



Ranelagh Harriers Club Constitution & Members' Rule Book

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Changes since the previous version of this document

(Previous version 4 / draft 1)

Section	Comments
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Appendices

- Appendix A – Club Honours
- Appendix B – Club Races and Club Championships
- Appendix C – Trust Arrangements

1. Name

The name of the club shall be Ranelagh Harriers (“the Club”), established in 1881.

Club colours shall be royal blue and amber and the Club badge a harrier.

The Club shall be headquartered at the Rear of Dysart Arms, Petersham Road, Richmond, Surrey TW10 7AA.

The Club shall seek to be affiliated to UK national and regional amateur athletic bodies (“the Sport’s Governing Bodies”) as the Committee consider appropriate in order to carry out the objectives of the Club.

2. Objectives

The objectives of the Club shall be:

- to facilitate participation in and promotion of the sport of recreational and competitive running and associated sporting and social activities in the local community; and
- to offer coaching and competitive opportunities in cross country, road running and other forms of athletics; and
- to organise open, Club and Club handicap races; and
- to organise teams to represent the Club in championships and leagues and in such other competitions as the Committee shall decide; and
- to provide and maintain premises for use by Club members; and
- to provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002 including without limitation provision of suitably qualified coaches, coaching courses, insurance, post training/event refreshment; and
- to do such things as the Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objectives above.

3. Membership

3.1. Qualification for Membership

Membership shall be open, on application, to anyone interested in recreational or competitive running, regardless of sex, age, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs. However, limitation of membership according to available facilities may be made on a non-discriminatory basis.

3.2. Application for Membership

Individuals who wish to become members of the Club must apply using the membership application form approved by the Committee from time to time. Applications must be accompanied by the relevant subscription fee.

Every candidate for membership shall be considered by the Committee, which shall admit that person to membership unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club. Appeal against refusal may be made to the members.

The Committee may elect to delegate screening of new candidates to a Membership Secretary, who will admit new members unless finding reason to refer any particular application to the Committee for review at the next meeting. Where this process is adopted the candidate shall be deemed to have become a Club member if not advised otherwise within thirty days of submitting their application. Where referred to the Committee, the candidate will be advised of the referral within thirty days and of the outcome at the earliest reasonable opportunity.

By becoming a member of the Club, the member shall be deemed to accept and must abide by the Club's Constitution and Rule Book, the Rules of Competition and other rules and regulations of the Sport's Governing Bodies.

3.3. Classes of Membership

Members shall be enrolled in one of the following categories for the duration of the membership year, depending on their status and age on 1st April at the start of that year:

- Junior Under the age of 18
- Student At least 18 and in full-time education
- Retired At least 60 and retired from full time employment
- Country Persons who by distance of residence do not have regular access to Club facilities
- Non-Running Persons who are unable to make full use of Club facilities
- Associate Persons who have been members for at least 10 years, are at least 70 and no longer compete or run from the clubhouse
- Second Claim Fully paid up members of another athletics club (as approved by the Committee)
- Senior Any other candidates of at least 18 years

Country and Non-Running membership shall be offered at the discretion of the Membership Secretary and the Honorary Treasurer.

3.4. Life Members

Life membership may be conferred upon any member or non-member in recognition of a significant personal contribution to the Club's affairs. Members to be appointed as life members shall be proposed by the Committee and elected at an Annual General Meeting ("AGM") by having the support of two-thirds of voting members present. Life members are exempt from payment of annual subscriptions but shall have the same rights as ordinary members.

3.5. Cessation of Membership

A member may resign from membership at any time by notice to that effect given to the Membership Secretary. A member who resigns shall not be entitled to any refund of subscription fees in respect of the remaining period of the membership year.

A member may be deemed to be ineligible to participate in Club events if their subscription fee remains unpaid at the date of the opening run of the new season. This state shall continue whilst the subscription fee remains unpaid.

The Committee shall consider that a member has resigned his or her membership if he or she fails to pay their subscription fees by 1st December.

Membership shall not be transferable and shall cease immediately on death or exclusion. Any person shall, upon ceasing to be a member of the Club, forfeit all rights to and claims upon the Club and its property and funds.

3.6. Suspension or Exclusion from Membership

The Committee shall have the power to suspend a member, subject to exclusion, when in its opinion it would not be in the interests of the sport or the Club for him or her to remain a member. This includes members who may contravene this Constitution and Rule Book, or other documented rules or published codes of conduct that may exist at that time.

Expulsion of a member, except in the case of subscription arrears, shall take place at an AGM or a Special General Meeting convened for that purpose. Any such expulsion shall be carried out in accordance with the Disciplinary Procedures set out below.

4. Membership Fees

4.1. Payment of Subscription Fees

Subscriptions shall be payable in advance on 1st April each year, or on initial application to membership and shall cover the period from 1st April to 31st March. Should an application be refused for any reason the subscription fee shall be refunded at the earliest reasonable opportunity.

4.2. Setting of Subscription Rates

Subscription rates shall be reviewed by the Committee each year and if appropriate a recommendation for change shall be made to the AGM. If approved, any such change will take effect at the start of the next membership year following the AGM. Subscription rates will be set on a non-discriminatory and fair basis that does not preclude open membership of the Club.

