HART ROAD RUNNERS
OPERATIONAL RULES

October 2025
Version 1.11

1. Introduction

1.1 The Club is managed by a Committee of Members, according to the rules laid down in the Constitution. The Operational Rules define how the Committee operates the Club on a day-to-day basis.

1.2 In the event that there is conflict between the Constitution and Operational Rules, the Constitution shall take precedence.

1.3 All Members shall be subject to the Constitution, the Operational Rules, the Safeguarding and Welfare Policies, the Code of Conduct and other policies determined by the Committee and published from time to time on the Club's website.

1.4 Any proposed amendments to these Operational Rules must be agreed by 80% of the members of the Committee attending a Committee Meeting.

2. Club Communications

2.1 Information about the Club is posted on the Club website (www.hartroadrunners.co.uk). Information about Club events is sent regularly to Members by email. All Members are invited to contribute race reports to the Newsletter Editor to be attached to the email.

3. Publications

3.1 From time to time the Club shall issue documents that are required by the Constitution to be published and made readily available. These include the Agenda for an AGM, the Financial Accounts and Resolutions for either an AGM or Extraordinary General Meeting (EGM). The Members shall be notified of the availability of these documents via announcements at regular Club training evenings and by email.

3.2 The documents shall be published electronically. When published electronically the documents shall either be attached to an email or a link shall be provided within the email to allow Members to access them on the Club's website. Electronic documents shall be published in Adobe PDF format.

4. Membership

4.1 The number of Members is currently unlimited. It is the Club's objective that this continues to be the case. However, from time to time the Committee shall review the membership limit to consider whether issues like health and safety, the number of coaches or suitable premises to host the Club Members, should lead to a change in policy.

4.2 Membership subscriptions are payable on an annual basis becoming due on 1st March each year. Any new Members joining between 1st January and 28/29th February each year shall be deemed to be a Member for the rest of that Club year and the whole of the following year (i.e. a maximum of 14 months).

4.3 In line with England Athletics policy, subscriptions are non refundable, subject to Consumer cancellation rights legislation which allows for a 14 day cooling off period.

4.4 The Committee shall ensure that a list of Members is recorded and kept up to date. The Committee shall appoint one of their members as Membership Secretary and it shall be their responsibility to maintain the list of members.

4.5 The list of Members is subject to the Club's Privacy Policy, which is published on the Club's website. The list of Members shall be available to:

- The Membership Secretary (full list);
- The Secretary (full list);
- Other Committee members (as required).

4.6 The person responsible for maintaining the list of Members is to record the name of any Member who has been expelled. This is to ensure that should the expelled Member wish to re-apply for membership their application is considered by the Committee and any subsequent Committee members are aware of their previous expulsion.

4.7 The person responsible for maintaining the list of Members shall also keep all previous yearly membership details for the purposes of analysis and to comply with the requirement to select a Chairperson who has been a Member of the Club for the previous five years.

4.8 The Committee shall destroy any personal data relating to an individual Member after four years of inactivity on that Member's account.

4.9 In keeping with the Club's Inclusion Policy, the Club may offer financial or other support to potential or existing members in order that they may join (or rejoin) the Club. This support is given at the sole discretion of the duly appointed member(s) appointed by the Committee. Anyone seeking such assistance should make contact, in strictest confidence, with the Membership Secretary.

5. Running and Social Events

5.1 The Club organises and/or attends a number of running events each year as agreed by the Committee. Members are encouraged to wear Club kit for these events.

5.2 The rules for the regular programmes and awards, including the Multi Race Challenge, and Fleet Half Marathon Trophy are on the website. Changes to these rules shall be agreed by the Committee.

5.3 The Club organises and/or attends a number of social events each year as agreed by the Committee. Where the Club organises events, prices for entry and other facilities provided, e.g. drinks, shall be agreed by the Committee.

5.4 The Club encourages and supports the walking pace group known as Group 4, to walk on a Thursday evening, at the same location as the main club social run. The walking pace group is open to all members with an emphasis on those who have been unable to participate in the running activities of the club.

