

CARNEGIE HARRIERS

POLICY DOCUMENT

This document contains the relevant and current policies for Carnegie Harriers, hereinafter referred to as the 'Club'.

These policies are the guiding principles and code of conduct by which the Club is governed. They have been put in place to ensure that the Club is managed in a fair and equitable manner for the safety and enjoyment of our members, those with whom the Club works and interacts and the wider sporting family.

They should be read and used in association with the Club Constitution.

It is the responsibility of the Management Committee to ensure they are adhered to and kept up to date. They do not require formal approval of the members and do not require Constitutional change.

By joining the Club, all members and office bearers are deemed to accept these policies and code of conduct and expected to abide by them for the benefit of all.

They are to be placed on the Club website and brought to the attention of all new members. All Club members should be reminded of their existence at least once a year through the annual membership renewal process.

A hard copy should be made available to any member who wishes to receive one.

Carnegie Harriers Committee

Signed:

Club President

Club Secretary
Updated: May 2009

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CLUB HISTORY AND ITS ROLE

Carnegie Harriers were formed in August 1991, to cater for the interests of road runners in the Dunfermline area.

Since then our range of activities has been extended to include cross country, ultra and hill running. Whatever the distance, someone in the club is likely to have run it - from a mile to a marathon and considerably beyond.

As well as taking part in races throughout Scotland and beyond, we do our bit to promote the sport by organising a number of events during the year. These include the highly successful Auld Toun 10k; the Graham Clark 3.9 Mile Memorial Race, run on a unique course round Knockhill Racing Circuit; the two new Devilla Forest trail races of 5k and 15k. These are all open races and attract runners of all abilities. In addition, we run the member-only Festive Forest Run in Blairadam Forest, which is usually followed by a social outing.

The club provides an opportunity to make new friends and we aim to cater for different levels of ability, although we cannot cater for absolute beginners. We advise that beginners join a local JogScotland group for a number of weeks to build basic fitness and then come along to training sessions. Our structured training sessions on Tuesday and Thursday evenings are designed to help improve the fitness and performance of our members. Informally we explore new routes and exchange training ideas.

For the more competitive there is the chance to represent the club in a variety of events during the year. The club has a number of annual awards, where we give prizes in all three disciplines of road, hill and cross country running. There is also the relatively new All Rounder Competition, which asks members to take part in all three disciplines.

We're proud of the progress we've made since 1991, thanks to the hard work of our members, our Committees and the support of our sponsors.

CHILD PROTECTION AND WELFARE

The Club is fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them.

Carnegie Harriers has a duty of care to implement effective policies and procedures for safeguarding the welfare of children, young people and vulnerable adults. In order to achieve this we will ensure all staff and any volunteers working on a regular, unsupervised basis with children or vulnerable adults are assessed for suitability, screened, trained and supervised. Furthermore we will endeavour to keep up-to-date with national developments relating to the care and protection of children, young people and vulnerable adults.

Carnegie Harriers will uphold and implement the recommended UK Athletics Welfare Policies and procedures.

Part of this requirement is to appoint a Child Protection and Welfare Officer.

The post is currently held by.....

Contact details:

Full details are in the UK Athletics Welfare and anti-bullying policies that can be found on the UK Athletic Website.

EQUITY POLICY STATEMENT

Carnegie Harriers are committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognizing inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

VALUING VOLUNTEERS

The Club is committed to supporting and valuing all our volunteers.

We recognise that our volunteer committee members, coaches, officials and wide range of helpers are crucial to the success of our club. Their dedication is worthy of considerable thanks and recognition.

We cannot continue to be one of Scotland's most successful and welcoming athletics clubs without supporting existing volunteers and bringing in new ones.

Our commitment to the recruitment, support and training of all volunteers includes the following duties:

- ◇ To provide a friendly induction to all new volunteers
- ◇ To provide job descriptions for all long term positions
- ◇ To support the Volunteer Co-ordinator with co-ordination of volunteer recruitment, training and recognition
- ◇ Ensure that the external commitments and needs of volunteers are considered at all times
- ◇ Ensure that all volunteers are supported in, as far as club resources allow, ongoing and professional development training
- ◇ Ensure that all members are aware of, understand and follow the club's valuing volunteers policy
- ◇ To present a 'volunteer of the year' award at the end-of-season club presentation evening
- ◇ To develop and follow a volunteer recruitment plan - annually monitor and evaluate the plan for effectiveness
- ◇ To encourage all members and associate members to offer their time and support to the club whenever possible.

