



# **Surrey Walking Club**

## **Club Rules**

**Revised  
October 2009**

[www.surreywalkingclub.org.uk](http://www.surreywalkingclub.org.uk)



## **Rules of Surrey Walking Club**

These Club Rules shall be binding on every member and each can only be repealed, altered or added to by a majority of two-thirds of the members present and voting at the Annual General Meeting or at an Extraordinary General Meeting. (See Rule 6). No member shall be absolved from the effect of the same on any allegation of not having received them.

**Name of Club.**

The name of the Club shall be the "Surrey Walking Club".

**1 Objectives.**

The objectives of the Club shall be the encouragement of walking generally and the promotion and support of races.

**2. Club Colours.**

The Club colours shall be a white vest with two horizontal black bands round the middle, the upper being twice the width of the lower, and black shorts. All members representing the Club in Open Competitions, County, Area or National Championships shall wear the colours, except when representing their County, Area or Nation.

### **3. Officers and Management.**

The management of the Club shall be vested in a General Committee consisting of a President, up to five Vice-Presidents and the following Honorary positions:- Treasurer, General Secretary, Race Secretary, Captain, Vice-Captain, Strolls Secretary, Membership Secretary, Assistant Race Secretary, Social Secretary, Press Secretary, Editor, Webmaster, Handicapper, Trophy Secretary and up to nine other members, all to be elected at the Annual General Meeting. Additional Honorary positions may be placed on the agenda for election if required. At the AGM the Club, under the rules of UK Athletics, shall appoint a Welfare Officer for Children and Vulnerable Adults, who is not directly involved in any Coaching activities.

This person shall already have, or immediately obtain the necessary training for the post. Should the position of Welfare Officer become vacant prior to the next Annual General meeting due to illness, resignation etc., the Club Secretary will convene a meeting of the Committee as soon as a quorum can be obtained in order to appoint a new Welfare Officer who will again obtain such training as is necessary. At the AGM the Club will also appoint an Honorary Auditor to verify the accounts of the Club.

### **4. Functions of General Committee.**

Subject to the Rules, the Committee shall have the power to frame regulations for their own government, to appoint sub-Committees, and to delegate to them any powers of the Committee, and to include in such subcommittees members of the Club who are not members of the Committee. The President, Secretary and Treasurer shall be entitled to membership of any such sub-Committees. The Committee shall decide all questions arising as to the interpretation of these Rules or otherwise as to the management of the Club. The Committee shall meet regularly, at least nine times per year.. A meeting may be called at any time by the direction of any three members of the Committee or when, in the opinion of the Hon. Gen. Secretary, a meeting shall be necessary. Any decision taken at a meeting of this nature should be ratified at the next full meeting of the Committee. The Committee shall be empowered to fill any vacancy in the Committee during the year and anyone so elected shall retain office

until the next Annual General Meeting.

In order that the Club's activities include the pursuit of its objectives into the future, the Committee shall construct and annually review its Strategy Document. For similar reasons it should annually review its succession planning.

**5. Annual General Meeting.**

The Annual General Meeting shall be held during the Month of October in each year at such place as may be determined by the Committee. The Hon. Gen. Secretary shall give Notice of the meeting to every member at his/her last known address at least three weeks prior to the date fixed for the Annual General Meeting. The Club's financial year shall end on the 31<sup>st</sup> August each year. The business of the meeting shall be to receive the Hon. Gen. Secretary's Report and the Balance Sheet, to elect officers, other committee members, appoint a Welfare Officer for Children and Vulnerable Adults and an auditor for the ensuing year, to revise Rules and transact such other business as shall be specified in the Agenda for the meeting. A motion for the alteration of any of the Rules of the Club, or the enactment of a new Rule, may be made at the Annual General Meeting. Notice of such a motion must be given at least three weeks prior to the fixed date of the meeting to the Hon. Gen. Secretary, who shall set out the terms of such motion in the Agenda for the meeting. No Rule of the Club shall be repealed or altered and no new Rule shall be made save by a majority of two-thirds of the members present and voting at the Annual General Meeting or at an Extraordinary General Meeting called for that purpose.

