



## MK Lakeside Runners Annual General Meeting

### AGENDA

**Date of meeting:** Friday 15th May 2026

**Location:** Haversham Sailing Club, 7pm

**Attachments:** 2025 AGM Minutes

### AGENDA

	Item	Lead
1	Welcome and Apologies	Val
2	Approval of minutes of 2024 AGM	Laurie
3	Club Secretary Report – including approval of policies	Laurie
4	Membership Secretary report	Emma
5	Club Treasurer Report	Simon
6	Chair Report	Val
7	Election of the Committee	Val
8	Additional Matters Raised by Members	ALL
9	Provisional date for 2027 AGM and meeting close	ALL

Committee Role	Nominee	Nominated By	Seconded By
Chair	Val Hall		
Vice Chair	Judith Cooper	Val Hall	Deborah Cottingham
Treasurer	Simon Stimpson		
Secretary	Laurie Mills		
Membership Secretary	Emma Hare		
Social Secretary	VACANT		
Social Media /Normal Member	Linda Robinson		
Normal Member	Katrina Douglas		
Head Coach	Norman Baker	NA	NA
Welfare Officer 1	Laurie Mills	NA	NA
Welfare Officer 2	Vacant	NA	NA

## MKLR AGM - Friday 15<sup>th</sup> May 2026

### Secretary Statement

I have only been your club secretary for this last year, though I had previously had the role for several years before having a break due to work commitments. Having recently retired, I decided I had time to return to the committee and have enjoyed taking an active role again.

This year as part of our renewal of our England Athletics membership, we were required to go over all our policies, making any adjustments as required (there were not many that needed to be amended apart from dating them with this year to show that we had reviewed them, as Rachel had done such an amazing job with getting all of our club standards up to date when she was club secretary). However any reviews have to be ratified at the AGM - so I will just go over the changes now for your agreement:

- A) The Constitution - the only change was to 13.3 re sending date etc of AGM to last known address - this was changed to advising members via Social Media/email addresses then dated 2026
- B) Grievance & Disciplinary Policy - discussed how many people would be needed for carrying out procedures - agreed OK and dated 2026
- C) Health & Safety Policy - no changes needed - dated 2026
- D) Inclusion & Diversity Policy - no changes - dated 2026
- E) Privacy Notice - added in that details of Run Leaders would be on EA regardless of their individual levels of membership - dated 2026

Successful beginners courses over the last year, have led to a few new faces and the welcome return of some who had been members previously. Many thanks are due to the Leaders who ensured these courses went ahead - sometimes in sleet and snow in January as I recall. Particular thanks to Brian for stepping up to lead at that January course.

This year has also seen the launch of a Wednesday morning running group - you may have seen photos of some of the fun we have as we run from different locations, finding interesting things and coffee shops afterwards of course. This has also drawn in more members, some new and some previous members too - for whom a daytime run is preferable.

This year's London Marathon had an amazing 10% of our members taking part! This included the winner of the club ballot place this year Ryan; and Neil who had won the place last year, but had to defer to this year. Then there were some who got in through the main ballot and/or were raising money for charities such as Debbie, Judith, Dawn and David. I know there were a lot of excited WhatsApps flying about on the day, as some were there in person cheering them on and sending pictures and I had them all on tracker and could see them, as well club members family members, moving along on the London map. They all did incredibly well and we are all very proud of them all.

Hopefully we will be lucky enough to procure another club London marathon place next year in the ballot. So if you have entered and receive a reject letter/email - keep them in case we have our own ballot around Christmas time.

Speaking of Christmas - we had a different one this year - Burgers and Bowling. It seemed to go very well and we will welcome any suggestions for how people would like to celebrate Christmas 2026.

Talking of Socialising - we had an amazing 20<sup>th</sup> year Anniversary Cream Tea - many thanks to Val for organising it all. It was especially nice to see faces from the past come along to that and a less formal meet up at the pub.

You may recall that we had thoughts of also organising an anniversary run such as a 20K. In the end, having explored a few different options - we are instead attending a Network Rail team event run by Foxy called "Run with Fox". We are very pleased to have 3 teams of 7 who will complete a marathon between them. It is on Friday 3<sup>rd</sup> June commencing at 3pm, so anyone who isn't in the team can just come along and support us. We will put up our Gazebo and banner and really make an occasion of it!

It is lovely to see club members doing so well at so many events from the weekly Parkruns where many celebrate PB's, achieving milestones both in attending and in volunteering - David's recent 500 volunteers was celebrated only last weekend! To other team events such as the Greensands Ridge Relay for which we fielded 2 teams last year and have another 2 running this year. And the many varied other events, 5k's, 10k's, half marathons, marathons, ultramarathons and funruns! After all it is our club moto "Run for Fun and Fitness"! So that is what we do.

# MK Lakeside Runners Membership Report 2025-26

## 1. Membership registrations

Registered club members totalled 59 in 2025-26, an increase from the 47 registered in the previous year. These included a number of people new to the club, as well as some previous members returning. 20 members opted for EA affiliation, and the remainder were social members.

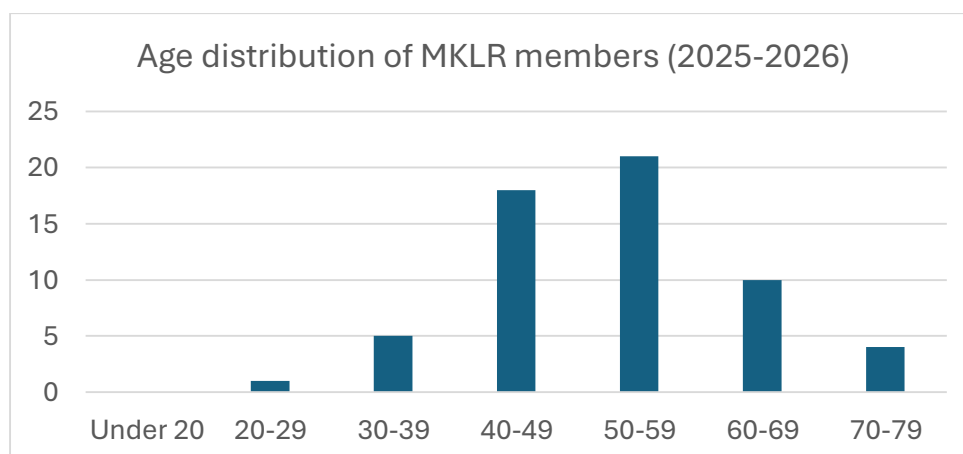
Membership type	Registrations
Social	39
EA affiliated	20
<b>Total</b>	<b>59</b>

Membership fees for the year were £10 for social membership, with an additional £20 for EA affiliation (total cost £30).

## 2. Club demographics

The majority of club members fall within the age ranges of 40-59 (n=39), although it is also pleasing to see a good number of runners aged 60 and upwards in the club (n=14).

It is however clear that we struggle to attract or retain younger members, with only 6 members under the age of 40, and only one member in their 20s. Potential ways to attract younger members has been discussed at committee meetings, including use of different social media, but it was noted that there are a few new running clubs specifically targeted at these age groups and it may be difficult to compete.