6. Insurance

~~6.1~~ The Club pays a regular premium in respect of Public Indemnity Insurance. This is currently provided by England Athletics and the UKA insurance documents are available on their website.

7. The Committee

7.1 The role of the Committee is to discuss, co-ordinate, advise and present the views of the Members of the Club and in particular:

- to organise Club running and social activities;
- to examine, distil and to take note of the views advanced by the Club Members on matters of interest or concern relating to the Club and its operation or in relation to running and other related sports in general;
- to pre-agree any spend greater than £100;

- where appropriate, to formulate proposals for possible developments of the Club and/or other related issues;
- to provide the means for discussion with England Athletics and any other recognised sporting associations of any issues emanating from Members of the Club;
- to provide the means of dissemination to the Members of any proposals that these organisations may wish to refer for consideration to the Club;
- to document procedures and issues for each committee role to ensure a smooth handover to following Committee Members;
- to deal with grievance and disciplinary matters in line with the Club's published processes;
- to decide any questions as to the interpretation of the Constitution and these Operational Rules and decide on any other matter. The Committee shall arbitrate in any dispute and its decision shall be final.

8. Appointment of the Committee

8.1 All nominees for election to the Committee shall declare any personal, financial or professional interests of concern to the Club by disclosing them in the Register of Interests.

8.2 The Register of Interests shall be reviewed and updated at the first Committee meeting in each Club year. Any nominees in doubt should discuss the matter with the Chairperson.

9. Chairperson

9.1 The Chairperson shall automatically become a member of the Committee on appointment.

9.2 The role of the Chairperson is as follows:

- chair any meetings of the Club or Committee;
- oversee the running of the Club;
- present any Club awards / trophies along with the Club Captain;
- ensure the Club's privacy policy is enforced;
- carry out any other tasks appropriate to the Chairperson.

10. Secretary

10.1 At the Committee meeting immediately following the AGM the Committee shall elect one of its members to be the Secretary or the role may be split between two members. However, as the Secretary is a defined role in the Constitution and has a standard two-year period of office only one of the roles shall be considered formally as the Hart Road Runners official Secretary. The person appointed the formal Secretarial role should be decided by the Committee as per the agreed constitutional process at the beginning of their period of office and the Club Members notified of the appointment in the minutes of the Committee meeting.

10.2 The Secretary should maintain an archive of all minutes, correspondence, amendments to the Constitution etc and to ensure that this, or access to it, is passed on to their successor. Currently the document archive is stored in Google Docs.

10.3 The communications part of the Secretary's role is as follows:

- in conjunction with the Membership Secretary, keep email contact details for current Members up to date;
- send invites to winning Club Members for awards presentations;
- send other HRR notices to Club Members where appropriate;
- carry out the procedures described in the Club's Discipline and Appeal process.

10.4 The meetings part of the Secretary's role is as follows:

- send the draft agenda for Committee meetings to the Committee members and ask for any other items to be included a week before the meeting. If necessary, send the revised agenda;
- apply for London Marathon Club and any other Club places;
- attend Committee meetings and take minutes;
- maintain the Register of Interests;
- send draft minutes to the Committee for approval;
- send approved minutes as a PDF file to the Committee and ask the website editor to publish them on the Club's portal**;**
- keep a record of any items from the Committee meetings that are to be raised at the AGM;
- send out to members the AGM agenda 14 days before the AGM;
- attend the AGM and take minutes, or agree a delegate from within the club membership to take the minutes, prior to the AGM;
- ensure a register is taken of attendees who are currently members;
- send the draft AGM minutes to the Committee for their provisional agreement;
- send the provisionally agreed AGM minutes as a PDF file to the Committee and ask the website editor to publish them on the Club's portal;

Should the Club require an EGM then the Secretary should:

- send the EGM agenda to the members 14 days before an EGM;
- attend the EGM and take minutes; or agree a delegate from within the club membership to take the minutes, prior to the EGM;
- ensure a register is taken of attendees who are currently members;
- send the draft EGM minutes to the Committee for approval;
- send the approved EGM minutes as a PDF file to the Committee and ask the website editor to publish them on the Club's portal;

10.5 If at any meeting the Secretary or Secretaries are absent, those Committee members present shall choose one of their number, who should not be the Chairperson, to be the Secretary of the meeting.