**6. Extraordinary General Meeting**

The Committee may call an Extraordinary General Meeting when any matter of urgent importance shall occur and shall be bound to do so on receiving a request signed by twelve members of the Club. Such request shall be sent to the Hon. Gen. Secretary and shall state the purpose or purposes for which such meeting is to be held. This meeting shall be held within one calendar month of the receipt by the Hon. Gen. Secretary of the request. No matters shall be taken into consideration except those specified in the notice convening it. At least seven days previous to the date of the Meeting the Hon. Gen.

Secretary shall send notice convening it and specifying the business to be transacted to every member at his/her last known address.

**7. Quorum of General and Committee Meetings.**

The quorum at the Annual or Extraordinary General Meeting of the Club shall be ten Members personally present. The quorum for a Committee meeting shall be five members.

**8. Election of Members.**

A candidate for membership of the Club must apply in writing on a form specially provided for the purpose stating his/her name, address, date of birth (essential only in the case of active athletes and officials), the names of any athletic clubs of which he/she is a member, and any other particulars which the Committee shall, from time to time, think fit. A candidate must be proposed by one member of the Club and seconded by another member of the Club and the application accompanied by the appropriate subscription. The election shall be by show of hands at the next Committee Meeting, unless a ballot be demanded when a two thirds majority will be required. No person intending to compete as an athlete shall be eligible for election if he/she is in any way disqualified to claim the title of "Amateur" according to UK Athletics rules. Any applicant for membership who intends to join for the purpose of taking part in Race-Walking events should have, previously, taken part in either: a) two Club races or b) one Club race and one open race or c) two open races. Notice in writing shall be sent to each new member by the Hon. Gen. Secretary together with a copy of the Rules and the Handbook.

**9. Affiliation to England Athletics.**

Within the rules of UK Athletics, and under the control of England Athletics, the Club is required to furnish the name, address and date of birth of all active athletes, officials and Committee members for their registration scheme. In the case of first claim active athletes over 10 years of age an annual payment is required. The Club will register itself as a Club for Race Walking only and will submit the details of such members who agree that they should be registered

under the England Athletics Rules. The payments paid by the Club on behalf of active athletes will be recovered from these individuals through a supplement to be paid each September in respect of the amounts to be paid during the ensuing year. Non-payment by the due date of payment to England Athletics (currently 1<sup>st</sup> April) will mean that the athlete will not be registered. Apart from this the Club will continue to register each individual until they confirm to the Hon. Secretary, in writing, of any change in their situation in relation to this registration scheme.

**10. Annual Subscription.**

The annual subscription for members shall be payable on election and subsequently on the 1st September in each year, providing, however, that in the case of members elected after 1st June in any year their subscription shall not become renewable until the 1st September in the following year. Any member either pursuing a full time course of education or qualifying for the National Insurance Retirement pension shall be entitled to pay a reduced subscription. The Committee shall have the power to expel any member whose is six months in arrears, or who is under any other financial liability to the Club, providing that a month's notice in writing shall have been sent to the member's last known address, informing them of the proposed action of the Committee.

The amount of the Club Subscription shall be determined by the Committee to take effect from the commencement of the next financial year. In the case of registered active athletes, as described in Rule 9, any amounts due on the succeeding 1<sup>st</sup> April or outstanding amounts due from previous years will be included in the total amount due. Changes in the annual subscription shall be notified to members as soon as practicable in the Club Gazette.

**11. Resignation.**

Any member wishing to withdraw from the Club shall give notice to the Hon. Gen. Secretary, in writing, to that effect.. An ex-member having complied with this rule, and wishing to re-join, shall be subject to re-election in accordance with Rule 8.