## 3. Beginners' courses

Two beginners' courses ran in September 2025 and January 2026, with 2 people graduating the September course (1 returning member and one new person) and 5 people graduating the January course (1 current member, 1 returning member and 3 new people). Of the new people, one subsequently joined the club.

Emma Hare, Membership Secretary, 15<sup>th</sup> May 2026

# Treasurer's Report 2025-26

## Accounts Summary

In the year to March 2026 we have, as always, tried to maintain the general principle of spending within what we receive in income and that we spend wisely for the benefit of the club and its members.

Another fairly quiet year accounts wise. At this time last year, we had not long opened our new NatWest Community Account and after one or two little teething problems the account was working very well so we closed our previous Lloyds account. To date the new NatWest account remains free to operate. We also took the decision to close our PayPal account as it was very rarely used so we now have just the one account which makes things a lot easier.

After a few years of losses, we finish this financial year with a small profit. The balance sheet shows our net cash in/out a healthy £642.52 profit. This figure, however, includes 2026/27 subs already taken (£518) and some donations for Val and Mick's fundraising efforts (£110) when they do their Zip Wire ride later in the summer. In real terms the profit for this year is actually £14.52.

With regard to this year's subs we decided, after much discussion, to slightly raise the cost of an annual basic social membership from £10 to £12. This is due to ever increasing fees to affiliate the club to England Athletics. We feel, however, that this still represents excellent value for money at only £1 a month.

## Income and Expenditure Summary

### Cash In

1. Subscriptions - £1508 - 39 social members @ £10 and 20 EA members @ £30 plus another £518 already collected for 2026/27 subs.
2. Club kit - £216.38 - this is kit sales.
3. Christmas Party - £209.89 - 11 people @ £13.99 and 4 people @ £14.
4. BBQ - £130 - 26 people @£5.
5. Fundraising - £650.90 - relates to the money raised on the May 2025 David Cooper memorial Bluebell run (£40), the club quiz night (£490.90), member donation (£10) and donations to date for the Zip Wire ride for Willen Hospice (£110).
6. Sundries - 1p - sent by Paypal as part of the process when setting up the new NatWest account.

### Cash Out

1. Affiliation fees - £605 - 20 EA registrations @ £20 each and 1 club registration @ £205.

2. Club Equipment - £27.54 - 2 x First Aid kits and scissors for new run leaders.
3. Coaching and First Aid - £60 - 3 x online safeguarding course renewals @ £20.
4. Hospitality - £183.95 - quiz night refreshments, club 20<sup>th</sup> anniversary afternoon tea cake and decorations and cost of drinks and mince pies etc after the Christmas lights run.
5. BBQ - £60.64 - items for AGM BBQ.
6. Christmas Party - £231.40 - 15 x Christmas bowling party @ £13.99 each plus drinks using the balance created by non-attendees.
7. Recognition and Appreciation - £154 - gifts for previous club secretary and vice chair and trophies for club awards.
8. Accounts - £67 - accountant examiner's fee for 2024/25 accounts examination @ £50 and 4 x monthly Lloyds bank account charges @ £4.25.
9. Refunds - £29 - refund of overpaid subs.
10. Website - £112.64 - website domain name renewal plus 1 month web hosting payment.
11. Fundraising - £540.90 - Bluebell run collection, quiz night and member donation all for Unity MK.
12. Paypal - 59p - Paypal fees.

### **Club Kit Summary**

Items of stock held at 31<sup>st</sup> March 2026

Leader Vests and Tees - 11

Club Short Sleeve Tees - 9

Club Long Sleeve Tees - 2

Club Vests - 23

Bufs - 77

Bobble Hats - 1

Beanies - 4

In closing, we are a small club with little account activity but we hope that this report gives you a suitable explanation as to how we have managed your subscriptions on your behalf and if anyone has any questions to ask or any suggestions to make then please feel free to email them to [treasurer@mklr.club](mailto:treasurer@mklr.club) or speak to any committee member and we will do our best to address them.

We thank you for your continued support.

# MK Lakeside Runners Accounts Year 2025-2026

Period - 01 March 2026 to 31 March 2026

	Actual to 31 March 2026	Actual to 31 March 2025
<b>Opening Balance</b>	<b>£1,641.90</b>	<b>£1,788.68</b>
<b>Cash In</b>		
Subscriptions	£1,508.00	£874.00
Club Kit	£216.38	£149.00
Meetings	£0.00	£0.00
Race Entries	£0.00	£0.00
Xmas Party	£209.89	£425.00
BBQ	£130.00	£100.00
Fundraising	£650.90	£132.00
Sundries	£0.01	£0.00
<b>Total Cash In</b>	<b>£2,715.18</b>	<b>£1,680.00</b>
<b>Cash Out</b>		
Affiliation Fees	£605.00	£504.00
Club Equipment	£27.54	£0.00
Club Kit	£0.00	£0.00
Coaching & First Aid Training	£60.00	£360.00
Hospitality	£183.95	£154.63
Meetings	£0.00	£110.00
Xmas Party	£231.40	£350.00
BBQ	£60.64	£0.00
Recognition & Appreciation	£154.00	£25.00
Accounts	£67.00	£50.00
Refunds	£29.00	£0.00
Website	£112.64	£31.66
Stationery	£0.00	£0.00
Fundraising	£540.90	£132.00
Sundries	£0.00	£108.25
Paypal	£0.59	£1.18
<b>Total Cash Out</b>	<b>£2,072.66</b>	<b>£1,826.78</b>
<b>Net Cash In / Cash Out</b>	<b>£642.52</b>	<b>-£146.78</b>
<b>Closing Balance</b>	<b>£2,284.42</b>	<b>£1,641.90</b>
<b>Represented By:</b>		
Bank Balance as at 31/03/26	£2,284.42	£1,611.62
PayPal Balance as at 31/03/26	£0.00	£30.28
<b>Cash Balance as at 31/03/26</b>	<b>£2,284.42</b>	<b>£1,641.90</b>
Difference	£0.00	

## Chair's report 2026

Well, here we are again! Over the past year, the cttee has met 6 times to discuss the various matters that were brought up at last year's AGM as well as any ongoing issues and new initiatives.

The parking problems seem to have been resolved and we are fortunate to be able to meet both at Japonica Lane and at Campbell Park by the canal without any problems. Even during the darker nights, we have managed to park successfully at J. L. This has meant that we have been able to keep members' individual costs down.

We are continuing to remain as an affiliated England Athletics club. We appreciate that their costs have increased, which has meant that the club's affiliation fee has also risen and ultimately there has been a slight increase in individual's costs. But being an affiliated club does bring many benefits. If you are a social member and are thinking of affiliating and wish to know more about these benefits, have a chat with a cttee member, or if you are already individually affiliated take a look at the England Athletics portal to find out more.

I couldn't do my role without the support, help and advice of the cttee., which I truly appreciate. Norman, Simon, Emma, Katrina, Linda,(and now Judith) have full-time jobs, and they give up their time voluntarily. Laurie is retired from full-time work now, but still is a really busy person, juggling so many balls.

Norman is unable to be here tonight (he's somewhere in the wilds of Scotland!) and he has asked me to thank all the leaders on his behalf – without them we would not be able to put on our various club runs and technical sessions. The leaders work hard to organise various routes and come up with different ideas to keep everything fresh, so that our interest and athletic capabilities keep improving.

