectively responsible for the oversight and management of Club affairs.

- 6.1 All Officer roles described within this section must have an associated Role Description.
- 6.2 In addition to, and irrespective of, the role held by an Officer, all Officers should contribute towards all matters of club business.
- 6.3 In addition to the Mandatory Officers (Chair, Secretary and Treasurer) outlined within the Constitution, the following additional Officers shall be appointed to the Committee:
 - Members Representative
 - Race Coordinator
 - Digital Media Representative
 - Social Representative
- 6.4 In accordance with the Club Constitution, the following responsibilities are allocated to the following Officers, and shall be reflected in the relevant Role Profile:
 - Membership is the responsibility of the Club Secretary.
 - Welfare is the collective responsibility of the Members Representative and the Treasurer.
 - DBS Verification is the collective responsibility of the Secretary and the Treasurer.
 - Coaching is the responsibility of the Chair, delegated to the sub-committee 'the Coaches'.
 - Official Issues are the collective responsibility of the Secretary and Chair.
- 6.5 In order to be eligible for
- 6.6 Prior to election at a General Meeting, a nomination must be reviewed and approved by the Committee, which should not be unreasonably declined, and any such declination must be made in consideration of the requirements of the Role Profile.

7. Sub-Committees

7.1 All sub-committees must be overseen by an Officer of the club (the 'Responsible Officer').

7.2 Appointment to a sub-committee is at the discretion of the Responsible Officer, unless otherwise stated within these Byelaws.

The following sub-committees shall operate within the Club:

7.3 The Coaches

- "The Coaches" is responsible for the coordination, supervision and delivery of running coaching and training to Members.
- The Chair is the Responsible Officer of The Coaches.
- Only Volunteers appointed to the role of Coach are eligible to be members of The Coaches, with the exception of the Responsible Officer themselves.

7.4 Social Committee

- The "Social Committee" is responsible for assisting with the coordination and delivery of social events for the members of the club.
- The Social Representative is the Responsible Officer of the Social Committee.

7.5 Digital Committee

- The "Digital Committee" is responsible for assisting with the management of the club website and social media channels.
- The Digital Media Representative is the Responsible Officer for the Digital Committee.

7.6 40th Birthday Committee

- The "Birthday Committee" is responsible for organising and delivering all aspects of the 40th Birthday Celebrations.
- The Social Representative is the Responsible Officer for the Digital Committee.

8. Documentation

- 8.1 All official club documents shall be published to the Members Content section of the Club's website www.sthelensstriders.com
- 8.2 In addition to The Constitution and these Byelaws, The Club shall publish role descriptions for all Officer and Volunteer roles.
- 8.3 The Club adopts the UK Athletics Safeguarding Code of Conduct, Adult Safeguarding Policy and Adult Safeguarding Procedures.
- 8.4 All documents shall be reviewed, and updated if necessary, at least once every 24 months. Reviews and updates may take place more frequently as required.

9. Code of Conduct

Members must abide by this code of conduct at all times:

- 9.1 Members must not bring the Club into disrepute
- 9.2 Members must compete within the rules of any event they are taking part in and respect the Officials and their decisions.
- 9.3 All members must respect the rights, dignity and worth of all participants, regardless of gender, sexuality, ability, cultural background or religion.
- 9.4 Members must support and encourage good practice and correct actions at all times.
- 9.5 Members must pay any fees for training or events promptly.
- 9.6 Members are encouraged to communicate with leaders and all other club members.
- 9.7 Members must abide by the rules and articles of England Athletics.

10. Communication and Club Social Media Groups

- 10.1 The primary form of official communication to Members shall be by email, to the email address provided by the Member.
- 10.2 A monthly newsletter will be issued by email, which shall provide Members with any important news or updates from the Club.
- 10.3 The club shall make available three Facebook groups, which Members may join, which are strictly limited to Members only, and are to be used as follows:
 - **St Helens Striders:** To be used for communication to Members on official club business, training and racing, by Officers or Volunteers.
 - **St Helens Striders Social:** To be used by any Members to discuss any matter, such as arranging non-club runs, personal racing results or sharing pictures from sessions/events.
 - **Striders Buy, Sell & Swap:** Members may advertise any items they wish to buy, sell or swap on this page.
- 10.4 The Secretary, the Digital Representative and the Chair have the right, without warning or notice, to remove any content from the pages detailed in 9.3.

11. Use of Social Media

- 11.1 Members must ensure that all Social Media content they post, whether in the Club Pages, on the Club's Social Media posts/pages or not, which can be linked to the Club is appropriate for all audiences, is not in any way offensive, derogatory or distressing to anyone.
- 11.2 Members must not discuss sensitive, confidential or official Club business outside of the designated social media pages made available by the club.
- 11.3 Members must not present any personal views or other online content in a way that could, in any way, be interpreted to be for or on behalf of the Club.