**12. Welfare.**

The club will observe the welfare policy and procedures for Athletics in the UK. Rules 13, 14 and 15 expand the significance of this rule. They set out the Club's Welfare principles, the broad areas of Welfare activity and summarise the UKA procedures. The full text of the UKA's Welfare document shall be available for inspection by all members from the Hon. Secretary or the Welfare Officer. In view of the rather different welfare situation as it applies to the Club's Strolls, the Club will observe a similar but specific set of procedures applying to these activities. The relevant document shall be available from the Hon. Secretary and the Hon. Strolls Secretary.

**13. Child Protection/Welfare Policy**

In, the words of the UK Athletics Welfare Policy the Club "believes that everyone involved in athletics should thrive, fare well and enjoy safety, security and protection from abuse, maltreatment or misconduct. Every individual involved in athletics events and programmes is responsible for upholding this belief. It also recognizes that it has a responsibility to ensure the highest standard of care to all (including children and vulnerable adults) involved in athletics".. The Club will support the Aims, Principles and Actions set out in the UKA Welfare Policy.

**14. Welfare Procedures – Areas of Activity**

These are as set out by the governing body for athletics in the UK in the relevant document. All members of the Club will accept that in relation to welfare and protection it is not their responsibility to judge whether or not a welfare violation has taken place but it is their responsibility to act on any concerns they may have. The actions are those set out in the welfare policy and cover the four main dimensions of welfare:

- a) Recognizing and referring.
- b) Observing and encouraging good practice.
- c) Taking precautions to avoid being in situations which may give rise to concern.
- d) Safeguarding the good name and integrity of the sport of athletics.

### **5. Welfare Procedures – Summary of UKA Welfare Procedures**

The UKA document is extremely comprehensive and describes the procedures for recruitment into the sport, including active Club roles and dealing with problems and complaints both involving the Sport's paid and voluntary officers, officials and coaches. It details actions to be taken in connection with bullying, substance abuse and physiological burnout and also where expert support and advice should be obtained. Specific guidance is given in respect of certain aspects of athletics – photography, trips away from home and inter-personal relationships etc. Rules and forms are provided for the proper investigation, reporting and dealing with all welfare issues. The document also deals with cases where Club officials' duty of care extends outside of the Club when the Club is faced with evidence of certain welfare problems at home or elsewhere. All members should be aware of both the importance and scope of the responsibility of the Club and its members and also the importance of following the procedures laid down. This is not only for the benefit of the children and vulnerable adults concerned but also to protect the Club for any accusation that it has failed in its duty of care in a practical or legal sense.

### **16. Expulsion.**

Any Member infringing any of these rules or who is guilty of any misconduct, other than those concerned with Child Protection/ Welfare (Rules 13. & 14) or subscription payments (Rule 10.) where the relevant rules will override as necessary, will be subject to the following procedures:

They may be invited to comment, in writing within fourteen days, on a written statement from the Honorary General Secretary setting out the alleged breach.

The General Secretary shall consider any reply at the next meeting and, if not satisfied as to the suitability of continued membership, shall set up a disciplinary Committee of three to five Members none of whom has any direct interest in the matter and normally including the President, Secretary and Treasurer

The Disciplinary Committee shall make such further enquiries as it thinks fit and shall offer reasonable opportunity to the member concerned, with a friend, if so desired, to meet with it and answer the allegations and the Disciplinary Committee shall hear such witnesses as

are reasonably produced. The Disciplinary Committee shall make such procedural provisions as shall be necessary for the just and efficient disposal of the case. The Disciplinary Committee shall submit a written recommendation to the General Committee within seven days of the final meeting with the Member and the General committee shall determine its decision as soon as possible thereafter.

The Member concerned shall receive written notification of the outcome by hand or by recorded delivery within seven days of the decision.

The Member concerned may appeal against any decision as allowed in the UK Athletics Rules.

If the Disciplinary Committee is satisfied that there was an offence then it may recommend one or more actions to the Club General Committee thus:

Note the offence but take no further action.