4.3. Rates

Annual subscription fees depend on the class of membership, and are set at:

- Junior £20
- Student £20
- Senior £50
- Senior (unwaged) £15
- Retired and over 60 £25
- Country £10
- Associate £25 One off fee - see below
- Non-running £10
- Second Claim £20

Associate members shall pay a one-off £25 subscription fee which confirms their membership for life.

Where a second claim member makes regular use of the Club's facilities the Committee may choose to charge the member the full subscription rate, as applicable to their age and status.

4.4. Reduced Subscriptions

A household of two Senior members may have all dependent children under 18 years included as members at no additional cost and will be entitled to a reduction of £10 on the cost of two Senior subscriptions.

Members joining after 31st December shall be entitled to full Club membership until 31st March on payment of half of the appropriate subscription fee.

The Membership Secretary shall consider any request for a reduced subscription fee in the event of a senior member not being in employment or being in full time education, and apply a reduced fee for the membership year if they are satisfied that either condition applies.

At the discretion of either the Men's or Women's Captain, a reduced subscription fee may be agreed for a specific member within a particular membership year if their circumstances warrant.

4.5. Sport's Governing Body Affiliation

For fully paid up Junior, Student, Senior and Retired members, the Club shall fund and administer their affiliation fees to Sport's Governing Bodies. At the Membership Secretary's discretion certain members may be asked to confirm whether they require to be affiliated, depending on whether they intend to compete in open events. Members initially requesting not to be affiliated may reverse their decision during the membership year.

5. Club Management

5.1. Club Management Structure

Management of Club affairs shall be vested in a Club Committee (“the Committee”), comprising of Executive Committee Members, Membership Secretary, Fixtures Secretary, Chief Race Official, Social Secretary, Kit Steward, Catering Manager and Premises Manager, along with any other members performing duties for the Club, as approved by the Committee from time to time.

The Executive Committee (“Executive Committee”) shall comprise President, Past Presidents, Vice Presidents, Honorary Secretary, Honorary Treasurer, Men’s Captain and Women’s Captain. Past Presidents and Vice Presidents shall not normally be expected to play an active role in Committee affairs, but the full Executive Committee may be called upon as a consultative body on any matter where the Committee may wish to seek advice from this wider group.

5.2. Election of Officers

Officers (excluding Past Presidents and Vice Presidents) shall hold office for one year, being elected for office at the AGM. Past Presidents hold office by nature of a previous elected role and Vice Presidents are appointed at an AGM. Past Presidents and Vice Presidents hold office for the duration of membership of the Club unless resigned by the member.

Any member may be nominated by any other two members, with his or her approval, for any elected Executive Committee or Committee role. If the number of candidates for any role is only one, that candidate shall be declared elected unopposed. If the number of candidates is greater than one, election to office shall be decided by a show of hands from all eligible members at the AGM. Any role, excepting President and Honorary Treasurer, may be shared by two or more members, if this meets with agreement by two-thirds of voting members present.

Vice President status may be conferred upon any member in recognition of any personal contribution to the Club’s affairs. Members to be appointed as Vice Presidents shall be proposed by the President, following recommendation by the Committee and elected at an AGM by having the support of two-thirds of voting members present.

The Club will appoint a member to be the Club Handicapper each year. The appointment will be made annually by the Committee at a meeting held immediately following the AGM.

5.3. Leaving Office

The office of an elected member shall be vacated if he or she:

1. resigns at any time by notice in writing to that effect to the Honorary Secretary; or
2. ceases to be a member of the Club; or
3. is suspended from membership; or
4. is asked to resign by the Executive Committee.

The Executive Committee shall have the power to appoint a member to any such temporary vacancy until the next AGM, at which time that member shall retire from the post but be eligible for election in the following year. Appointment shall be confirmed with support of at least two-thirds of Executive Committee members present at a meeting convened for that purpose.

5.4. Proceedings of the Committee

Unless called upon to do so, the Executive Committee shall not normally meet as a body, although they may be consulted on specific matters arising from the Committee. In the event that a request is made for the Executive Committee to meet, the Honorary Secretary shall make such arrangements as are necessary to facilitate this.

The Committee shall meet from time to time, as agreed by the President and the Honorary Secretary, to manage the day to day affairs of the Club.

For the purpose of transacting business, the Committee shall require at least three members of the Executive Committee to be present, to form a quorum.

The President shall chair the meeting, unless he or she is unable to attend, in which case an alternative shall be selected from the Executive Committee.

Decisions made by the Committee shall be determined by a simple majority of votes, illustrated by a show of hands. In the case of an equality of votes, the President shall have a casting vote in addition to any other vote he or she may have.

On any matter, an Executive Committee member present at a Committee meeting may request that the full Executive Committee be consulted, in which case the Honorary Secretary shall be responsible for duly obtaining the views of as many Executive Committee members as is reasonably possible prior to the next meeting of the Committee. A summary of such views shall be presented at the next meeting and may be used to help inform a decision on the matter.

5.5. Powers of the Committee

The Committee shall have the power, subject to Executive Committee consultation described earlier, to manage all Club affairs and property as it sees fit. Any such activity shall not supersede or contradict the Club Constitution and Rule Book and decisions made must be reasonably available to members.

The Committee may appoint members or form sub-committees to exercise such functions as the Committee may delegate to them from time to time.

The Club will have due regard to the law on disability discrimination and child protection.

