



[www.lothianrunningclub.co.uk](http://www.lothianrunningclub.co.uk)

## Code of Conduct

Why do we have a Code of Conduct?

As a Club, members come together to participate and enjoy a common interest in running and athletics. The Code of Conduct acts as a reminder of the standards of behaviour which we can all share. Members are expected to recognise that the organised activities of the club depend on the time and efforts of many volunteers who give a significant amount of their time for the benefit of the club.

Within the context of the club, members member or a person acting on behalf of the club are expected to:

- Behave with respect to other members of the club, other runners and members of the public.
- Take responsibility for their own safety and not compromise the safety of others.
- Behave in accordance with the Welfare Policy of the Club.
- Respect and comply with the rules and regulations of competitions that they may participate in or assist with as an official.
- Not publish defamatory material\* or behave in a manner that may bring the club into disrepute.
- Follow the Complaints Procedure if at any time they have cause for concern for the welfare, safety or behaviour of others.

\* Material is defamatory if it falsely makes a statement or claim that gives a negative or inferior view. The material is published when it is communicated to someone other than the person described. This can be done in several different ways; for example a member might loudly accuse another of something in a public place where others are present, or make statements in a newsletter or an on-line bulletin board.



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## Complaints Procedure

If there is a cause for concern or complaint by a club member or a member of the public, concerning the behaviour, welfare or action of a club member or a person acting on behalf of the club then this must be brought to the attention of the Welfare Officer.

The Welfare Officer will conduct a prompt investigation and gather the facts of the case and where appropriate any desired outcome.

The Welfare Officer may:

**a)** Propose a resolution to the parties concerned and report the actions to the committee.

If any of the members concerned are not satisfied with the proposed resolution then they may refer the case to the committee, via the Secretary, with their reasons for finding the resolution unsatisfactory. In this case the procedure in b) will be followed.

**OR**

**b)** Refer the case immediately to the Chairman or Secretary who will convene a group of three committee members, not including the Chairman, to consider the facts as presented and propose a resolution to the parties concerned.

If any of the members concerned are not satisfied with the proposed resolution then they may refer the case to the Chairman with their reasons for finding the resolution unsatisfactory. In this case the procedure in **c)** will be followed.

**c)** The Chairman will consider the facts and propose a resolution.

- Any resolution proposed can only be within the remit and authority of the club.
- A record will be kept of the complaint, the resolution proposed and any subsequent actions.
- Any resolution proposed will be in accord with the clubs Welfare Policy and Code of Conduct.
- At any point, where justified, the matters may be referred to other agencies in accord with the clubs Welfare Policy and/or the Rules of Scottish Athletics Ltd.
- If a complaint is made against the Chairman or a member of the committee then, as necessary, the remainder of the committee will appoint one of its members as a substitute in b) or c) above.