Warn the Member concerned as to the future conduct but take no further action.”

Suspend or disqualify the member from Club Athletics competition, coaching and/or administration for some definite or indefinite period.

Recommend to the South of England Athletic Association that the Member be disqualified from any involvement in athletics for some definite or indefinite period.

Such other penalty as the Disciplinary Committee considers fit, within the rules of UK Athletics.

#### **17. Notices.**

All communications and notices to members shall be sent to the last known address, and any notice sent by post shall be deemed to have been duly given, provided, however, that no member whose address is out of the United Kingdom shall be entitled to receive any notice from the Club.

**18. Honorary Membership.**

Honorary membership may be awarded to full members for meritorious service to the Club, on the proposal of the President and subject to the approval of the Committee. This award will relieve the recipient of any obligation to pay further subscriptions to the Club.

**19. Life Membership**

Life membership may be purchased by members over 60 years of age on the payment of a sum equal to 20 times the then current annual subscription. Life membership shall be available at no cost from the age of 75 years. Such membership will relieve the member of any obligation to pay further subscriptions to the Club.

**20. Junior Membership.**

All members under the age of 20 shall be deemed Junior members. The Club Rules shall be binding on every Junior member subject to the following exceptions and additions.

The Junior member shall not be entitled to be elected a member of the Committee, to vote at any meeting of the members of the Club (other than meetings confined to Junior members), nor to be elected a Life Member of the Club.

Junior members shall be entitled to pay a reduced subscription payable on election and subsequently in accordance with Rule 10.

The rules relative to Junior members may be repealed or altered and new Rules made by a majority of two-thirds of the members present and voting at any duly convened meeting of the Committee provided that notice of such alterations has been given at a previous Committee meeting, or by seven days notice to the members of the Committee.

**21. Honours Badges.**

The Committee shall have power to award a badge of Honour to members who are:-

- a) The scoring team winning an R.W.A. National Senior Championship.
- b) Winners of any of the above Championships or Senior AAA

Championships.

c) Who have gained a Senior AAA Grade I Standard Award or the equivalent.

d) For an outstanding individual performance in major competition on track or road and having failed to qualify under paras. (a), (b) or (c).

The Badge of Honour shall consist of the ordinary Club Badge surrounded by a wreath of laurel worked in white on a black ground. This rule shall be retrospective.

## **22. Trophies.**

The Club annually awards trophies for certain events or competitions as listed in the Appendix together with any rules defining their award. The Trophy Secretary shall contact all holders of Club trophies and shall be responsible for seeing that they are available, and engraved when necessary, on or before the day when they come up for competition. If one year expires after last winning, the Trophy Secretary shall recover the trophy, except when it is awarded over a longer period. Holders of Club trophies will be responsible for making good any loss or damage that may occur while the trophies are in their possession when wilful negligence is proved. No trophy shall be taken out of the UK and, where this is probable, it shall be lodged with the Trophy Secretary or his appointee. Trophies relating to events which are no longer held shall be reassigned as soon as possible.

In the case of all Club Championships and associated Trophies, these may be awarded only to First Claim members but all members may win Handicap events and Trophies. All members are entitled to take part in all Club races subject to any age restrictions that may apply.

### **SURREY WALKING CLUB RULES as at 16th OCTOBER 2009**

**Contact Address:** Honorary Secretary

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Phone: 01403-270877

# Appendix

## Trophies

The Club awards various trophies to racing members. There are in excess of 40 cups, trophies, plaques and shields. The main awards are as follows:-

**Abbotswood Vase.** Presented in 1954 by H. Hawkins; formerly awarded to the winner of the "Alec Potton Memorial 7 miles" (the "Addington") and presented permanently to Mark Easton in 2002 on his winning the event on 20 successive occasions.

**Albury Points Cup.** Presented anonymously; awarded to the winner of a members' handicap competition based on Club races throughout the year ending 30th September. Rule: Each year for 8 of the Club's races points are awarded from 40 downwards for each athlete's position from 1<sup>st</sup> upwards in the handicap competition. At the end of the year each competitor's 6 best scores are added to give their Albury points for the season.