5.6. Interpretation of the Constitution

The Committee shall be the sole authority for the interpretation of the Constitution and Rule Book. The decision of the Committee upon any questions of interpretation or upon any matter affecting the Club and not provided for by the Constitution and Rule Book, shall be final and binding on the members except if otherwise directed by the Club in a Special or Annual General Meeting.

Interpretation of the Constitution and Rule Book must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).

6. General Meetings

6.1. Annual General Meeting

An AGM shall be held annually in the summer months on a date and at a time and place to be fixed by the Committee for the following purposes and order of business:

1. Receive annual reports from the President, Honorary Secretary, Honorary Treasurer, Men's Captain and Women's Captain.
2. Receive from the Honorary Treasurer the audited balance sheet and annual accounts for the prior financial year.
3. Elect officers of the Committee for the ensuing year.
4. Elect any members recommended by the Committee for the status of Life Member or Vice President.
5. Elect the auditor for the ensuing year.
6. Consider any amendment to the Constitution and Rule Book as proposed by the Committee, including changes to subscription rates.
7. Consider any changes to Trustees as proposed by the Committee.
8. Recognise any meritorious behaviour performed on behalf of the Club in the previous year (or years), granting whatever award or recognition that the President sees fit.

The President shall chair the AGM, unless he or she is unable to attend, in which case an alternative shall be selected from the Executive Committee.

The quorum shall be 20 members present and eligible to vote, unless the total number of members is less than 100, in which case it shall be 20% of the membership. At least 3 members of the Executive Committee shall be present for the meeting to be quorate.

Any proposed change to the Constitution and Rule Book must be received by the Honorary Secretary at least 28 days prior to the AGM. Any such change must be issued by the Honorary Secretary at least 14 days from the date of the AGM in order that members have sufficient notice of the proposal.

Notwithstanding the practice of setting the date and time of the AGM to coincide with the final club run, and therefore be included as the final event of the fixture list, at least 21 day's notice shall be provided to members of the venue, date and time for the meeting.

Ordinary members (other than Junior and Second Claim) shall be entitled to receive notice of and vote at the AGM (and any Special General Meeting) and shall also be eligible to stand as candidates for committee roles.

Decisions made shall be determined by a simple majority of votes. In the event of an equality of votes, the President shall have a casting vote in addition to any other vote he or she may have. Voting shall be by a show of hands except where the chair decides voting should be by ballot.

6.2. Special General Meeting

A Special General Meeting may be called by the Committee to propose changes to the Constitution and Rule Book or any other Club business too urgent to wait for the next AGM.

A Special General Meeting shall also be convened following receipt by the Honorary Secretary of a requisition in writing from not less than twenty members entitled to vote at such a meeting.

The Honorary Secretary must provide members with at least 21 days notice of the venue, date and time of a Special General Meeting, along with the motion(s) to be discussed. No other business shall be conducted at the meeting.

The quorum shall be 20 members present and eligible to vote, unless the total number of members is less than 100, in which case it shall be 20% of the membership. At least 3 members of the Executive Committee shall be present for the meeting to be quorate.

Procedures for voting shall be as for the AGM.

7. Finance

7.1. Financial Management

The Club's financial year shall run from 1st April to 31st March. The Honorary Treasurer shall present audited accounts for the previous financial year to the AGM for consideration and copies of these will be available to members at the meeting. If the accounts are not accepted at the AGM a qualified accountant may be appointed by the Committee to investigate members' concerns.

The auditor shall be elected at the AGM but in the event of their being unable to act the Committee shall have power to appoint a replacement.

All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club title. All accounts shall be mandated to require a minimum of two signatories for withdrawals and instructions. Mandated signatories may include the Honorary Treasurer, along with any number of current Committee members, Past Presidents and/or Vice-presidents, selected as the Committee see fit from time to time.

The Committee shall seek to operate whatever funds and accounts and retain whatever funds it sees fit from time to time to meet the objectives of the Club; both in the present and future as far as this can be foreseen.

Expenditure above any previously agreed budget levels may only be authorised at a Committee meeting.

7.2. Application of Surplus Funds

The Club may provide sporting and related social facilities, sporting equipment, coaching courses, insurance cover, medical treatment, travel expenses and other ordinary benefits of CASCs as provided for in the Finance Act 2002, as felt appropriate from time to time by the Committee.



The Club shall be a non-profit-distributing organisation. All surplus income or profits are to be reinvested in the Club and will be used to maintain or improve the Club's facilities or otherwise in furtherance of the Club's objectives, such as to:

- sell and supply food, drink and related sports clothing and equipment; and
- remunerate members for providing goods and services, provided that such arrangements are approved by the Committee without the member being present and are agreed on an arm's length basis; and
- reimburse any Committee member or honorary officer his or her reasonable and proper out of pocket expenses incurred on Club business; any premium in respect of the purchase and maintenance of insurance in respect of liability for any act or default of the Committee members in relation to the Club; and
- pay for reasonable hospitality for visiting teams and guests.

The members of the Committee and any Trustees appointed to act as Trustees of land for the members of the Club as detailed in this Club Constitution shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

No Member shall be paid a salary, bonus fee or other remuneration for competing for the Club.

8. Property and Funds

8.1. General

The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Constitution and Rule Book and all surplus income or profits shall be reinvested in the Club.

8.2. Land and Buildings

The Committee shall seek to acquire and maintain land and buildings ("the Land") commensurate with the needs of the members in seeking to meet the objectives of the Club.