- 11.4 If referencing the Club, or including any content which shows any identifiable branding of the Club, within any online content, Members must explicitly state that the post and its content do not represent the views of the Club.
- 11.5 Members are required to report any content they consider to be in contravention of any part of this policy to the Digital Representative or the Members Representative.
- 11.6 Members must not harass, intimidate, bully, victimise or discriminate against any other Member through any online or digital platform whatsoever.

12. London Marathon Ballot

Each year, the club is allocated entries into the London Marathon for it to distribute to its members as it sees fits. This section sets out how the Club will allocate these places.

- 12.1 Places will be allocated on the basis of a random draw (Club Ballot)
- 12.2 In order to enter the Club Ballot, members must meet the following criteria:
- Must be a First Claim member of the Club, with no outstanding membership fees,
 - Must have attempted to enter the London Marathon for the same year by the General Ballot and been unsuccessful.
 - Must not have been allocated a place in the London Marathon by the Club place in the previous 5 years.
- 12.3 Members who have been allocated a place through the Club Ballot must not defer their entry unless as a result of unavoidable circumstances.
- 12.4 Pursuant to 9.3, if a Member defers a place allocated to them by the Club and it is considered by the Committee, in its absolute discretion, that the deferral was not unavoidable, then the Member shall not be permitted to enter future Club Ballots.

13. Finance, Expenditure and Budgets

- 13.1 The Treasurer is responsible for providing the Committee, at each meeting, with an update on the assets and liabilities of the club and details of any expenditure incurred or expected.
- 13.2 Any expenditure on behalf of the club must be approved in accordance with the following mandates:
- £250 or less must be approved by one of the Chair, the Secretary or the Treasurer.
 - Expenditure exceeding £250 must be approved by two of the Chair, the Secretary or the Treasurer.
- 13.3 As an alternative to the approvals required under 12.2, the Committee may resolve to provide an Officer or Volunteer with a budget for a specific purpose, in which case, the Officer or Volunteer may utilise the budget for that purpose without further approval.
- 13.4 Resolutions as described in 13.3 may only be made where:
- The budget is for expenditure directly related to club business
 - The purpose of the budget is clearly documented and communicated to the Officer or Volunteer
- 13.5 Officers or Volunteers allocated a budget in accordance with 13.3 must provide the Treasurer with receipts for all expenditure under that budget. Failure to do so will result in the expenditure not being reimbursed and any unutilised budget being cancelled.
- 13.6 All unutilised budgets shall be voided at the end of each financial year.
- 13.7 Any budget may be voided upon resolution of the Committee or at the discretion of the Chair or Treasurer.

14. Club Records

- 14.1 The Club will recognise best known performance records and publish these on the Club website.
- 14.2 Only First Claim Members, as defined in 4.2, are eligible to claim a Club Record.
- 14.3 Records will be recognised in the following distances: Parkrun, 5km, 5 miles, 10 miles, Half Marathon, Marathon and Grand Prix (as defined in 14.7)
- 14.4 The following categories will apply, each with its own record, for each distance outlined in 13.2:
- Men's all time
 - Women's all time
 - Men's age categories of 35, 40, 45, 50, 55, 60, 65, 70.
 - Women's age categories of 35, 40, 45, 50, 55, 60, 65 70.
- 14.5 Performances must have been achieved on a certified course, licenced by UK Athletics (or an equivalent regulatory body if the race was outside the UK), for the distance being claimed.
- 14.6 Members may claim a club record if their performance exceeds the current record, by emailing sthelensstriders@gmail.com with detailing their performance, which must be based on an official result. Once the performance has been entered onto the Members Power of 10 record, and verified, it will be recognised as a Club Record.
- 14.7 The Grand Prix is a combination of the following races: 5 miles, 10km, 10 miles and Half Marathon.
- 14.8 If for any reason whatsoever a result is invalidated, including but not limited to issues with the course distance, then the Club Record shall also be invalidated.

15. Tour De Striders

- 15.1 The Club will put on an annual event known as the Tour De Striders, which aims to encourage participation at local races.
- 15.2 The Committee shall select 9 races each year which shall be promoted to Members.
- 15.3 Members who complete a minimum of 5 of the eligible 9 races will be entitled to claim a commemorative t-shirt.
- 15.4 The club may require a contribution to the cost of the t-shirt, the amount of which shall be determined by the Secretary and communicated to Members.