**Alec Potton Memorial Salver.** Awarded to the winner of the handicap in the Alec Potton Memorial 7 miles Club Championship.

**Astill Rose Bowl.** Presented in 1978 by R.Astill; awarded to the first female in the Club 10 miles Championship.

**B.C.Brown Cup.** Presented by A.G.H.Pope in memory of one of the Club's finest walkers. From 2008/09, awarded to the first male finisher in the SWC Open Track 5km. Originally to the winner of a special novices race.

**Bevis Brothers Trophy.** Presented in 1959 by A.H. and G.B.Bevis to commemorate both having achieved 50 years of SWC membership; awarded to the first Club member to become a new Centurion in any 100 mile race.

**Bill Amer Pewter.** An annual award given to the winner of the handicap in the Gazette Cup 4 miles race subject to 6 Club members taking part.

**Bilmo Plaque.** An annual award given to the winner of the handicap in the Club 2 miles Championship subject to 6 Club members taking part.

**Christmas Cup.** Presented anonymously in 1947; awarded to the winner of a yacht handicap race of approximately 10 kilometres formerly held on Boxing Day.

**Cousins Bowl.** Presented in 1950 by relatives and friends of the late A.E.Cousins; awarded to the first female Club member in the Club 100 miles race.

**Crawley Cup.** Presented in 1969 by R.E.Green; awarded to the winner of the ladies event in the Alec Potton Memorial 7 miles Club Championship. Originally awarded to the first team in a schools competition.

**Dithy Cup.** Presented anonymously in 1928; awarded to the first male Club member in the Club London to Brighton race.

**E.C.Webb Cup.** Presented in 1909 by E.C. Webb; Formerly awarded to the winner of the open Croydon-Godstone race. From 1991 awarded to the member adjudged to have achieved the most outstanding track performance in the UK during the year ending 30<sup>th</sup> September The Cup may be awarded for a road event of not more than 35km if no suitable track performance is available.

**Edgar Lloyd Memorial Cup.** Presented in 1972 by Mr. and Mrs. Holcombe in memory of her father; first Junior member in the Club 3000 metres Championship.

**Edgington Cup.** Presented in 1960 by J.E. Edgington; awarded to the winner of the Club 3000 metres Championship.

**Edward Knott Memorial Shield.** Presented in 1929 by E.H.Neville in memory of one of the Club's founders; not in use at present.

**Elaine Trophy.** Presented anonymously in 1954; previously awarded to first Club over-45 veteran.in the Club London to Brighton.

**Ethel Wallis Cup.** Presented in 1926 by R.A. Wallis in memory of his wife; awarded to the winner of the Club 20 kilometres Championship. (Formerly the Croydon-to-Banstead-and-back). If there is no Club 20km event the Southern or National event will be used.

**F. Wilmot Memorial Tankard.** Awarded to the winner of the handicap in the Club 3000 metres Championship.

**Freddie Blackmore Trophy.** Presented in 1962 by subscription amongst members in memory of F.W. Blackmore; awarded to the member adjudged to have achieved the most outstanding long distance performance, in excess of 35 km, held in the UK during the Club year ending 30th September.

**Galloway Cup.** Presented in 1948 by G.T. and A.D.Galloway in memory of their father; awarded to the first member to finish in the R.W.A. National 10 Miles Championship which was held until 1988. From 2007 to the first member to finish in the R.W.A. National 10 Kilometres Championship.

**Gazette Cup.** Presented in 1927 by R.B. Johnstone; awarded to the winner of a members' scratch race of approximately 4 miles.

**Goodwin Cup.** Presented in 1948 by G.R. Goodwin; awarded to the first member to finish in the R.W.A. National 50 Kilometres Championship.