The legal title of the Land shall be vested in not more than four nor less than three Trustees who shall hold the same as Trustees upon bare Trust for the benefit of the members of the Club. Whereby reason of death, resignation or removal, it is necessary that a new Trustee or Trustees be appointed, the Committee shall nominate the person or persons to be appointed the new Trustee or Trustees. Members shall be asked to approve the nominated Trustee or Trustees at a properly convened General Meeting. The approval of Trustees shall require a three-quarters majority vote of eligible members of the Club in attendance. The Committee shall be responsible for the management of the Land and retain rights in relation to the management of the Land.

Notwithstanding any provision contained in these rules any decision to purchase, sell, mortgage, let or take on, lease any land or enter into any agreement so to do shall require a three-quarters majority vote of eligible members of the Club in attendance at a General Meeting.

9. Grievance, Discipline & Appeal

9.1. Grievance Procedure

If a Club member has a complaint regarding another Club member then he or she should make that complaint known to the Honorary Secretary in writing. The Committee shall take what it considers to be suitable steps to investigate the grievance and respond to the complainant within what it considers to be a reasonable period of time.

9.2. Disciplinary Procedure

The Club shall not tolerate the physical or mental abuse, harassment, discrimination or defamation of any of its members during, or subsequent to, Club events. Any member may be suspended or excluded from membership of the Club if his or her conduct has been, or is likely to be, prejudicial to the interests of the Club. Suspension shall be agreed by resolution of at least two-thirds of those present and voting at a properly convened Committee meeting.

Subsequent exclusion of a member, except in the case of subscription arrears, shall take place at an Annual or Special General Meeting convened for that purpose. The notice calling the meeting shall state the grounds for the proposed expulsion.

The member shall have 28 days clear notice of the General Meeting sent to him or her together with details of the case against him or her. The member shall be entitled to attend the General Meeting and be heard in defence, but shall not be entitled to be present at the voting or take part in the proceedings other than as the Committee shall permit. Expulsion shall be subject to a vote of not less than three-quarters of members present, eligible to vote and voting thereon.

9.3. Appeals against Expulsion

Any Member suspended or excluded from the Club for disciplinary reasons may lodge an appeal with the Committee and shall thereupon have the right to demand that the matter be referred to three arbitrators: one chosen by the Committee, one chosen and paid for by the aggrieved party and one by the two arbitrators. In the event that the first two arbitrators fail to agree on a third, the third arbitrator shall be appointed by the Sport's Governing Bodies or other relevant governing body as shall be nominated by the Committee. Such arbitrators shall have the power by their award to annul the disciplinary action or exclusion, or to annul it subject to the performance of any condition, which the arbitrators may think fit to impose.

10. Dissolution

The members may vote to wind up the Club if not less than three-quarters of those present and voting support that proposal at a properly convened General Meeting. The Committee shall then be responsible for the orderly winding up of the Club's affairs.

After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

1. To another Club with similar sports purposes which is a registered charity; and/or
2. to another Club with similar sports purposes which is a registered CASC; and/or
3. to the Club's Sport's Governing Bodies for use by them for related community sports.

11. Amendments to the Constitution

11.1. Alterations to Constitution and Rule Book

The Constitution and Rule Book may be added to, repealed, or amended by resolution at an Annual or Special General Meeting convened for that purpose. Such a change shall be carried by a majority of at least two-thirds of the members present, eligible to vote and voting thereon. Amendments may be submitted either by proposal from the Committee or by petition from a group of members.

Proposals for change arising from the Committee shall be subject to the normal notice requirements for Annual and Special General Meetings.

A proposal for change to the Club Constitution and Rule Book can be made via a written petition to the Honorary Secretary signed by no fewer than 10 members who are eligible to vote at a General Meeting. Such a proposal can be tabled:

- a) at the next Annual General Meeting if the petition is received at least 14 days and no more than 42 days prior to the next Annual General Meeting; or;
- b) at a Special General Meeting convened specifically for that purpose, which must be held no later than 28 days from receipt of the petition by the Honorary Secretary.

11.2. Alterations to Running Rules

Amendments to rules regarding Club Honours, Club Races and Club Championships may be made by a unanimous decision at a properly convened Committee meeting, following prior consultation with the Executive Committee and taking account of any responses received. Such changes shall be recorded in the appendices of this document but shall not require approval by members at an Annual or Special General Meeting.

11.3. Alterations to Trust Arrangements

Amendments to any explanatory notes within this document describing Trust arrangements may be made by a unanimous decision of the Trustees. Such changes shall be recorded in the appendices of this document but shall not require approval by members at an Annual or Special General Meeting.

A. Club Honours

This appendix describes the rules surrounding definition and award of Club Honours.

Changes to these rules require approval by the Committee after consultation with the full Executive Committee.

The Award

A special award, known as "Club Honours", may be conferred by the Committee upon a first claim member for outstanding performance whilst representing the Club and their name and the year of the award shall be inscribed upon a Roll of Honour to be displayed in the Clubhouse.