11. Treasurer

11.1 At the Committee meeting immediately following the AGM the Committee shall elect one of its members to be the Treasurer.

11.2 The role of the Treasurer is as follows:

- to provide a financial report to the Committee at each meeting including the AGM. If absent from a meeting the Treasurer shall provide a financial report to the Chairperson and/or Secretary prior to the meeting;
- to maintain the Club bank accounts including making payments, withdrawals and deposits as appropriate;
- to reimburse Members promptly all reasonable expenses incurred by them provided such expenditure has been agreed in advance by the Committee;
- to maintain an up to date set of accounts which can be made available for examination by any Committee member together with any supporting documentation;
- to prepare the annual accounts for review and presentation to the Committee and Club Members;
- to carry out any other tasks appropriate to the Treasurer.

11.3 The Treasurer must always implement the following payment authorisations:

- to pre-agree any spend greater than £100;

- For single payments under £500 one authorised person may effect the transaction.
- For repetitive payments under £500 the Treasurer should seek the Chairperson's authorisation prior to payment in the form of an email. Should the Chairperson be unavailable and the payment urgent, authorisation should be sought from the Club Secretary as an alternative.
- For payments between £500 and £1000 the Treasurer should seek the Chairperson's authorisation prior to payment in the form of an email. Should the Chairperson be unavailable and the payment urgent, authorisation should be sought from the Club Secretary as an alternative.
- The Committee is required to approve in advance all payments between £1000 and £5000.
- For payments of £5000 or more the transaction shall be referred in advance to the Committee and where possible an EGM or AGM for authorisation.

12. Coaching and Running Representative

12.1 The Coaching and Running Representative shall be selected by the Committee, with no fixed term of office. The Coaching and Running Representative, if not already a Committee Member, shall attend meetings of the Committee on a non-voting basis.

12.2 The role of the Coaching and Running Representative is as follows:

- to be a representative of the Club at sporting events;
- to collect any team awards / trophies;
- to present any Club awards / trophies along with the Chairperson.
- To bring to the committee for approval the annual coaches' budget.

13. Social Secretary

13.1 The role of Social Secretary centres around the main social events that the Club organises for its Members. These may include but are not limited to:

- the May awards event;
- the Christmas meal;
  any children's or family events, including the summer family fun day and BBQ.

13.2 In each case the Social Secretary is involved with venue selection and booking, choosing the format of the event, agreeing the date and times, helping to decide on agenda etc. In all cases it is the Social Secretary that would present the options to the Committee at a suitable meeting where decisions are made by the group.

13.3 Once all the above has been agreed, the event is published on social media, and ticket sales/attendance is promoted by all Committee members.

13.4 Other events that have some input and assistance from the Social Secretary may include the following depending on attendance:

- the Mike Cloke memorial run;
- relay event
- other events that are primarily running events but also have a social element.

14. Membership Secretary

14.1 The role of the Membership Secretary is as follows:

- to maintain the membership database;

- to manage the Members' registrations with England Athletics;
- to provide information on current membership to Committee meetings, and at the AGM.
- to be the main point of contact for any questions relating to membership;
- respond to new membership enquiries;
- to ensure that all membership records are maintained securely in line with the Club's Privacy Policy.