16. Affiliated Events

- 16.1 The Club will take part in the following official external events:
 - The Merseyside Grand Prix
 - Northern Cross Country Championships
 - Merseyside Cross Country Championships
 - North West Relays
 - Northern Relays

17. Accidents and Incidents

- 17.1 Whilst the Club and its volunteers will take all reasonable steps to ensure the safety and welfare of Members, Members do have primary responsibility for their own safety and wellbeing.
- 17.2 Members, Volunteers and Officers are responsible for undertaking risk assessments and where necessary taking steps to minimise or prevent risks to the health and safety of members.
- 17.3 Members must make a Run Leader or Coach aware of any accidents or incidents during club activities.
- 17.4 All incidents must be reported by the Run Leader to one of the Coaches, who is then required to complete an accident form and submit this to the Secretary.
- 17.5 The Secretary shall, if they deem it necessary, submit the accident report to UK Athletics (using the form on: <https://health-and-safety.myathletics.uk/Application.aspx?Id=a351b7fc-caa4-42fd-bf50-c0e0a42776da>)
- 17.6 The Club shall retain all accident forms for not less than 24 months.

- 17.7 In the event of an emergency, Run Leaders, Coaches, the Secretary and the Chair may access the contact details held by the Club, for the Next of Kin of a Member.

18. Training and Competitions

Training Sessions

- 18.1 Members should arrive promptly for training sessions.
- 18.2 Members should ensure they have suitable clothing and equipment for the entire session or event, including hydration and nutrition. When in dark conditions this includes reflective clothing and/or lights. If this rule is not met, then Run Leaders or Coaches may prevent a Member from participating in a training session.
- 18.3 Members must be honest about their ability and must only attend sessions that that they are willing and able to complete fully.
- 18.4 Members must inform the Run Leader of Coach if they are going to leave a training session before the end.
- 18.5 Members must not drop any litter.
- 18.6 Members must follow the highway code whilst running on the road, and at all times give way to pedestrians where necessary.
- 18.7 Members must follow the rules of any venues whilst training, for example at the Track.
- 18.8 All members should be mindful of each other and give way where necessary to minimise any disruption to training for all. If in doubt, the runner travelling the fastest should give way to any runners travelling slower.
- 18.9 The Committee, any Officer, Run Leader or Coach may cancel any training session at their discretion, should they have reason to believe that there is a risk to the safety or wellbeing of Members.

Racing and Competitions

- 18.10 Members must follow all rules relating to the event they are competing in.
- 18.11 Members are encouraged to wear St Helens Striders branded kit.
- 18.12 Members must not enter any race or competition unless they are registered in their own name. Under no circumstances can a Member race with someone else's entry (unless that entry has been transferred to the Member).
- 18.13 Whilst the Club and its volunteers will take all reasonable steps to ensure the safety and welfare of Members, Members do have primary responsibility for their own safety and wellbeing.

19. Complaints, Discipline and Appeals Process

This section outlines the process that will be followed in the event of any complaints of the misconduct of a member or any breaches of club rules.

Commencement

- 19.1 Members are encouraged to attempt to resolve any dispute informally, before seeking to utilise these enforcement processes, by either discussing their concerns with the person involved directly, or by contacting any Officer of the club to raise these concerns.
- 19.2 Any person may raise a case where they have reasonable belief that a Member has contravened any of the Club Rules or, behaved in an improper or materially unprofessional way that has negatively affected the Club or any of its Members.
- 19.3 All complaints must be submitted in writing to the Secretary by email to sthelensstriders@gmail.com, unless the complaint is being raised by or relates to the Secretary, in which case, the complaint should be submitted to the Chair.

Investigation

- 19.4 An Officer will be appointed to be the Investigating Officer and will lead the review of the complaint.
- 19.5 The Investigating Officer shall seek to understand the complaint. To do so, they may seek information from the complainant, the person complained about and/or any other persons they deem necessary.
- 19.6 Having understood the nature of the complaint, any other relevant information, and gathered sufficient evidence, the Investigating Officer shall determine whether the complaint should proceed, and record one of the following investigation outcomes:

- **Complaint to Proceed** – Where the Investigating Officer has reasonable belief that a Member has contravened one or more of the Club’s rules and this contravention has had a not-negligible negative impact on the Club or any of its Members.
- **No further Action** – Where the Investigating Officer has reasonable belief that there has not been a contravention of the Club Rules, or where the contravention has is a negligible impact or no impact at all.

19.7 The Investigating Officer must communicate the outcome determined in 19.6 to the complainant and the Member complained about, in writing, along with a summary of the reasons for the decision, within 14 days of original receipt of the complaint, unless exceptional circumstances apply.