. We appreciate that it is hard to come out to lead these sessions, especially when the weather is cold, wet, dark and miserable – if they are on the rota, the leaders turn up – ordinary members may not turn up in such conditions – but they always do. If they are delayed because of work commitments, traffic etc, or something important has cropped up, they always ensure that the club session is covered. So thank you leaders – you are much appreciated.

It is at this point that I want to point out a particular leader. This person has helped with the beginner sessions, year on year, without a moan. The cttee wished to recognise his dedication but unfortunately he cannot be here tonight, so his award will be given to him at the next club night. I'm sure you all know who I mean – Brian White. Please don't tell him!

Club members continue to enter a great variety of races – some new, some annual. There have been a great many successes, including achieving PBs, ranging from reaching various milestones at parkruns, to marathons. This year we had first time entrants at the London Marathon (Deb C and Judith) – (It took me 5 times to get a place!) and one of our newest members, Ryan, was successful in receiving the

London marathon club place. Many members take part in regular parkruns – not only around the UK but also abroad. About a dozen members trooped off to The Hague just before Christmas to do parkrun (chasing the alphabet!). Posts are made on Whatsapp/fb to let members know where others are running so they can join up with them or just be supportive.

There is one member of the club who has recently been awarded a special Lifetime Achievement Award after the MK Marathon. – David Foxy Bayley. He won the Team Edwards Lifetime Achievers Award, which is in recognition of the dedication and commitment he has given to the sport over many years. We are very proud to have him as “one of us”.

This year the annual Bluebell Run raised money for Willen Hospice and in June, 2 members (Mick and Val) are doing the long zip wire adventure in North Wales, also raising money for the Hospice. If you would like to still donate to either of these, please see me later.

We continue to take part in various relays – GSR is coming up in June and we have 2 teams ready to take part. Recce runs are being done for each leg to familiarize members with each leg. Please see Laurie who will give you more information, or look on the Whatsapp group.

So, as we come to the end of our 20<sup>th</sup> year celebrations, we are also concluding this with a relay run. This is taking place at Caldecotte Lake on Friday 5<sup>th</sup> June, starting at 3pm, and we are joining Network Rail for this annual team event. There

are 7 runners in each team, so we will be running into the early evening. If you are around, it would be lovely to see support for our members.

I have loved being involved with the club from its onset and watching all our members' successes. We are a very friendly and sociable club, always encouraging of others' efforts Long may it last.

Thank you all for listening.

**Rules**  
**of**  
**MK Lakeside Runners (MKLR)**

1. **Interpretation**

1.1 Unless the context requires otherwise, the following terms in these Rules shall have the following meaning respectively:

<b>AGM</b>	has the meaning given in rule 12.1;
<b>Committee</b>	means the management committee of the Club from time to time;
<b>Chair</b>	means the person from time to time appointed as chair of the Club in accordance with these Rules;
<b>Club</b>	means the club intended to be regulated by these Rules;
<b>EGM</b>	has the meaning given in rule 12.2;
<b>England Athletics</b>	means England Athletics Limited (company number: 05583713) (or its successor body);
<b>General Meeting</b>	means a general meeting of the Members (being either an AGM or an EGM);
<b>Member</b>	means a member of the Club (and a member shall be legally bound by these Rules in accordance with rule 10);
<b>Objects</b>	has the meaning given in rule 3;
<b>Officers</b>	means the members of the Committee;
<b>Secretary</b>	means the person from time to time appointed as secretary of the Club in accordance with these Rules;
<b>Treasurer</b>	means the person from time to time appointed as treasurer of the Club in accordance with these Rules;
<b>UKA</b>	means UK Athletics Limited (company number 03686940) (or its successor body);
<b>Writing and written</b>	includes email.

2. **Name and Office**

- 2.1 The Club shall be called **MK Lakeside Runners (MKLR)**
- 2.2 The principal office of the Club shall be situated in England.

### 3. **Objects**

The objects of the Club (Objects) are for the public benefit generally but with particular reference to the inhabitants of *Milton Keynes* and its surrounding areas:

- 3.1 to promote community participation in healthy recreation by providing (a) facilities for running capable of improving fitness and health and (b) coaching, competition and other services to support these activities;
- 3.2 to safeguard the rights and interest of members in accordance with guidelines laid down by the Committee and recommended athletic practice and to provide a social, safe and enjoyable running experience

### 4. **Ethos**

- 4.1 The Club is committed to ensuring that equity is incorporated across all aspects of its operations, activities and development. In doing so, the Club acknowledges and adopts the following Sport England definition of sports equity:

*'Sports equity is about fairness in sport, equality of access, recognising 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.'*

- 4.2 The Club respects the rights, dignity and worth of every person and shall treat everyone equally within the context of their sport, regardless of age, disability, gender, gender reassignment, race (including ethnicity and nationality), religious belief, sex, sexual orientation, pregnancy, maternity or social/economic status.
- 4.3 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 4.4 All Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 4.5 The Club will deal with any incidence of discriminatory behaviour seriously according to the Club's disciplinary procedures.

## 5. **Exercise of Powers**

In furtherance of the Objects but not otherwise the Club may exercise the following powers:

- 5.1 to carry on a sports club;
- 5.2 to provide sports coaching, training and equipment;
- 5.3 to participate in and organise leagues, competitions, tournaments and matches and related activities;
- 5.4 to provide information, advice and guidance in running and/or athletics, competitions, coach development and other related activities;
- 5.5 to publish or distribute information including by means of reports, books, leaflets, films, videos, websites and any other media;
- 5.6 to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to open and operate bank accounts in the name of the Club;
- 5.7 to accept or disclaim gifts of money or any other property;
- 5.8 to raise funds and to invite and receive contributions;
- 5.9 to reconstitute as a body corporate and transfer some or all of the undertaking, assets and liabilities of the Club to its corporate successor;
- 5.10 to set aside reasonable income as a reserve against future emergency expenditure; and
- 5.11 to do all such other lawful things as may further or are conducive to the Objects or any of them.

## 6. **Club Finances and Property**

- 6.1 A bank account shall be opened and maintained in the name of the Club (**Club Account**). Designated account signatories shall be the Chair and the Treasurer. No sum shall be expended from the Club Account except by cheque signed by two of the designated signatories or by electronic transfer approved by at least one of the designated signatories subject to a maximum amount fixed by the Committee. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account as soon as is reasonably practicable. The Club Account shall be managed in accordance with any finance policy drawn up by the Committee and/or in accordance with the reasonable instructions of the Committee (acting collectively) from time to time.
- 6.2 The Club's financial year shall end on **31<sup>st</sup> March** each year or such other date as the Committee may determine from time to time provided that no

financial year shall be shortened to less than nine months or extended to more than fifteen months.

## 7. **Affiliation**

Subject to these Rules and the general law, the Club shall (as the case may be) become a member of or affiliate to England Athletics and any constituent body designated to it by England Athletics and the Club shall comply with and uphold the rules and regulations of England Athletics and of any such constituent body for the time being in force.

## 8. **Club Membership**

8.1 The Members from time to time shall be those persons listed in the Club's register of members which shall be maintained by the Membership Secretary.

