



FULHAM RUNNING CLUB – WELFARE CODE

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A. Introduction

1. The purpose of this Welfare Code is to ensure that anyone participating in Club related activities¹ is able to do so in a safe and secure environment and is protected from any form of abuse, mistreatment or misconduct.
2. Any welfare issues or complaints should be reported as soon as possible to any one of the Club's Welfare Officers, either in person or by email to [welfare@fulhamrunningclub.org.uk - **TBC**]. The Club's current Welfare Officers are: [**TBC**: two posts – preferably reflecting a fair representation of all genders].
3. This Welfare Code complements, but does not supersede, the Codes of Practice and stated welfare policies of [England Athletics](#) / [UK Athletics](#).

B. Definitions

4. The defined terms which appear in this Welfare Code, shall have following meaning:
 - a) **Club** means Fulham Running Club ("FRC");
 - b) **Club Chair** is a member of the Executive Committee responsible for, amongst others, governance and disciplinary matters;
 - c) **Club Constitution** means the rules by which the Club is governed;
 - d) **Club members** is a broad term used to refer to all Full and Honorary Members of the Club, together with individuals who have joined the Club's official Facebook group and Second Claim members (i.e. **Members**), as defined by the Club Constitution;
 - e) **Code of Conduct** means a code setting out a set of behaviours or standards expected of Club members and volunteers, adopted by the Club and by which all Club members and volunteers are bound and should adhere to at all times;

¹ Club related activities are defined by reference to the activities described at paragraph 1 of the Club's Code of Conduct.



- f) **Disciplinary and Appeals Procedure** refers to the procedure that will be followed by the Club when dealing with any grievance, complaint, allegation of misconduct or any breach of the Club's Code of Conduct, Welfare Code, Constitution or other stated rules or policies;
- g) **Executive Committee** refers to Full Members who have been elected by eligible Club members to serve on a committee responsible for the day to day management of Club affairs or individuals co-opted to replace members of such a committee, in the event of a mid-term resignation / vacancy, until the next Annual General Meeting or General Meeting;
- h) **Full Members** refers to individuals who register as a First Claim athletes of the Club through England Athletics and pay the required subscription fees;
- i) **Honorary Members** refers to individuals who have been granted membership status by the Executive Committee on an honorary basis, as a result of their active involvement in Club affairs and whose continued affiliation with the Club is deemed to be beneficial;
- j) **Members** – see paragraph 4d).
- k) **Welfare Officer** refers to any individual/s appointed by the Executive Committee to act in this capacity on behalf of the Club, who shall be responsible for dealing with concerns or complaints in relation to welfare issues and breaches of the Club's Welfare Code, Code of Conduct or any welfare issue/s raised by a Club member;
- l) **Welfare issues** are those matters referred to at paragraph 5 of this Welfare Code.

C. Welfare issues

- 5. Welfare issues / matters cover range of issues, including, but not limited to:
 - a) Poor practice or behaviour when participating or competing in Club related activities;
 - b) Bullying;
 - c) Unequal treatment;
 - d) Discrimination;
 - e) Poor practice in coaching or leading Club activities;
 - f) Harassment; and
 - g) Disciplinary and grievances matters; and
 - h) Safeguarding and protecting of children and adults.



D. Responsibilities of Club members

6. Club members are encouraged to take responsibility to safeguard their own welfare and that of others within the Club and the sport, and to report any welfare issues or complaints to any one of the Club's Welfare Officers as soon as possible.

