



CODE OF CONDUCT POLICY AND PROCEDURE

The purpose and aim of this Code of Conduct is to provide guidance regarding the standards of conduct and behaviour that **Rebel Runners – Medway “The club”** expects from its members and committee.

Rebel Runners – Medway provides a social running group that is England Athletics “EA” affiliated.

Breaches of the Code of Conduct will always be investigated and where found to have occurred may result in membership being cancelled.

The Code of Conduct also applies to all members and committee including all team events and when using social media connected to the club.

Although “The club” believes that all members are entitled to their own values and beliefs they are expected to follow the values and beliefs of the club.

Members are expected to adhere to all policies and procedures and any other guidelines specific to the club. All members have a responsibility to familiarize themselves with all policies and procedures and any subsequent updates. It is the member's responsibility to seek advice and guidance if they are unclear about anything.

Members must consider the needs and choices of other members and must show respect to others at all times.

Appearance and presentation

When considering clothing and accessories, members must be mindful of the potential impact on others. They must be aware of how they will be perceived by others and adhere to health and safety guidelines.

The following items of clothing will be considered inappropriate if they are:

- Offensive to others
- Disrespectful of cultural needs
- Revealing tops
- Tops with inappropriate slogans or wording
- Slang or offensive names on club tops

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This list is not exhaustive.

All items must be safe and appropriate. Any members who deface their club clothes will be treated seriously and may have their membership withdrawn.

Liability for loss or damage

The club does not accept liability for loss or damage of personal items including vehicles and pushbikes left whilst on club activities. Any items left unattended are at the owner's own risk.

Personal Conduct

Behaviour that is considered unacceptable to the club because it destroys or undermines trust or brings the club into disrepute will not be tolerated. Members are expected to treat every other member with respect at all times. Unacceptable personal behaviour will not be tolerated, this includes:

- Behaviour which discriminates
- Abusive or insulting behaviour
- Obstructive, intimidating or violent behaviour
- Being under the influence of alcohol or drugs while on club activities
- Smoking near non-smokers and not adhering to UK smoking laws
- Behaviour that is intrusive on another person's privacy
- Behaviour that is unreasonable and unwelcome.

Media

Any requests from the media should be referred to a member of the Executive Committee as soon as possible.

Bribery

Allegations of bribery, either committed by a member or where a member has allegedly accepted a bribe, will be investigated by a committee member. Members found guilty of giving or receiving a bribe may have their membership withdrawn.

Members' Health and Safety

The club considers Health and Safety to be of the utmost importance, and has an agreed policy which is regularly reviewed and updated.

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All members are responsible for their own health and safety and should read the Health and Safety policy and procedure.

Media including social media / networking

The Rebel Runners~Medway Facebook groups are the responsibility of the Executive Committee, which will create and administer them, or appoint others to do so.

When referring to social media / networking sites this includes

- Blogs
- Facebook
- Twitter
- YouTube
- LinkedIn
- Myspace
- Forum

This list is not exhaustive

The Club, i.e. its brand, social media pages, websites and membership lists must not be used to promote or campaign for any third party or personal agenda (be it religious, political etc.). The club itself is apolitical and non religious. The Executive Committee should be consulted if in doubt.

Children should not be inappropriately linked to age-restricted products, for example photographed with alcohol. They are not allowed to play the Lotto game.

Members must not knowingly do anything which could damage the club's reputation, pass on information of a confidential nature to third parties or publish information regarding the club.

The club will not actively monitor individual social networking sites, but will take seriously and fully investigate all matters of appropriate concern or a complaint raised by a member of the club or general public. The club will monitor its own sites and delete posts that could be considered offensive without notice and reason.

Any member who posts material onto a site that may damage the club's reputation, breach confidentiality, risk destroying the relationship of trust and confidence with the club, or which includes derogatory comments regarding other members, will be

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treated seriously and this behaviour may result in membership being suspended or withdrawn.

Posting on line material

When posting on line, members must use a common sense approach. Confidential information about the club must not be disclosed; this includes anything that is sensitive or which refers to individuals (other members, current and previous, and committee members)

Members should not use their own sites to make defamatory comments about members and/or the club. Comments of a derogatory, offensive or inappropriate nature should not be posted on any social networking site. You need to remember that it is the effect on others that any posting has which counts. Even if you do not personally regard the comment as derogatory, offensive or inappropriate, the readers may well do so. If you are unclear about your posting you should seek advice.

Membership Renewal

The club may also make a decision not to renew a member's membership. This decision can be taken on any of the grounds already mentioned above and also if:

- The member has not run with the club, or as a member of the club, in the previous 12 months;
- There are strong grounds to believe the member's application to renew is not for the primary purpose of running; for example, a commercial interest is the main reason for requesting renewal of membership;
- There is a conflict of interest; this may include but is not limited to, an existing and active membership of another local club

If the member has not run in the previous 12 months, an email notifying them of the Club's final decision will be sufficient.

If there is a belief that this policy and procedure has been breached it must be reported at the earliest opportunity to the Welfare Officer or any committee member. You will be asked to complete the following:

- A factual, written account

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- Time(s)
- Place(s)
- Details of what has taken place

The club may make a decision to suspend membership of any member who is alleged to have behaved in a way that has breached this policy and procedure. The suspension will be without prejudice and the decision will be made after an initial gathering of facts about the case.

In all cases, the decision to suspend membership will be the responsibility of the Executive committee member in conjunction with Welfare Officer. The member will be informed of the decision to suspend the membership via phone and confirmation will be sent in writing.

Following an investigation by the club it may be necessary to permanently remove membership from a member. In the event that this is required a meeting will be arranged with the member affected, the Welfare Officer and one Executive committee member. The reason for the decision will be explained in full and a letter will be sent following the meeting.

Additional information

- Bribery Act 2012
- Data Protection Act 1998
- Equality Act 2010

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