15. Leaving the Committee

15.1 When a volunteer ceases to be a member of the Committee, they shall ensure that they:

- return any items, in electronic or physical form, in their possession which relate to their role as a Committee member;
- delete from their records and electronic devices all data relating to Club members;
- forward to another Committee member any emails relating to ongoing matters;
- delete all emails relating to Committee business, after forwarding as above those relating to ongoing matters;
- resign their access to Club bank accounts;
- resign their access to Club document storage and to any role in the administration of Club social media;
- agree not to disclose any confidential information that may have been discussed or shared whilst a member of the Committee, in perpetuity;
- confirm in an email to the Club secretary that all steps above have been completed.

15.2 Notwithstanding the rules in clause 15.1, volunteers ceasing to be a member of the Committee may retain personal emails from Club members and the email addresses of members with whom they are in contact for personal social purposes.

15.3 When an individual ceases to be a member of the Committee, the Chairperson shall ensure that their authorisation to access Club document storage, Club bank accounts and the administration of Club social media accounts is cancelled.

16. Other Officers of the Committee

16.1 The Committee shall appoint other Officers to deal with Membership, Welfare, Disclosure and Barring Service (DBS) verification, coaching, digital media, events, GDPR and Privacy, and the newsletter.

16.2 Any duly appointed Member or other individual shall be entitled to represent the Club if authorised by a majority vote of the Committee. The terms and duration of such authorisation shall be formally recorded in the minutes of the meeting at which the vote was taken.

17. Social Media and Communications

17.1 The Committee oversees the Club's primary communications channels used to promote the Club to its members and the public at large. These channels include:

- the website,
- Facebook and,
- email.

17.2 The Club's Facebook page is administered by the Committee. Appointment of Administrators and Moderators is at the sole discretion of the Committee, normally administration would be given to the Chairperson, Digital Media Administrator and Membership Secretary. Moderators are appointed as required.

17.3 The Newsletter Editor sends a weekly communications newsletter to all Club Members, detailing news, upcoming events and the current week's training schedule. This involves liaising with the committee, coaching team and HRR Members, keeping up to date with HRR news via Facebook and checking event results where appropriate.

18. Non-Committee Members Attending Committee Meetings

18.1 Non-Committee Members may attend Committee meetings at the invitation of the Committee or after formally giving the Club Secretary notice one week before the date of the meeting, stating the matter they wish to raise or discuss.

18.2 The Committee may restrict the number of non-Committee Members to two in any one meeting.

18.3 Non-Committee Members may only attend the part of the meeting relevant to the matter they have asked to discuss when giving notice, unless invited by the Committee to be present for other parts of the meeting.

18.4 Non-Committee Members do not have voting rights at Committee meetings.

18.5 No Member may attend more than two Committee meetings in a membership year unless invited to do so by the Committee.

19. Selection of Charities at the AGM

19.1 The Club's Constitution requires that the preferred charities shall be chosen by the Members at the AGM. The Committee shall manage the selection of charities by:

- restricting the number of preferred charities to a maximum of 3;
- the Members shall be requested to nominate their preferred charities by email or letter to the Club Secretary when the AGM notification is issued;
- should there be more than 3 charities proposed, a simple count of hands shall be held or on request a ballot form shall be issued at the AGM where Members shall be allowed to select their preferred top 3 charities;
- the forms shall be collected and the Committee shall announce the winning charities after the AGM as an addendum to the AGM minutes.

20. Donations to Charities

20.1 Donations to Charities

20.2 The Club undertakes general fundraising activities to support its purposes and objectives, including community engagement and charitable giving. Funds raised shall be held as the property of the Club until such time as the Committee determines their application.

20.3 In the case of charitable donations, the Committee shall follow the guidance below in determining the amount to be disbursed:

1. Calculate HRR's in-year surplus funds
2. Surplus definition: all club income, less membership fees, and less any planned spend and known liabilities.
3. Aim to donate around 10% of the surplus to the Club's chosen charities.
4. Exceptions:
    a. Unless the Club's cash reserves fall below operational levels.
    b. Donations made up to a maximum of £1,000.

c. Hart4 event surplus shall be excluded from the above calculations.

20.4 Some events may be advertised, in advance, as having a proportion of their surplus reserved specifically for charitable donations.