8.2 The Committee may make bye laws under rule 26 below establishing classes of membership with different rights and obligations and shall record such rights and obligations in the Club's register of members.

## 9. **Admission to Membership**

9.1 Any person who wishes to be a Member must apply in such form as is determined by the Committee from time to time and deliver it to the Chair or the Secretary.

9.2 Membership of the Club is open to all without discrimination and may only be refused where admission to membership would be contrary to the best interests of sport or the good conduct and interests of the Club. No person shall be denied membership of the Club on the grounds of race (including ethnicity and nationality), age, disability, gender, gender reassignment, sex, occupation, sexual orientation, religious beliefs, political or other beliefs, pregnancy (save that the club reserves the right to consider the health and safety of the pregnant woman in deciding whether to admit her as a member) or maternity. A person may appeal against any denial of membership in accordance with rule 27 below.

9.3 Children under the age of 16 attending training, races or any club activity must be accompanied by their parent or guardian who shall be entirely responsible for them. For young people age 16 or 17 a parent or guardian is to be entirely responsible for their attendance at all club activities.

9.4 Membership assumes members wish to be a First Claim member of the Club for road running, cross country and trail running. Those wishing to run for the Club as Second Claim must inform the Club Secretary at the time of their application for membership.

9.5 Running as Second Claim for another club is allowed in events where either the organisers state second claim runners are allowed or the Club is not

participating, or in a League in which the Club does not participate. In either case, prior permission is required from the Committee of the Club.

9.6 The Committee or the Members may from time to time fix the levels of admission fees and annual subscriptions to be paid by different categories of Members provided that the Committee or the Members (as the case may be) shall use its best endeavours to ensure that any such fees or subscriptions do not preclude open membership of the Club. Existing members who may be facing financial difficulty and have an upcoming subscription renewal should approach the Treasurer or Welfare Officer in confidence and an alternative means of paying their subscription may be agreed.

9.7 Membership is not transferable to anyone else.

## 10. **Conditions of Membership**

10.1 These Rules, including any bye laws made under rule 26 below, shall form a binding agreement between each Member and Members shall comply with these Rules and bye laws.

10.2 The Members shall pay any admission fees and annual subscriptions set by the Committee under rule 9.6 above.

10.3 Subject to these Rules and the general law, the Members shall so exercise their rights, powers and duties and shall where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the Objects and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.

## 11. **Cessation of Membership**

11.1 Membership of the Club shall terminate if:

11.1.1 the Member dies;

11.1.2 the Member, being an individual, is convicted of a criminal offence which involves dishonesty or any other offence, relating to safeguarding, drugs and any crime involving violence (including any convictions relating to children) at the Committee's discretion

11.1.3 the Member resigns by notice in writing to the Club by giving at least seven days' notice in writing to the Club provided that upon such resignation the number of Members is not less than one.

11.1.4 the Member is in arrears to the Club and his or her subscriptions or any other payments are at least three months overdue;

11.1.5 the Member is removed from membership by a resolution of the Committee as a result of application of the Club's (or England Athletics) disciplinary policy.

- 11.2 The Committee may exclude the Member from the Club's premises until the meeting has considered this matter (save that he or she shall be entitled to attend the meeting in question for the purpose of making representations to the meeting). A person may appeal against a decision to remove him or her from membership in accordance with rule 27 below.
- 11.3 Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and has no right to the return of any part of his subscription fee. Without prejudice to the foregoing, the Committee may refund an appropriate part of a resigning Member's subscription fee if it considers it appropriate in all the circumstances.
- 11.4 In the event of a Member's resignation or expulsion, his or her name shall be removed from the Club's register of members.

## 12. **General Meetings**

- 12.1 The Committee shall call an Annual General Meeting (**AGM**) each year and no more than fifteen months shall pass between one AGM and the next following one. The business of an AGM shall include:
- 12.1.1 the receipt of a report of the activities of the Club over the previous year;
  - 12.1.2 the receipt of a report of the Club's finances over the previous year;
  - 12.1.3 the election and retirement of Officers;
  - 12.1.4 to consider and decide any amendment to the Constitution of which due notice has been given to all members. Any proposed change to the constitution must be received by the Club Secretary at least 14 days preceding the meeting in order that all members shall have sufficient notice of the proposal; and
  - 12.1.5 any other business.
- 12.2 All General Meetings other than the AGM shall be called Extraordinary General Meetings (**EGMs**).
- 12.3 An EGM may be called at any time by the Committee at that time and shall also be called within fourteen days of the receipt by the Secretary of a requisition in Writing, signed by not less than thirty per cent of Members stating the purposes for which the EGM is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- ## 13. **Notice of General Meetings**
- 13.1 An AGM or EGM shall be called on at least twenty one clear days before the meeting save that 90% of all the Members may agree to shorter notice.

13.2 The notice shall specify the date, time and place of the meeting and the general nature of the business to be transacted and, in the case of an AGM, shall specify the meeting as such.

13.3 The membership secretary/Secretary shall advise all members via social media and in person at club sessions and send to each Member at their last known email address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed.

13.4 The accidental omission to give notice of a General Meeting to or the non-receipt of notice of a General Meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting

#### 14. **Proceedings at General Meetings**

14.1 No business shall be transacted at any General Meeting unless a quorum is present. The quorum for an AGM or EGM shall be the greater of two Members or 30% of the total number of Members.

14.2 If a quorum is not present within half an hour from the time appointed for the meeting or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place as the Committee may determine.

14.3 If the number of Members present at the adjourned meeting is insufficient to constitute a quorum in accordance with rule 14.1 above, the Members present shall constitute a quorum.

14.4 The Chair, or in his or her absence any other Officer, shall preside as the chair of the meeting. Each Member present shall have one vote but in the event of an equality of votes the chair of the meeting shall have a casting vote.

14.5 The Secretary, or in his or her absence any other Officer, shall enter the minutes into the Club's minute book.

14.6 The Committee may make whatever arrangements they consider appropriate to enable Members attending a General Meeting to exercise their rights to speak or vote whether attending directly or by telephone communication or by video conference, an internet video facility or similar electronic method allowing visual and/or audio participation.

#### 15. **Powers of the Committee**

15.1 The Committee shall be responsible for the management of all the affairs of the Club and may exercise all the powers of the Club.

15.2 No alteration of these Rules and no such direction by the Members shall invalidate any prior act of the Committee which would have been valid if that alteration had not been made or that direction had not been given.

- 15.3 The Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Rules.
- 15.4 The Committee may, while retaining responsibility pursuant to rule 15.1, delegate to any person, company or sub-committee any of its powers or functions, the implementation of any of its decisions or the day-to-day management of the affairs of the Club by such means, to such an extent, in relation to such matters or areas and on such terms as they may determine in accordance with these Rules.
- 15.5 make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club
- 15.6 invest, place on deposit and deal with any finances of the Club not immediately required upon any investments or securities which the Committee thinks fit
- 15.7 issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts, promissory notes, securities and instruments, negotiable and non-negotiable, to operate on the Club's banking accounts
- 15.8 enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name of, and on behalf of, the Club as they may consider expedient
- 15.9 pay all the costs and expenses of, and incidental to, any of the aforesaid matters and things
- 15.10 determine how and by whom any such power shall be executed, operations effected and documents signed or things done
- 15.11 organise Club activities.
- 15.12 Subject to these Rules and the general law, the Committee shall so exercise its rights, powers and duties and shall where appropriate use its best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in furtherance of the Objects and in accordance with the rules and regulations of England Athletics and UKA for the time being in force.