Honours for Men

Honours for men will be awarded:-

- a. For finishing in the first 8 of the Surrey or Middlesex County Cross Country Senior Championship or in the first 40 in the Southern Cross Country Senior Championship or in the first 120 in the English Cross Country Senior Championship.
- b. For achieving any of the following performances in a road race approved by the Sport's Governing Bodies:
 - Under 31 minutes for ten kilometres.
 - Under 51 minutes for ten miles.
 - Under 68 minutes for a Half Marathon.
 - Under 2 hours 25 minutes for a Marathon.
- c. For any other meritorious performance in athletics under Sport's Governing Bodies' rules.

Honours for Women

Honours for women will be awarded:-

- a. For finishing in the first 6 in the Surrey or Middlesex County Women's Cross Country Senior Championship or in the first 25 in the Southern Women's Cross Country Senior Championship or in the first 50 in the English Women's Cross Country Senior Championship.
- b. For achieving any of the following performances in a road race approved by the Sport's Governing Bodies:
 - Under 36 minutes for ten kilometres.
 - Under 60 minutes for ten miles.
 - Under 80 minutes for a Half Marathon.
 - Under 2 hours 50 minutes for a Marathon.
- c. For any other meritorious performance in athletics under Sport's Governing Bodies' rules.

Making the Award

The award of Club Honours shall be confirmed at a properly constituted meeting of the Committee.

B. Club Races and Club Championships

This appendix describes the Club's races and championships.

Changes to these rules require approval by the Committee after consultation with the full Executive Committee.

Championships open to all members

The Wynne Cup

The Wynne Cup shall be competed for once a year in a scratch race open to first claim members of the Club, as defined by the laws of the Sport's Governing Bodies, over a cross country course of as near as may be seven and a half miles, the winner to be Club Champion for the ensuing year. Medals will be awarded to the first three finishers. In conjunction with this race, there shall be a sealed handicap which shall be open to all members of the Club.

The Don 'Flash' Gardner Cup

The Don 'Flash' Gardner Cup shall be awarded annually to the first finisher representing Ranelagh in a ten kilometres road race approved by the Sport's Governing Bodies, to be selected by the Committee.

The Callis Cup

The Callis Cup shall be awarded annually to the first finisher representing Ranelagh in a ten miles road race approved by the Sport's Governing Bodies, to be selected by the Committee.

The J. F. Williams Cup

The F.J. Williams Cup shall be awarded annually to the first finisher representing Ranelagh in a Half Marathon road race approved by the Sport's Governing Bodies, to be selected by the Committee.

The C.H. Spendlove Cup

The C.H. Spendlove Cup shall be awarded annually to the first finisher representing Ranelagh in a twenty miles road race approved by the Sport's Governing Bodies, to be selected by the Committee.

The Winter Cup

The Winter Cup shall be awarded annually to the first finisher representing Ranelagh in a Marathon road race approved by the Sport's Governing Bodies, to be selected by the Committee.

Championships open to men only

The Charles Roffey Salver

The first, first claim member to finish in the National Senior Men's Cross Country Championships shall receive a medal and be awarded the Charles Roffey Salver to hold for the ensuing year.

Championships open to women only

The Aotearoa Trophy

The first, first claim member to finish in the National Senior Women's Cross Country Championships shall receive a medal and be awarded the Aotearoa Trophy to hold for the ensuing year.

The Hugh Jones Salver

The Hugh Jones Salver shall be competed for once a year in a scratch race for women first claim members of the Club, as defined by the laws of the Sport's Governing Bodies, over a cross country course of as near as may be four miles, the winner to be Club Women's Champion for the ensuing year. Medals will be awarded to the first three finishers. In conjunction with this race, there shall be a sealed handicap which shall be open to all women members of the Club.

The Women's 10km Championship

The Women's 10km Championship medal shall be awarded annually to the first female finisher representing Ranelagh in a ten kilometres road race approved by the Sport's Governing Bodies, to be selected by the Committee.

The Women's 10 miles Championship

The Women's 10miles Championship medal shall be awarded annually to the first female finisher representing Ranelagh in a ten miles road race approved by the Sport's Governing Bodies, to be selected by the Committee.

The Chalkie White Rose Bowl

The Chalkie White Rose Bowl shall be awarded annually to the first female finisher representing Ranelagh in a Half Marathon road race approved by the Sport's Governing Bodies, to be selected by the Committee.

The Women's 20 miles Championship

The Women's 20miles Championship medal shall be awarded annually to the first female finisher representing Ranelagh in a twenty miles road race approved by the Sport's Governing Bodies, to be selected by the Committee.

The Brasher Bowl

The Brasher Bowl shall be awarded annually to the first female finisher representing Ranelagh in a Marathon road race approved by the Sport's Governing Bodies, to be selected by the Committee.

Trish's Trophy

Trish's Trophy shall be competed for once a year in a scratch race for women veteran members of the Club over a cross country course of as near as may be four miles, the winner to be Club Women's Veteran Champion for the ensuing year. To be eligible a member must be over 40 years of age on the day of the race.

Women's Over 50 Championship

The Women's Over 50 Championship medal shall be awarded to the first over 50 to finish in the club Women's Veterans Championship, with the exception that if that competitor has won Trish's Trophy for the first veteran, then the medal shall be awarded to the second over 50.

Championships open to veterans only

The Hastings Cup

The Hastings Cup shall be competed for once a year in a scratch race open to veteran members of the Club over a cross country course of as near as may be seven and a half miles, the winner to be the Club Veterans Champion for the ensuing year. A veteran is a member over 40 years of age at the date of the race. In conjunction with this race, there shall be a sealed handicap which shall be open to all veteran members of the Club.