We appoint a Volunteer Co-ordinator post in order to help support and develop our volunteer workforce.

The post is currently held by.....

Contact details:

DISCIPLINARY AND APPEALS PROCEDURES

Introduction

1. For any Club to operate in a civil and effective manner it is necessary for a policy to be established that sets out the procedures to be taken in the case of inappropriate behaviour.
2. The best way to deal with behaviour that is unacceptable to the majority of members is to 'self police'. This is where members ask the offending individual(s) to refrain from the action that is causing offence. Sometimes individuals may not be aware that their actions are causing offence to others. The sooner this is done the better.
3. It is possible that this action may not have the desired effect and the unacceptable behavior may continue. Additionally some members may not feel comfortable addressing the offending member.
4. In these circumstances and where there is evidence of gross misconduct it is necessary to bring unacceptable behaviour to the attention of the Management Committee at the earliest opportunity.
5. A complaint regarding the behaviour of a member or members should be lodged in writing with the General Secretary.

Disciplinary Sub Committee

6. On receipt of a written complaint the Management Committee shall appoint a Disciplinary sub-committee of three Club members. This Committee will be chaired by a Club Office Bearer (the President, or the General Secretary, or the Treasurer). One of the other two members must be a Management Committee member and the third a current Club member.
7. The Disciplinary sub-committee will meet to hear a complaint as soon as possible. Normally this will be within 21 days of a complaint being lodged, but may be extended to a calendar month in exceptional circumstances. Any member requested to attend a Disciplinary sub-committee shall be entitled to be accompanied by a friend or other representative and to call witnesses.
8. The Disciplinary sub-committee has the power to take appropriate disciplinary action, including the termination of membership.
9. The outcome of the disciplinary hearing shall be put in writing to the member against whom the complaint was made within 7 days following the hearing. This outcome will also be forwarded to the person who lodged the complaint once the defendant has been notified.

Right of Appeal

10. There shall be a right of appeal against either the finding or the sanction imposed or both following disciplinary action being taken. Any appeal must be made in writing to the General Secretary within 21 days of receipt of notification of the original decision.
11. The Management Committee shall appoint an Appeals Panel of three. This will include a Club Officer Bearer (the President, or the General Secretary or the Treasurer), an individual club member and an external member. It is recommended that the external member is a representative of the governing body. No member of the Appeals Panel will include a member involved with the initial disciplinary hearing.
12. The Appeals Panel shall consider the appeal within 21 days of the Secretary receiving the appeal. The individual submitting the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses. The decision of the Appeals Panel shall be final and binding on all parties.

Suspension and Termination of Membership

13. The Club's constitution allows for the suspension, refusal or termination of membership by the Management Committee as follows:
 - ◇ refuse any application for membership on the grounds that such membership would be prejudicial to the Objectives of the Club as set out at Clause 2 of this constitution; and
 - ◇ for good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership. In this case the member concerned shall have the right to be heard by 3 members of the Management Committee before a decision is made, one of these members must be the President, the General Secretary or the Treasurer. and;
 - ◇ refuse, suspend or terminate membership of any person who has breached the current anti-doping rules of UK Athletics. The period of disqualification shall be in accordance with the UK Athletics ruling current at the time and at the discretion of the Club Committee.
14. Any member who fails to pay their fees by the date required shall forfeit their right to representation on the club committee and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.
15. Any member under suspension shall be barred from taking part in any match or event under the control of the club.

16. The club committee shall inform the member in writing of any decision to terminate their membership.

17. Notification of the termination of a membership will be forwarded to Scottish Athletics Limited, the Governing Body of the sport in Scotland.

Review

18. This Policy should be reviewed by the Management Committee on an annual basis.

Policy Updates

The following lists the updates to the original policy document of July 2009.

Date	Amendment	Signature	Office
December 2012	Club background updated to cover current races.	(Val Macaulay)	Club President