



# Club Code of Conduct

## 1. Purpose

This Code of Conduct sets out the standards of behaviour expected from all members, committee members, volunteers, and anyone acting on behalf of the Running Club.

As a club, members come together to participate in and enjoy a shared interest in running, improving health and wellbeing. This Code acts as a reminder of the standards of behaviour we all share and the importance of respecting the time and effort of volunteers who support the club.

The aim is to ensure the club is run in a respectful, safe, and inclusive way, protecting members, volunteers, and the reputation of the club.

## 2. Core Principles

All members are expected to:

- Act in the best interests of the club
- Treat others with respect, fairness, and courtesy
- Support an inclusive, safe, and welcoming environment
- Recognise and respect the contribution of volunteers
- Comply with the club constitution, policies, and relevant regulations

## 3. General Behaviour Expectations

Within the context of the club, members or anyone acting on behalf of the club are expected to:

- Behave with respect towards other members, the committee, other runners, and members of the public
- Take responsibility for their own safety and not compromise the safety of others
- Respect and comply with the rules and regulations of any competitions they participate in or support
- Not publish defamatory material or behave in a way that may bring the club into disrepute
- Follow the Complaints Procedure if they have concerns about the welfare, safety, or behaviour of others



## 4. Safety and Participation

- Runners should be aged 18 or above to participate in running sessions on the road or trail
- On training nights when it is dark, members should wear fluorescent or reflective clothing
- During training sessions and races for the club, members should not wear headphones, to ensure safety and communication

## 5. Communication and Social Media

- All communication should be respectful and not abusive, offensive, or derogatory
- This applies to verbal communication and online platforms including Facebook, WhatsApp, and the club website
- Moderators reserve the right to remove inappropriate content and take further action where necessary
- Members using social media in a personal capacity should be mindful that inappropriate content may damage the club's reputation

## 6. Respectful Behaviour and Anti-Bullying

Budleigh Runners is committed to fostering a respectful, inclusive, and supportive environment for all members. Bullying, intimidation, exclusion, or any behaviour that undermines another member is unacceptable and will not be tolerated.

Definition of Bullying - Bullying may be characterised as unwanted behaviour whether a one-off incident or repeated that makes a person feel intimidated, degraded, humiliated, or undermined. It can be verbal, non-verbal, written, or digital, and may include (but is not limited to):

- Persistent negative or critical comments directed at an individual or group
- Publicly undermining or dismissing someone's views or contributions
- Excluding individuals from activities, communications, or decision-making
- Spreading rumours or engaging in gossip intended to harm others
- Aggressive, hostile, or passive-aggressive communication
- Misuse of communication channels to pressure, criticise, or isolate others



Members are expected to:

- Treat all individuals with respect, courtesy, and consideration at all times
- Communicate appropriately and constructively, whether in person, online, or through any digital platform
- Avoid behaviour that is intimidating, dismissive, undermining, or deliberately exclusionary
- Refrain from gossip, negative commentary, or actions that may cause harm, discomfort, or division within the club
- Take responsibility for their behaviour and the impact it may have on others
- Engage constructively when concerns are raised, including listening, responding appropriately, and working towards a fair resolution

### **Shared Responsibility**

All members share responsibility for upholding these standards and contributing to a positive club culture.

### **Raising Concerns**

Any concerns should be raised with a member of the committee directly and informally in the first instance. Should the concern remain unresolved a formal report can be made. All reports will be taken seriously, addressed promptly, and handled in a fair and confidential manner.

### **Consequences**

Failure to meet these expectations—including refusing to engage constructively when concerns are raised—may result in action being taken in line with this Code of Conduct and could lead to suspension or removal from the club.

## **7. Additional Expectations for Committee Members and Volunteers**

Committee members and key volunteers have additional responsibilities and are expected to:



## **7.1 Communicate Responsibly**

- Communicate in a professional, respectful, and measured manner
- Avoid reactive or emotionally charged communication, particularly to the wider membership
- Ensure communications reflect agreed decisions and club policy

## **7.2 Respect Governance and Decision-Making**

- Support collective decision-making processes
- Raise concerns or disagreements through appropriate internal channels
- Not present internal discussions or disagreements to the wider membership

## **7.3 Use Appropriate Channels**

- Direct concerns or governance matters to the Chair or committee
- Not communicate internal committee matters externally without agreement

## **7.4 Act in the Best Interests of the Club**

- Avoid behaviour that undermines trust, morale, or cohesion
- Support a collaborative and inclusive environment

## **7.5 Respect Roles and Boundaries**

- Respect the role of the Chair and agreed governance structures
- Engage constructively with committee processes and decisions

## **8. Confidentiality**

- Respect the confidentiality of sensitive information and committee discussions

## **9. Conflicts of Interest**

- Declare any actual or potential conflicts of interest
- Withdraw from discussions where appropriate



## **10. Breaches of the Code**

### **10.1 Raising a Concern**

- Concerns should be raised with the Committee (copying in the Trustees) via the Club Secretary (budleighrunners@gmail.com)
- Where appropriate, concerns may be raised directly with the Chair or Trustees

### **10.2 Oversight**

- The Trustees have ultimate responsibility for governance and oversight of the club, including the handling of breaches of this Code
- The Committee will normally manage complaints and conduct matters, but may refer matters to the Trustees at any stage
- The Trustees may intervene directly where a matter is serious, sensitive, or where there is a conflict of interest

### **10.3 Handling Concerns**

The Committee will:

- Appoint a member to investigate and gather facts
- Seek to resolve issues fairly, proportionately, and promptly

The investigator may: a) Propose a resolution and report to the Chair

If unresolved, the matter may be escalated:

b) Referred to a panel of two or three committee members (excluding the Chair)

If still unresolved:

c) Referred to the Chair for consideration, or escalated to the Trustees where appropriate

### **10.4 Trustee Involvement**

- The Trustees may review any case, either on referral or at their discretion
- The Trustees may make a final determination where:
  - A matter is not resolved at committee level
  - The issue involves committee members or the Chair
  - The matter presents a risk to the club's governance or reputation



## 10.5 Outcomes

Outcomes may include:

- Informal guidance or discussion
- Formal warning
- Restrictions on participation or responsibilities
- Removal from the committee (where applicable)
- Termination of membership in serious cases, in line with the constitution
- Any resolution will be within the authority of the club
- A record will be kept of all complaints and outcomes
- Matters may be referred to external agencies where appropriate

If a complaint involves the Chair or committee members, alternative members or Trustees will be appointed to ensure fairness

## 10.6 Principles for Managing Breaches

All breaches will be handled:

- Fairly, consistently, and proportionately
- With appropriate confidentiality
- In line with the club constitution
- With oversight from the Trustees where required

## 11. Adoption and Review

- This Code applies to all members, committee members, and volunteers
- Members may be asked to confirm that they have read and agree to abide by it
- The Code will be reviewed periodically by the committee and trustees

Agreed by Committee: April 2026

Review: April 2028