16. **The Committee**

- 16.1 The Committee shall consist of a minimum of three Officers, including the following Officers:
  - 16.1.1 Club Chair;
  - 16.1.2 Club Vice Chair;
  - 16.1.3 Club Treasurer;
  - 16.1.4 Club Secretary;

- 16.1.5 Club Membership Secretary;
  - 16.1.6 Club Social Secretary;
  - 16.1.7 Club Head Coach;
  - 16.1.8 any other Officers elected at a General Meeting.
- 16.2 Officers shall be elected by the Members at an AGM. Nominations for election of Members as Officers shall be made:
- 16.2.1 by the Committee; or
  - 16.2.2 in Writing by the proposer and seconder, both of whom must be existing Members, to the Secretary not less than twenty-one days before the meeting.
- 16.3 Each Officer shall hold office from the date of election until the conclusion of the next AGM. A retiring Officer may be re-elected at the AGM.
- 16.4 Any vacancy on the Committee which arises between one AGM and the next may be filled by a Member proposed by one Officer, seconded by another Officer and approved by the Committee.
- 16.5 An Officer may not appoint an alternate or substitute to act on his or her behalf at any Committee meeting.
- 16.6 At least three members of the clubs committee should be unrelated or not co habiting.
- 16.7 The committee will meet for a minimum of 6 meetings in a single annual period of election and it is expected that any member who wishes to stand on the committee should attend a minimum of 4 meetings during that period. Failure to do so, without good reason, will lead to an expectation to offer to resign from the committee.
- 17. Calling a Committee Meeting**
- 17.1 The Committee shall hold not less than six meetings each year.
  - 17.2 A meeting of the Committee shall be called on not less than seven days' notice to all Officers unless the Chair determines that urgent circumstances necessitate shorter notice.
  - 17.3 Notice of a Committee meeting shall be given to each Officer save that it shall not be necessary to give notice of a meeting to an Officer who is absent from the United Kingdom.
- 18. Proceedings of a Committee Meeting**
- 18.1 Subject to the provisions of these Rules, the Committee may regulate its proceedings as it thinks fit.

- 18.2 Meetings of the Committee shall be chaired by the Chair or in their absence the Vice Chair. The chair of the meeting shall (subject to rule 19 below) have a casting vote in the event of a tie.
- 18.3 The quorum for the transaction of business of the Committee shall be the greater of five Officers or half of all of the Officers (rounded up).
- 18.4 Decisions of the Committee shall be made by a simple majority of those Officers attending the Committee meeting.
- 18.5 Decisions of the Committee of meetings shall be entered into the Club's electronic file.
- 18.6 A resolution in Writing signed by all the Officers (or members of a sub-committee) entitled to vote on the matter shall be as valid and effective as if it had been passed at a meeting of Officers or (as the case may be) a sub-committee duly convened and held. Such a resolution may consist of several documents in the same form each signed by one or more of the Officers (or members of the sub-committee).
- 18.7 Any member of the club, who are not members of the committee, can request to address a meeting of the committee, upon a subject which has arisen.

**19. Conflicts of Interest**

- 19.1 Each Officer shall declare the nature and extent of any direct or indirect interest in a transaction or arrangement with the Club or a third party which conflicts or may possibly conflict with his or her duties to the Club.
- 19.2 If the non-conflicted Officers deem there to be a material conflict, the conflicted Officer should withdraw from that part of the meeting and shall not vote.
- 19.3 If there is deemed not to be a material conflict by the non-conflicted Officers, the Officer that declared the conflict shall be allowed to re-join the meeting, take part and vote as applicable.

**20. Disqualification from Office**

- 20.1 A person shall cease to hold office as an Officer if:
  - 20.1.1 he or she is disqualified from holding office as a company director;
  - 20.1.2 he or she is subject to a decision of England Athletics or UKA that such person be suspended or disqualified from holding office or from taking part in any activity relating to the administration or management of a club;
  - 20.1.3 the Committee reasonably believes that he or she has become incapable by reason of illness or injury of managing and administering his or her own affairs and it decides to remove him or her from office;

- 20.1.4 he or she resigns from his or her office by notice to the Club (but only if at least the minimum number specified in rule 16 above will remain in office when the notice of resignation is to take effect);
- 20.1.5 he or she is absent without the permission of the Committee from all its meetings held within a period of six months without good reason and the Committee decide that his or her office be vacated;
- 20.1.6 a bankruptcy order or an order is made against him or her in individual insolvency proceedings in a jurisdiction other than England and Wales which has an effect similar to that of bankruptcy;
- 20.1.7 he or she makes a composition with his or her creditors generally in satisfaction of his or her debts;
- 20.1.8 he or she is removed from office by the Committee on the grounds that he is in material or persistent breach of the Club's code of conduct as amended from time to time. A decision to remove an Officer from office under this rule 20.1.8.2 may only be passed if:
  - 20.1.8.1 the Officer has been given at least twenty one clear days' notice in Writing of the Committee meeting at which the decision will be made and the reasons why it is to be proposed; and
  - 20.1.8.2 the Officer or, at the option of the Officer, the Officer's representative (who need not be an Officer) has been allowed to make representations to the meeting; or
- 20.1.9 he or she ceases to be a Member for any reason whatsoever.
- 20.2 The provisions of rule 20.1 above shall also apply to sub-committees and any member of a sub-committee who is not an Officer.

## 21. **Minutes**

The Committee shall cause minutes to be made electronically and kept for the purpose:

- 21.1 of all appointments of Officers made by the Members or the Committee;
- 21.2 of all resolutions of the Members and of the Committee (including decisions of the Committee made outside a meeting); and
- 21.3 of all proceedings and reports of meetings of the Club and of the Committee, and of sub-committees, including the names of those present at each such meeting.

## 22. **Communications by the Club**

Subject to these Rules, any document or information (including any notice, report or accounts) sent or supplied by the Club under these Rules may be sent or supplied:

- 22.1 in hard copy form;
- 22.2 in electronic form; or
- 22.3 by making it available on a website or internet forum.

## 1. **Guests**

- 1.1 Members shall be entitled to bring one or more guests to any activity of the Club with the express consent of the Chair or the Secretary.
- 1.2 The Member in question shall be responsible for the acts and omissions of his or her guests and shall be liable to the Club for any loss or damage of any kind whatsoever suffered or incurred by the Club as a direct or indirect result of the acts or omissions of any of his or her guests.
- 1.3 Guests shall be legally bound by these Rules as if they were a Member save that guests shall have none of the rights of membership.
- 1.4 A guest may be required to pay a visitor's fee at such amount and sign a guest register in such form as shall from time to time be determined by the Committee.