Conclusion

19.8 Where the Investigating Officer has determined that a complaint shall proceed, the outcome of the complaint must be determined by a different Officer, which shall be selected by the Investigating Officer or the Committee, the “Concluding Officer”.

19.9 The Concluding Officer shall give due consideration to the information and evidence obtained during the investigation into the case and determine an outcome as follows:

- **No Further Action** – where it is concluded that outcome of the investigation was erroneous, or where any sanction would be disproportionate to the contravention.
- **First Warning** – where it is found that a contravention has occurred, which has had a negative impact on the Club or its Members and the Concluding Officer has reasonable belief that:
 - ◊ The contravention is not serious in nature,
 - ◊ has not occurred before (whether as part of a formal investigation or not) and,
 - ◊ is not likely to continue or reoccur.
- **Final Warning** – where it is found that a contravention has occurred, which has had a negative impact on the Club or any of its members the Concluding Officer has reasonable belief that the issue is not likely to continue or reoccur and:
 - ◊ The matter is serious in nature, or
 - ◊ Has occurred before (whether as part of a formal investigation of not).
- **Termination of Membership** – where it is found that a contravention has occurred, which has had a negative impact on the Club or any of its members and either:

(1) The Member has already received a Final Warning for any other matter, related to this issue or not, Or,

(2) The Concluding Officer has reasonable belief that the welfare or wellbeing of another Member would be materially compromised if the Member were to remain a Member of the Club, Or,

(3) Where the Concluding Officer has reasonable belief that all of the following are true:

- ◇ The matter is serious in nature,
- ◇ Has occurred before (whether part of a formal investigation or not, and,
- ◇ The issue is likely to continue to reoccur.

- **Termination of appointment** – where it is found that a contravention has occurred in relation to the role of Officer or Volunteer, the Concluding Officer may terminate that role, if they have reasonable belief that:
 - ◇ The matter is serious in nature,
 - ◇ Has occurred before (whether part of a formal investigation or not), or,
 - ◇ The issue likely to continue or reoccur.

19.10 The Concluding Officer may use their discretion to determine whether a matter is considered 'serious' in the context of these rules. They shall, however, always determine that a matter is serious where:

- The issue involves discrimination, bullying, harassment, intimidation etc.
- The issue is a criminal offence or unlawful in anyway
- The matter falls within the remit of any governing body

19.11 The Concluding Officer must communicate the outcome determined in 19.9 to the complainant and the Member complained about, in writing, along with a summary of the reasons for the decision, within 14 days of the communication outlining the Investigation Outcome as described in 19.7, unless exceptional circumstances apply.

Appeals

19.12 Where the Member wishes to appeal the outcome of a complaint about them, they can do so within 7 days of the date of the conclusion being communicated to them, as described in 19.11.

19.13 The Member set out their appeal in writing to the Secretary using the email address sthelensstriders@gmail.com. This must include their reasons for appealing the outcome, setting out which of part of 19.9 they consider has been incorrectly applied.

- 19.14 Where the complainant, or the Member complained about, is the Secretary, the appeal should be addressed to the Chair.
- 19.15 The Secretary, or Chair as appropriate, shall appoint an Officer to determine the Appeal (the Appeal Officer), which must be a different Officer to the Investigating or Concluding Officers.
- 19.16 The Appeal Officer shall consider the Appeal by reviewing the information and evidence gathered during the Investigation and Conclusion stages and requesting further information or evidence as appropriate.
- 19.17 The Appeal Officer shall determine whether the Concluding Officer has determined their outcome in compliance with the criteria outlined in 19.9, and where judgement has been used to rely upon any element of 19.9, whether that judgement was fair and reasonable:
- **Dismissed:** The Appeal may be dismissed if the Member has not provided reasons why they believe that the Conclusion has not been reached in line with 19.9, or that any judgement used in the application of 19.9 is unfair or unreasonable.
 - **No Change:** Where the Appeal Officer is satisfied that the Concluding Officer reached an outcome which is compliant with 19.9 and applied judgement fairly and reasonably.
 - **Revised Outcome:** Where the Appeal Officer has determined that the Concluding Officer either did not correctly apply 19.9, or where they do believe that they applied judgement in a fair and reasonable way. In this case, the Appeal Officer shall also determine an alternative outcome as per 19.9.
- 19.18 The Appeal Officer must communicate the outcome determined in 19.17 to the complainant and the Member complained about, in writing, along with a summary of the reasons for the decision, within 14 days of receipt of the appeal, unless exceptional circumstances apply.
- 19.19 Once the Appeal Officer has issued their determination, there shall be no further right of appeal.