The McDowell Salver

The McDowell Salver shall be awarded to the first competitor (man or woman) over 50 years of age to finish in the Club Veterans' Championship with the exception that if that competitor has won the Hastings Cup for the first veteran, then the Salver shall be awarded to the second over 50 (man or woman).

The Maslin Mug

The Maslin Mug shall be awarded to the first competitor (man or woman) over 60 years of age to finish in the Club Veterans' Championship, with the exception that if that competitor has won the McDowell Salver for the first Over 50, then the Mug shall be awarded to the second over 60 (man or woman).

Championships open to juniors only

At the discretion of the Committee these trophies might not be competed for if the number of members in any age group is deemed insufficient to justify a championship.

The Lotinga Cup

The Lotinga Cup shall be competed for once a year in a scratch race for Junior Section first claim members of the Club over a cross country course of as near as may be three and a half four miles, the winner to be Club Junior Champion for the ensuing year. 'Juniors' will include all age groups below senior level, as defined by the Sport's Governing Bodies.

The Camilla Cup

The Camilla Cup shall be competed for once a year in a scratch race for female junior section first claim members of the Club, over a cross-country course of as near as may be two and a half miles, the winner to be the Club Junior Women's Champion for the year. 'Juniors' will include all age groups below senior level, as defined by the Sport's Governing Bodies.

The Chalkie White Salver

The Chalkie White Salver shall be competed for once a year in a scratch race for all Under 17 (as defined by the Sport's Governing Bodies) first claim members of the Club over a cross country course of as near as may be three and a half miles.

The Brasher Cup

The Brasher Cup shall be competed for once a year in a scratch race for all Under 15 (as defined by the Sport's Governing Bodies) first claim members of the Club over a cross country course of as near as may be two and a half miles.

The Centenary Trophy

The Centenary Trophy shall be competed for once a year in a scratch race for all Under 13 (as defined by the Sport's Governing Bodies) first claim members of the Club over a cross country course of as near as may be two and a half miles.

The Danny Jenkins Cup

The Danny Jenkins Cup shall be competed for once a year in a scratch race for all Under 11 (as defined by the Sport's Governing Bodies) first claim members of the Club over a cross country course of as near as may be one and a half miles.

Handicaps

The Baker, Clutton, Page, Thomas and Coad Cups

The Cups shall be competed for once a year in handicap races of the Club over courses of:

- Baker Cup three miles road
- Clutton Cup ten miles cross country
- Page Cup five miles cross country
- Thomas Cup four miles cross country
- Coad Cup five miles cross country

All races shall be started 'Off the Mark'. The Coad Cup shall be competed for during the summer months. Medals will be awarded to the first three finishers and also to the three fastest men and the three fastest women.

The Club Handicapper will use their judgement to decide upon a handicap for each member entering a handicap race.

To be eligible to win a handicap prize, a member must have competed in at least three races from those that are listed in the club fixture list, or which form part of the road race grand prix series. In the event of any dispute regarding the handicapping of a member the Handicapper's decision will be final.

Inter-Club / School Races

The Ellis Cup

The Ellis Cup shall be competed annually by men's teams from clubs which shall be invited by the Committee to participate. The race shall be over a cross country course and shall be scored at ten-a-side unless otherwise decided by race officials. Medals will be awarded to the first three finishers and the winning team will hold the Ellis Cup for the ensuing year. The Ellis Cup shall remain the property of the Club and shall be produced at the Club's Headquarters annually, on the day of the race, or at the request of the Committee at any time. The Club holding the Ellis Cup shall be held responsible for its safe custody and for the any loss or damage which may occur while it is in the custody of that Club.

The Dysart Cup

The Dysart Cup shall be competed annually by women's teams from clubs which shall be invited by the Committee to participate. The race shall be over a cross country course and shall be scored at five-a-side unless otherwise decided by race officials. Medals will be awarded to the first three finishers and the winning team will hold the Dysart Cup for the ensuing year. The Dysart Cup shall remain the property of the Club and shall be produced at the Club's Headquarters annually, on the day of the race, or at the request of the Committee at any time. The Club holding the Dysart Cup shall be held responsible for its safe custody and for the any loss or damage which may occur while it is in the custody of that Club.

The Pelling-Ratcliff Cup

The Pelling-Ratcliff Cup shall be competed for annually in a cross-country race between Ranelagh Harriers and Blackheath and Bromley Harriers AC, the scoring to be on a mob match basis.

The Stubbs Cup

The Stubbs Cup shall be competed for annually in a cross-country race between Ranelagh Harriers and South London Harriers, the scoring to be on a mob match basis.

The Harold Lee Cup

The Harold Lee Cup shall be competed for annually in a cross-country race between Ranelagh Harriers and Orion Harriers, the scoring to be on a mob match basis.

The Hec Petersen Trophy

The Hec Petersen Trophy shall be competed for annually in a cross-country race between Ranelagh Harriers and Ealing, Southall and Middlesex AC, the numbers scoring to be agreed on the day.