## 23. **Personal Risk**

- 23.1 Members and guests acknowledge and accept that playing or participating in sport of any kind can be dangerous and may result in injury and damage to property. Members and guests shall take personal responsibility for their own actions and play or participate in the Club's sporting activities at their own risk.
- 23.2 Subject to rule 24.3 below, the liability of the Club and its Officers to any Member is limited to the net assets of the Club.
- 23.3 Nothing in these Rules shall limit or exclude liability:
  - 23.3.1 for death or personal injury caused by negligence;
  - 23.3.2 for any loss or damage caused by criminal or fraudulent conduct; or
  - 23.3.3 for any other liability which cannot lawfully be limited or excluded;

## 24. **Indemnity**

Without prejudice to any other indemnity to which an Officer may otherwise be entitled, every Officer of the Club shall be indemnified out of the assets of the Club against any liability incurred by him or her in the proper discharge of his or her duties to the fullest extent permitted by law.

25. **Bye Laws**

25.1 The Committee may from time to time make such bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Club and for the purposes of prescribing classes of and conditions of membership and in particular the Committee may by such bye laws regulate:

25.1.1 the establishment of different categories of membership of the Club;

25.1.2 the admission and classification of Members and the rights and privileges of such Members and the conditions of membership and the terms on which Members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by Members;

25.1.3 the creation of regulations, standing orders and bye laws for the better administration of the Club and to govern the functioning of sub-committees to assist the Committee in the better administration of the Club;

25.1.4 the adoption or alteration of such other regulations or policies as the Committee thinks fit;

25.1.5 the conduct of Members in relation to one another and to the Club's Officers, staff, volunteers or beneficiaries including disciplinary procedures;

25.1.6 the terms on which Members and guests may be permitted to take part in the Club's sporting activities;

25.1.7 the setting aside of the whole or any part of parts of the Club's premises at any particular time or times or for any particular purpose or purposes;

25.1.8 any licensable or other regulated activities of the Club.

25.1.9 the procedure at General Meetings and meetings of the Committee and sub-committees insofar as such procedures are not regulated by these Rules;

25.1.10 the appointment of proxies, the form and content of proxy notices, the delivery of proxy notices to the Club and the revocation of such appointments;

25.1.11 any procedures to assist the resolution of disputes within the Club;

25.1.12 generally, all such matters as are commonly the subject matter of club rules;

provided that nothing in such bye laws shall prejudice the Club's affiliation to England Athletics.

25.2 The Club in General Meeting shall have power to alter, add to or repeal the bye laws and the Committee shall adopt such means as they think sufficient to bring to the notice of the Members all such bye laws.

## 26. **Complaints and Disputes**

26.1 All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and UKA's/EA's safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.

26.2 Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its discipline and appeals process (see section 4.5) and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer). Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the Secretary will appoint 3 (three) Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule 27.3 below, a decision of the disciplinary panel shall be final and conclusive.

26.3 Any appeals must be received by the Secretary within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed.

26.4 Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of EA, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by EA in accordance with its Disciplinary Procedures.

26.5 If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

## 27. **Alteration of the Rules**

27.1 No alterations or amendments shall be made to or in the provisions of these Rules except by resolution at a General Meeting in accordance with these Rules and shall be carried by the majority of at least three-quarters of the Members present.

27.2 The Club shall make no additions or alteration to these Rules without the express prior consent of England Athletics or, as the case may be, UKA (insofar as such consent is required under the rules and regulations of England Athletics or UKA for the time being in force).

28. **Dissolution**

28.1 A resolution to dissolve the Club may only be proposed at a properly convened General Meeting and shall be carried by the majority of at least three-quarters of the Members present.

28.2 The dissolution shall take effect from the date of the resolution and the Committee shall be responsible the winding up of the assets and liabilities of the Club.

28.3 Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be applied or transferred to another club or England Athletics for use by them related to community sports.

2. **Declaration**

The Club duly adopted these Rules as its governing document on 13 April **2026**

Signed .....

**Chair**

[ ]

Signed .....

**Secretary**

[ ]



# **MK Lakeside Runners Grievance Procedure**

## Grievance Procedure - Introduction

These procedures will be used by MK Lakeside Runners ('the Club') to resolve grievances raised with them.

Grievances arising in the Club will, where possible be resolved within the Club and only in exceptional circumstances will England Athletics become involved as a final level of appeal.

A grievance is an issue, complaint, dispute, concern or problem, which does not involve alleged serious misconduct (see the Club's Disciplinary Procedures for definition of serious misconduct). Allegations of serious misconduct should be resolved by reference to the Club's Disciplinary Procedures.

For the purposes of these procedures, a person raising a grievance will be referred to as the Aggrieved and the individual against whom the grievance is being taken will be referred to as the Respondent. The terms 'Aggrieved' and 'Respondent' in the context of this document are in no way intended to imply fault by either party. At all stages of the grievance process the Aggrieved and the Respondent may be supported and accompanied by a supporter.

If in the course of these procedures evidence emerges of serious misconduct that the Aggrieved wishes to pursue formally, these procedures will be put aside and the case will be dealt with under the Club's Disciplinary Procedures.

These Grievance Procedures enable individuals or groups to raise issues that affect their well-being and ability to perform within athletics effectively. It is impossible to provide a comprehensive list of all the issues that might give rise to a grievance, but some of the more common include:

- Breaches in health and safety.
- Breaches in Codes of Conduct.
- Breaches of policies, practices and procedures.
- Breaches of equal opportunities.

The Respondent may be an individual, a group of individuals, or an organisation, such as a club, county or other association, event organiser, or body such as England Athletics.

The Club recognises the importance of dealing with grievances, disputes and complaints seriously, fairly and quickly.

Any person that raises a grievance will be given a fair hearing concerning any grievance they may have and have the right to be accompanied by a supporter when raising a grievance.

All parties to a grievance should cooperate constructively to resolve matters by informal methods wherever appropriate. It is hoped grievances can be

resolved amicably thereby maintaining, and where necessary, restoring good relations within the sport of Athletics.

A person with a grievance must state his or her grievance formally in writing which may be by email (unless it is resolved informally) for this procedure to be applied. The submission must be clear and concise, giving details of all facts relating to the parties involved, what exactly happened, when it happened and where it took place.

Where the person with a grievance has a disability, the Club will make reasonable adjustments to ensure they are not treated less favourably. For example, if the Aggrieved is unable to submit a written grievance, because of a disability, the Club will provide assistance where reasonable.

The Committee of the Club shall have jurisdiction over the proceedings although it is accepted that they may refer certain responsibilities to England Athletics or UK Athletics

## 1. Raising Grievances Informally

- 1.1 The Club is committed to the resolution of individual grievances informally whenever possible. The Aggrieved is strongly encouraged to seek to resolve any matter prior to instigating the formal procedure.
- 1.2 If a matter cannot be resolved, the Aggrieved is advised to discuss the problem informally with the Club Chairman, Club Welfare Officer or Secretary to seek a resolution.
- 1.3 The Chairman, Welfare Officer and Secretary should give any grievance that has been raised informally, proper and full consideration. They will be encouraged and supported to facilitate mutually acceptable solutions to genuine concerns raised by members.