E. Responsibilities of the Club

7. To ensure that all Club members are aware of and adhere to any policies concerning welfare issues, as set out in the Club's Code of Conduct, Constitution, Welfare Code and/or policies recommended by England Athletics / UK Athletics.
8. To respond to any suspected breaches, issues or complaints in relation welfare, as appropriate, including seeking guidance from England Athletics / UK Athletics and taking appropriate action under the Club's Disciplinary and Appeals Procedure to safeguard the welfare of an individual.
9. To have at least one appointed Welfare Officer at all times, but preferably two posts – reflecting a fair representation of all genders, and ensure that they are provided with appropriate training to act as a first point of contact for concerns about welfare issues. If the position/s of the Welfare Officer/s become vacant, the Club Chair will carry out the functions of the Welfare Officer/s, until a new Officer/s is appointed by the Executive Committee – the new appointment/s to take place within 28 days of the vacancy.
10. To ensure that all run leaders, coaches and volunteers operating within the Club environment are provided with appropriate training or guidance and/or hold the appropriate qualifications.
11. To respect the rights, dignity and worth of every Club member and others involved in athletics, regardless of background or ability, and to treat everyone equally.
12. To challenge inappropriate behaviour and promote positive aspects of the sport, such as, fair play and not condone rule violations.
13. To ensure that the welfare and safety of Club members are placed above other considerations, such as, performance goals or placement in competitions.



14. To report any suspected misconduct by Club officials, coaches or other people involved in Club activities or athletics to the UK Athletics Welfare Officer as soon as possible.

F. Responsibilities of the Welfare Officer/s

15. The responsibilities of the Welfare Officer/s are to:

- a) act as a first point of contact for concerns or complaints in relation to welfare issues and breaches of the Welfare Code and Code of Conduct;
- b) deal, in confidence, with any welfare issue/s raised by a Club member and respond to them appropriately. This may include discussing with or referring the issue to another Welfare Officer and/or a member of the Executive Committee so that appropriate action may be taken in accordance with this Welfare Code or the Club's Disciplinary Procedure;
- c) seek guidance from UK Athletics Welfare Officer/s, if in doubt about how to deal with a welfare issue;
- d) offer support to any member whose welfare has been raised as a concern and encourage them to contact a medical / other qualified professional for advice and support, if appropriate to do so;
- e) ensure that all run leaders, coaches and volunteers are aware of and agree to abide by the [Code of Conduct for Club Coaches](#) as recommended by UK Athletics;
- f) together with the Executive Committee, be responsible for the implementation and promotion of the Welfare Code and the Club's Code of Conduct to members.

16. It shall not be the responsibility of the Welfare Officer/s to actively identify members with welfare related issues or diagnose a specific condition. Welfare Officer/s are to be regarded as carrying out their functions in a non-professional capacity, unless they have had relevant training and/or have the relevant professional qualifications, and have specifically agreed to carry out the role in a professional capacity.

17. Welfare Officers shall not be personally liable for any support, help or guidance provided to those members whose welfare has been referred to them.



18. All decisions or responses to welfare issues referred to a Welfare Officer must be made in consultation with at least one other Welfare Officer and/or a member/s of the Executive Committee. It may sometimes also be necessary to refer matters to the Executive Committee, strictly on a “need to know basis” so that appropriate action may be taken, including action taken in accordance with the Club’s Disciplinary Procedure.

G. Disciplinary and Appeals Procedure

19. If the Club’s Welfare Officers (including in conjunction with the Executive Committee) determines that a welfare matter or issue raised or reported by a Club member/s amounts to a breach of the Club’s Welfare Code, Code of Conduct, Constitution or other stated rules or policies, any subsequent action or sanction shall be resolved in accordance with the Club’s Disciplinary and Appeals Procedure.

H. Confidentiality

20. All information provided to the Club’s Welfare Officer/s will be treated in the strictest of confidence and disclosed only to those whom the Welfare Officer/s consider necessary to make the disclosure to for the purposes of responding to the issue.

21. In certain circumstances (including, but not limited to, a suspicion of self-harm/abuse, violence against others or putting other members in harm’s way or danger), the Welfare Officer/s may share such information with the other Welfare Officer/s and members of the Executive Committee, strictly on a “need to know basis”, so that appropriate action may be taken, including seeking external assistance or involving the proper authorities.

22. The above confidentiality clauses do not prevent notification being made to England Athletics and/or UK Athletics or other relevant safeguarding authorities, if required or appropriate to do so.

23. All information provided to a Welfare Officer in connection with this Welfare Code will be subject to the Club’s privacy policy, as published on its website.

**Fulham Running Club
September 2019**