The Ranelagh Cup

The Ranelagh Cup shall be competed for annually by teams from schools which shall be invited by the Committee to participate. The race shall be over a cross country course of as near as may be three and a half miles. The winning school team shall hold the Ranelagh Cup for the ensuing year. The individual winner and the second and third placed competitors shall receive prizes, as shall the first, second and third scoring teams, provided that if less than six teams start, no second prize, and if less than ten start, no third prizes shall be given. The Ranelagh Cup shall remain the property of the Club and shall not be taken out of the United Kingdom. It is to be produced at the Club Headquarters on the day of the race annually, or at the request of the Committee at any time.

The Road Running Grand Prix

The Road Running Grand Prix

The Road Running Grand Prix shall be decided over a series of up to ten road races of various distances during the spring and summer months and will be open to all members. The events to be included will be selected by the Committee. The competition will comprise six categories, as follows:

- Open (open to all members) – for the **Wally Beauvais Memorial Trophy**.
- Men Over 40 (open to all men over 40 and under 50 years of age) – for the **Veterans Trophy**.
- Men Over 50 (open to all men over 50 years of age) – for the **WJH Cup**.
- Women (open to all women members) – for the **Atalanta Cup**.
- Women Over 40 (open to all women over 40 and under 50 years of age).
- Women Over 50 (open to all women over 50 years of age).

In each case, a member's age at the time of the first Grand Prix race he or she contests in one season shall determine his or her age category for that season.

Points will be awarded for all finishers representing Ranelagh as follows:

- Open Category
 - First place 12 points
 - Second place 11 points
 - Third place 10 points
 - ...and so on down to
 - Tenth place 3 points
 - All other finishers 2 points
- All other Categories
 - First place 6 points
 - Second place 5 points
 - Third place 4 points
 - Fourth place 3 points
 - Fifth place 2 points
 - All other finishers 1 point

The category winners will be decided on the basis of the best aggregate score from two less than the total number of races in the Grand Prix; that is, if the Grand Prix includes ten races then each individual's best eight scores will count. In the event of a tie, the next best score will be taken into account, and if there is still a tie, the last remaining score will also be taken into account. The winner of each category will receive the appropriate trophy or, in those categories where there is no trophy, a medal.

Other Trophies

The Points Prize

The Points Prize shall be awarded for the best racing average achieved during the cross country season in the club handicap events, excluding the Coad Cup but including the Wynne Cup, computed on the basis of points awarded as follows:-

- Fourth place 10 points
- Fifth place 9 points
- Sixth place 8 points
- Seventh place 7 points
- Eighth place 6 points
- Ninth place 5 points
- Tenth place 4 points

- Eleventh place 3 points
- Twelfth place 2 points
- Thirteenth place 1 point

A member shall not be ineligible to win the Points Prize by virtue of winning any other prize during the cross country season.

The McLeod Cup

The McLeod Cup is open to men only and shall be awarded to the member with the best racing record during the winter season in all club events that are open to all members. To be eligible to score points in any race, the member must represent Ranelagh in that race. The eligible events are as follows:

- All handicaps
- All mob matches
- All Surrey League races
- The South of England and National Cross-Country Championships
- Other inter-club races

Points will be awarded as follows:

- First Ranelagh finisher 100 points
- Second Ranelagh finisher 99 points
- Third Ranelagh finisher 98 points

...and so on.

For officials in home events, their average scoring position for the Club in the other eligible events will be allocated to them.

The Women's Performance Award

The Women's Performance award is open to women only and shall be awarded to the member with the best racing record during the winter season in all club events that are open to all members. To be eligible to score points in any race, the member must represent Ranelagh in that race. The eligible events are as follows:

- All handicaps
- All mob matches
- All Surrey League races
- The South of England and National Cross-Country Championships
- Other inter-club races

Points will be awarded as follows:

- First Ranelagh finisher 100 points
- Second Ranelagh finisher 99 points
- Third Ranelagh finisher 98 points

...and so on.

For officials in home events, their average scoring position for the Club in the other eligible events will be allocated to them.

The David Malleson Trophy

The David Malleson Trophy shall be awarded annually to the Junior Section first claim member who in the opinion of the Committee has shown the most improvement in the year.



The Jack Ellicock Trophy

The Jack Ellicock Trophy shall be awarded to the first member under 18 years of age to finish in the Baker Cup 3 miles road handicap race.

The F.B. Thompson Medal

The F.B. Thompson Medal shall be awarded to the first finisher in the annual mob match between Ranelagh Harriers and Blackheath and Bromley Harriers AC.

The Harry Sheer Memorial Trophy

The Harry Sheer Memorial Trophy shall be awarded to the first over 50 to finish in the annual mob match between Ranelagh Harriers and Blackheath and Bromley Harriers AC.

The Richard Clay-Jones Pint

The Richard Clay-Jones Pint shall be awarded to the first Ranelagh member over 50 years of age to finish in the annual mob match between Ranelagh Harriers and Thames Hare and Hounds.

The Carl Nargang Trophy (also known as the President's Prize)

The Carl Nargang Trophy (also known as the President's Prize) shall be awarded annually to a member who, in the opinion of the President, has made an outstanding contribution to the club in any capacity.

C. Trust Arrangements

This appendix describes how Trust arrangements have been implemented to support freehold ownership of Club land. It is intended to provide a guide for the Committee and Executive Committee on procedural considerations in this respect, to ensure that all necessary steps are taken to meet Trust requirements over the course of time.

Changes to these explanatory notes require approval by the Trustees.