## 2. Raising Grievance Issues Formally

### **2.1 Stage One**

- 2.1.1 If the Aggrieved has not been able to resolve their grievance informally, the Aggrieved may request a review of the grievance by the Club. The request should be made in writing which may be by email to the Club Welfare Officer, Chairman or Secretary. The request should state the details of the grievance, the action taken by the Aggrieved to resolve the matter so far and the outcome or remedy sought and the exceptional circumstances which warrant the involvement of the Club. Copies of relevant papers in support of the grievance should be included with the letter. Upon receipt of the written request and relevant papers, the Club Welfare Officer or Chairman, in consultation with the Secretary, will appoint an Investigating Officer. If the Club Welfare Officer, Chairman or Secretary is the cause of the grievance,

the Committee will identify an appropriate person (the Investigating Officer) to consider the grievance.

- 2.1.2 The appointed Investigating Officer considering the grievance will notify the Respondent that a grievance has been submitted by the Aggrieved and will provide the Respondent with a copy of the grievance. The Respondent will be given the opportunity to provide a statement and any relevant papers in response to the grievance, normally to be returned to the Investigating Officer within one week of receipt of the grievance. Both parties should be made aware that information provided by them may be disclosed to the other party (or parties) to the grievance.
- 2.1.3 In certain circumstances, it may also be necessary for the Investigating Officer to carry out further investigation into the Aggrieved grievance by meeting with the Respondent and any relevant witnesses to any of the matters complained of.
- 2.1.4 The Investigating Officer considering the grievance will then arrange to meet with the Aggrieved, usually within three weeks of receipt of the grievance. The Aggrieved must take all reasonable steps to attend the meeting. The meeting will also be attended and documented by a 'Note Taker', who will be appointed by the Club Welfare Officer or Chairman, in consultation with the Secretary, and will act in a purely administrative independent role.
- 2.1.5 The purpose of the meeting will be for the Aggrieved to state their grievance, for those present to understand the full nature of their grievance, discuss the grievance and explore potential solutions. To facilitate a solution the Investigating Officer considering the grievance may, with the prior approval of the Aggrieved, use the meeting to bring together the Aggrieved and the Respondent.
- 2.1.6 It may be necessary to undertake further investigation of the grievance, in which case the meeting may be adjourned in order to enable this to take place, and reconvened within a reasonable period of time. The timetable for any further investigation necessary will be discussed and agreed with the Aggrieved. Every attempt will be made to address the issue promptly.
- 2.1.7 Following the meeting, the Aggrieved will be informed in writing by the Investigating Officer considering the grievance, of the decision under Stage One of the Grievance Procedure. This will be issued to the Aggrieved within fourteen days of the close of the grievance meeting. The letter will generally summarise:
  - The nature of the grievance.
  - The investigation that was conducted.

- The decision.
  - The reason for the decision.
  - Any outcome for a change in practices as a result of the decision; and
  - A copy of the meeting records and formal minutes taken.
- 2.1.8 A copy of the paperwork referred to in 2.1.7 will also be provided to the Respondent. Any dissenting comments in connection with the decision will be recorded.
- 2.1.9 There may be situations where, with mutual agreement, it would be helpful to seek external advice and assistance during the grievance procedure or after it has concluded. For example, where relationships are strained, a facilitator might be able to assist in resolving the problem. A facilitator may be used to assist in the rebuilding of relationships or to provide expert advice on a particular area of activity. The facilitator may be an external person or an agreed person active in athletics in the Region not directly connected with the grievance. The Investigating Officer considering the grievance may recommend the use of a facilitator with the agreement of the Aggrieved.

## **22.2 Stage Two – Appeal**

- 2.2.1 If the Aggrieved is not satisfied with the outcome of the grievance meeting held under Stage One above they may appeal.
- 2.2.2 The Aggrieved should write to the Investigating Officer within two weeks of receipt of the letter issued following Stage One of the Grievance Procedure. The letter should state that the grievance has not been resolved to the Aggrieved's satisfaction under the Stage One of the procedure and the reasons why the Aggrieved is not satisfied with the outcome. The letter must be accompanied by a cheque for £50.00 made payable to MK Lakeside Runners (the Deposit) this deposit shall be held by the Club and repaid to the Aggrieved in the event the Appeal Panel so decides. The remedy or outcome sought should be specified in the letter from the Aggrieved.
- 2.2.3 An Investigating Officer, in consultation with the Committee, shall appoint an Appeal Panel of three members. These members shall be fully paid up members of the Club, with their membership being continuous for a period of not less than three years.
- 2.2.4 In the interests of fairness and impartiality none of the members on the Panel shall have been directly involved in the matter being considered.
- 2.2.5 The Appeal Panel should receive in advance, copies of any documents that either party wishes to refer to during the Appeal Hearing. The Appeal Panel must also be informed of any witnesses who wish to

submit written evidence for either party to put before the Panel. The Panel will decide whether it wishes to hear evidence from witnesses in person or whether it wishes to rely on written statements.

2.2.6 The Investigating Officer will arrange for a Hearing to be convened for the Panel to consider the Appeal. The meeting will also be attended and documented by a 'Note Taker', who will be appointed by the Panel and will act in a purely administrative independent role.

2.2.7 The purpose of the Hearing will be to understand the on-going nature of the grievance, to review the basis for the earlier decision and to explore potential solutions. The Aggrieved will be afforded every opportunity to state their grievance at the meeting. It may also be necessary for further investigation to take place in which case the Hearing may be adjourned to enable this to be undertaken, and reconvened within a reasonable period of time. Again, the timetable for investigation will be discussed and agreed with the Aggrieved. Every attempt will be made to address the issue promptly.

2.2.8 The letter with the decision under Stage Two of the Grievance Procedure will normally be issued within one week of the conclusion of the Hearing. The letter will generally summarise:

- The nature of the grievance.
- The investigation that was conducted.
- The decision.
- The reason for the decision.
- Any outcome for a change in practices as a result of the decision.
- A copy of the Hearing records and any formal minutes taken.

2.2.9 A copy will be sent to all parties who attended the Hearing and opportunity made for the recording of disseminating comments. This will conclude the process for the resolution of the grievances.

### 3 Costs

- 3.2 Each party shall bear its own costs (including but not limited to legal costs, scientific or other experts' fees, witness costs) in connection with Complaints made or Disputes or Appeals under these Procedures.
- 3.3 The costs of any mediator shall be shared by the parties equally and the costs of any arbitration body appointed shall be borne by the parties in such proportions as the arbitration body shall rule at the conclusion of the matter.

### 4 Keeping Records

- 4.1 The Club will keep confidential records for up to six years of:
- Nature of the grievance.
  - Copy of the written statement of the grievance.
  - Copy of the Club's response.
  - Action taken.
  - Reasons for action.
  - Any business relating to the Appeal.
  - Further developments.



**MK Lakeside Runners  
Health & Safety Statement**

**April 2026**

## Part 1 - Statement of Intent

This is the health and safety policy of MK Lakeside Runners.

Our health and safety policy is to:

- Ensure that, as we have a duty of care towards our members, members whilst participating in any organised club activity can be certain they are being protected from any risks or incidents that may happen. It is accepted though, that members are ultimately responsible for their own actions;
- Ensure that members can participate with confidence in their leaders/coaches and have enjoyable experiences;
- Ensure that members know what to do in cases of accidents or incidents, by knowing what clear procedures are in place;
- Ensure that these procedures are reviewed and revised on a regular basis to ensure these are up to date and correct;
- Ensure that all relevant leaders/coaches are fully FA trained;
- Ensure that all committee members are fully aware of the Health & Safety Policy and Risk Assessment Policy and take equal responsibility for carrying out the procedures.