- Guildford Cup.** Presented anonymously in 1928; awarded to the winner of the SWC 100 mile Open Race – not necessarily a Club member.
- Harry Preston Cup International Trophy.** Presented in 1929 by Sir Harry Preston. Awarded annually from 2008 to the member adjudged to have achieved the most outstanding performance outside of the UK during the year ending 30<sup>th</sup> September.
- Horton Cup.** Presented by E.C.Horton in 1925; awarded to the first Club novice in a six mile novice race. Open to Club novices in their first year of membership unless previously members of any open Walking Club.
- Jim Fisher Cup.** presented in 1957 by Mrs. J.M. Fisher in memory of her husband; awarded to the winner of the "Selsdon", a members' race of approximately 6 miles. From 2008 awarded to the first SWC in an Open 10 kilometre race organized by SWC annually in January.
- Jubilee Cup.** Presented in 1977 by E.Winn; awarded to the winner of the Club handicap in the Gazette Cup 4 miles race.
- Keston Cup.** Presented in 1928 by F.T. Summerfield; awarded to the first member to finish in the R.W.A. National 20 Kilometres Championship. (Formerly to the winner of the Croydon-to-Keston-and-back race).
- Knapp Memorial Trophy.** Presented in 1919 by subscription amongst members 'in loving memory of E.M. Knapp, D.C.M. who fell in the war of 1914-1'; awarded to the first female Club member to finish in the SWC Open London to Brighton Race.
- Mark Easton Abbottswood Cup (formerly the Don Griggs Trophy).** Presented in 1969 by his hospital colleagues of D.F. Griggs in his memory; awarded to the winner of the "Alec Potton Memorial 7 miles" (the "Addington"), the 7 miles Club Championship. Note: see Abbottswood Vase above.
- Milan Trophy.** Presented in 1970 by R.E. Green; awarded to the winner of the Club 10 Miles Championship.
- Miller Trophy.** Presented in 1967 by Mrs.Miller on her retirement from managing the Stag and Hounds which was the Club's former HQ; currently not presented. Formerly awarded to the winner of a Club boy's race.
- Osborne Cup.** Presented in 1970 by R.E.Green; From 2008/09, awarded to the first female finisher in the SWC Open Track 5km. Formerly presented to the winner of a summer handicap competition.
- Paul Nihill Trophy.** Presented in 1969 by V.P.Nihill; awarded to the first Club member in the 100 Miles National Championship.

- Peggy Halifax Centurian Award.** . Presented in 1983 by George Hallifax; awarded to the first Club member in the SWC Open 100 miles.
- Sparta Cup.** Presented in 1961 by R.E.Green; currently not used. Originally used for a Club Open Youth & Junior race.
- Surrey Cup.** Presented in 1904 by J.E. Brown; awarded to the winner of the Club 20 Mile Championship. (Formerly the Croydon-to-Godstone-and-back Race). This Championship is now held in conjunction with some other event.
- Sydney Schofield Shield.** Presented in 1958 from a subscription among members in memory of S.C.A.Schofield ; awarded annually for the best performance, during the year to 30<sup>th</sup> September, by a Junior member of the Club. The award shall relate to an 'A' race held in the UK.
- Victory Cup.** Presented in 1919 by E.J.M.Owens; awarded to the first lady in the Club Open 100 miles.
- W.T.Hill Trophy.** Presented in 1968 by W.T.Hill; currently missing. Formerly presented to the winner of a boy's event.
- War Memorial Trophy** Presented in 1919 by in memory of those members who fell in the war of 1914-18. Their names are engraved on the plinth; awarded to the first member to finish in the R.W.A. National 35 Kilometres Championship. (Formerly 20 miles). Currently the event is not being held.
- Wilfred W. Webb Cup.** Presented in 1937 by subscription amongst members in memory of W.W. Webb; awarded to the winner of the handicap in the Club 10 Mile Championship. (Formerly the Croydon-to-Warlingham-and-back).



**SURREY WALKING CLUB RULES as at 16th OCTOBER 2009**

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