Land and Premises Ownership

Land Ownership

The land on which the clubhouse stands (including the clubhouse building) is held on trust by the Trustees (as tenants in common) for the benefit of the members of Ranelagh Harriers.

Building Ownership

The clubhouse building is owned by the Club.

Trustees

Trustee Responsibilities

The terms under which the Trustees hold the property is confirmed in the Declaration of Trust signed by all the Trustees and dated 19th June 2013.

Selected Club members have been asked to act as Trustees because the Club trusts their judgement. The law expects trustees to act prudently and sensibly; they have a statutory duty of care when exercising their trustee powers. Their prime duty is to take personal responsibility for ensuring that the trust assets are properly managed and used for the benefit of the beneficiaries (in this case the Club) in the way required by the trust document.

Many trustees meet annually, some more frequently but some not at all. If there are no meetings the trustees need to be sure that they are in close enough contact with their cotrustees to ensure that the trust is running properly. Generally trustees must act unanimously, so they need to be able to make their decisions together.

Initial Selection and Appointment of Trustees

Trustees were initially proposed by the Committee and approved by the membership at the 2012 AGM, alongside the proposal that the Club's land be held in Trust. The following members were approved as Trustees:

- Steve Rowland
- Michele Gibson
- Chris Read
- Simon Burrell

The Trust deed was executed and Land Registry forms submitted in 2013. The Land Registry completed the registration of the transfer to the Trustees on 19th June 2013 and hold a certified copy of the Declaration of Trust.

Future Trustees

The Constitution document defines the number of Trustees to be “not more than four nor less than three”, so should there be the need for future change, the aim will be to maintain three or four Trustees. Ideally these should be selected to meet the following criteria:

1. Established Club members, with the likelihood of long-term future membership; and
2. Young enough to be likely to be able to serve as Trustee for at least 10-20 years; and
3. With a history of support for the Club.

Potential Changes to Trustees

Stepping Down

If a Trustee wishes to resign, the Club should follow Process A defined below. Ideally this should be performed within a timescale whereby the Committee is asked to approve the resignation and the Trustee agrees to retain Trustee responsibilities until any formal changes are implemented. To avoid additional work and expense, it may be appropriate to delay the change until a replacement Trustee can be appointed at the same time, thus maintaining an ideal number of four Trustees.

Death

If a Trustee should die, the Club should follow Process B defined below. If this brings the number of Trustees to three, the Committee should aim to find a replacement. Ideally when registering the death, an additional Trustee should be selected and appointed at the same time.

As the role does not endow any material benefit to the Trustee, it is not expected that the Trust arrangement will create any impact on the Trustee’s estate, nor their tax position.

Appointment

If a new Trustee needs to be appointed, the Club should follow Process C defined below. Trustees must be proposed by the Committee and formally approved by members at a General Meeting. Potential Trustees should be selected based on their age and history of membership and service, and should of course be willing to accept the responsibilities involved.

Use of Solicitor Services

Requirement

A change of Trustee requires a legal process to be employed, to amend the Transfer Deed and Declaration of Trust. However, it is not always necessary to appoint a solicitor to conduct such a process. A competent individual with a basic knowledge of the processes involved should be able to submit the required documentation. However, if there is nobody available with confidence in the required skills and processes then a solicitor could be engaged.

Costs

The original set up of Trust Deed and transfer of Land Registration cost £1,200 (+ VAT) plus disbursements (e.g. Land Registry fees). Before initiating future changes to Trust arrangements either an estimate should be obtained from a solicitor and/or a competent individual should assess the costs of directly submitting the necessary forms.

Trust Paperwork

Location of Materials

Original copies of Deeds are lodged (free of charge) with Munday's LLP, Cedar House, 78 Portsmouth Road, Cobham, Surrey KT11 1AN. The original solicitor involved with the transaction was Gemma James.

Additional Support

Initial arrangements were made on behalf of the Club by Deborah Blakemore, who worked with Munday's to lodge the transfer. Munday's or an alternative firm of solicitors may be able to provide advice if required.

Trust Amendment Processes

Process A – Resignation of a Trustee

In the first instance the trustee wishing to retire should submit a written request to this effect to the Club President. Ideally the resignation should be conducted alongside the appointment of a new Trustee. If this is not possible then the Trustee can retire while a replacement is sought. However, this is only possible if the number of original Trustees is four and remaining Trustees is three.

The exact process to resign a Trustee and remove them from the ownership (in trust) of the land will require advice from a solicitor and/or a Club member with competent related skills.

Process B – Death of a Trustee

Should a Trustee die, it will be necessary to remove them from the Trust and ownership of the land. As per resignation, this should ideally be conducted alongside the appointment of a new Trustee to take their place. Registering the death of a Trustee must be accompanied by the appointment of a new Trustee if the number of original Trustees is less than four.

The exact process to register the death of a Trustee and remove them from the ownership (in trust) of the land will require advice from a solicitor and/or a Club member with competent related skills.

Process C – Appointment of a Trustee

Where a new Trustee is required, either through resignation or death of an existing Trustee, or where increasing the number of Trustees from three to four, it will in the first instance be necessary to ensure the potential Trustee meets the requirements stated above. The Club member must fully understand their responsibilities and must be willing to perform these responsibilities on behalf of the Club.

The exact process to register the appointment of a Trustee and add them to the ownership (in trust) of the land will require advice from a solicitor and/or a Club member with competent related skills.

End of Document