Signed.....  
.....

Date

Print name .....  
.....

Review Date

## **Part 2 Responsibilities for health and safety**

1. Overall and final responsibility for H & S
  - It is agreed that all committee members will take equal responsibility
2. Day to day responsibility for ensuring policy is put into practice:
  - Leaders/coaches who devise the routes or tasks (i.e. at track)
3. To ensure H & S standards are maintained/improved, the following people have responsibility in the following areas:
  - Head coach and other coaches/leaders who devise routes/tasks
4. All club members should:
  - Co-operate with coaches and leaders on Health and Safety matters
  - Take reasonable care of their own health and safety, and
  - Report all health and safety concerns to the appropriate person at the time.

## **Part 3 – arrangements for H & S**

### Risk assessment

- Pre-knowledge of routes to manage/minimize risks and communicate any issues to members before session
- Always enquire whether any member has any existing/new medical injury before starting session
- Consult policy/risk assessment of facility being used (e.g Stantonbury track)
- Leaders to carry first aid kits
- Remind members to bring water in extreme heat, wear high-visibility and lights in dark conditions and dress appropriately according to weather conditions

### Training:

- All leaders carry out relevant training (LiRF, CiRF)
- Ensure all members aware of procedures

### Consultation:

- Members to share with committee any issues arising from a club session
- If relevant, report any accidents/incidents to UK Athletics via MyAthletics portal

### Evacuation

At track session, follow local procedures

On redways/pavements keep clear from traffic etc



# MK Lakeside Runners

## Inclusion Policy

### Introduction

For the purposes of this policy 'inclusion' means access for all. It means recognising differences between individuals / groups and providing opportunities for them to participate in Athletics and Running regardless of those differences, whether this is as a participant, coach, leader, official, volunteer or member of staff.

**MK Lakeside Runners** embraces diversity and difference and is committed to providing opportunities that are safe, inclusive, accessible, and equitable. We want our club to be equally accessible to all members of society, whatever their age, disability, gender, race, ethnicity, religion or belief, sexual orientation, or social/economic status.

We will develop a focus on inclusion, not exclusion, and ensure that we provide appropriate advice to members and volunteers to ensure that everyone can participate as fully as possible.

The Inclusion Policy is intended to promote a change in attitudes and perceptions and to improve opportunities for everyone to participate at our club.

We will seek to ensure that we comply with the [Equality Act 2010](#) and the characteristics protected by it ( age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity) and encourage our members to do so. We will seek to include everyone regardless of whether they have a protected characteristic or not.

Our aim is to provide an environment where everyone feels:

- Welcome
- Represented
- Included in decision making
- Able to participate
- Safe and free from discrimination, bullying, harassment and vilification.



## Aims

The aims of the Inclusion Policy are:

- To promote the development of knowledge and understanding of disability, equity and inclusion amongst our participants, leaders/coaches, officials, volunteers and competition/event organisers by the provision of appropriate guidance and training. To guide and support the integration of inclusive practice into our core club/group programmes and activities.
- To contribute towards growing and sustaining numbers of people from under-represented groups participating within our club.
- To promote inclusion within Athletics and Running wherever possible and in accordance with the provisions of the Equality Act. The chairperson is typically the most senior official role in a club and fulfils a range of duties dealing with overall management of club affairs. The chairperson leads the club to achieve their vision, short term and long-term goals.
- To adopt inclusive practice within our competition and events.
- To promote close working partnerships with relevant groups and organisations to support the development of inclusive practice within our club.

## Commitment

We will;

- Not tolerate discrimination, harassment, bullying or victimisation.
- Actively identify and reduce barriers to participation for under-represented groups.
- Consult with expert partners and other organisations to facilitate inclusive practices and remove barriers to participation.
- Ensure under-represented groups are given the opportunity to participate in all aspects of our club.
- Provide opportunities for all in coaching, officiating and leadership positions.

There are a number of measures that we will take to ensure that we are working under the guidance of the Policy and within the requirements of the [Equality Act \(2010\)](#).



### **We will provide a welcoming environment**

- We will think positively about how we can include people rather than focusing on potential barriers to participation.
- We will consider how our club/group is promoted. For example, by providing information in formats which are accessible and by using appropriate imagery.
- We will encourage people to contact us to discuss their needs and requirements to facilitate inclusion and we will ensure we consider what reasonable adjustments could be made to enable them to participate.
- We will develop the knowledge and understanding of key officials, coaches, leaders and other volunteers, of disability, equity and inclusive practice by providing appropriate guidance and training.

### **We will talk to people**

- We will, so far as is reasonably possible, consult with relevant groups and with prospective individuals about their needs and requirements.
- We will not make assumptions and will try to speak to people about the reasonable adjustments they believe might be made to enable them to participate and to discuss how these could be made.

### **We will make reasonable adjustments**

- We will demonstrate that every effort has been made to enable everyone to participate and that inclusion not exclusion has been the priority.
- If reasonable adjustments are required to make an event/activity accessible, then we will make those reasonable adjustments.

# Privacy Notice of MK Lakeside Runners

**MK Lakeside Runners are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, MK Lakeside Runners is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.**

## **What personal data we hold on you**

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, join the MKLR Facebook Group, or participate in discussion boards on our website or social media accounts such as Instagram. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health information, other data which is classed as special category personal data.

## **Why we need your personal data**

The reason we need your Athletics Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

### **For training and competition entry**

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events;
- sharing personal data with facility providers to manage access to the track or check delivery standards; and

### **For funding and reporting purposes**

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
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- analysing anonymised data to monitor club trends; and
- sending an annual club survey to improve your experience as a club member

### **For membership and club management**

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club newsletter promoting club activity; and
- publishing of race and competition results

### **Marketing and communications (where separate consent is provided)**

- sending information about promotions and offers from sponsors;
- sending information about selling club kit, merchandise or fundraising.

Any special category health data we hold on you is only processed for the purpose(s) of (e.g. fitness/ health checks or passing health data to coaches to allow the safe running of training sessions). We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasion we may collect personal data from non-members (e.g. such as any non-member participant who fills in a health disclaimer or form at a taster event). This information will be stored for 6 weeks after an event and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has the following social media pages Facebook, Whatsapp and Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

### **Who we share your personal data with**

When you become a member of the Club you can also choose to be registered as a member of England Athletics Limited. If you would like to register as a member of England Athletics Limited, on receipt of your full membership subscription we will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org). If you choose only social membership, we will not share your data with England Athletics Limited. Please be

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aware that should you ever wish take advantage of EA discounts to compete in your sport you will have to register with England Athletics Limited at that time. Details of Run Leaders will be held on the England Athletics site regardless of their individual levels of membership.

The Club does not supply any personal data it holds for this purpose to any other third party. The Club does not store or transfer your personal data outside of the UK. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.

### **How long we hold your personal data**

We will hold your personal data on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

### **Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data. As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

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