

MEMBERSHIP POLICY

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Revision Number	Revision Date	Nature of Revision	By Whom	Approved By
1.	31.10.22	Reference to new photography policy	Morven Angus	Committee
2.	31.10.22	Wording changed from Coach to Run Leader	Morven Angus	Committee
3.	31.10.22	2 nd Claim racing clarification	Morven Angus	Committee
4.	31.10.25	Second Claim membership clarification updated, "Policies" added to 3 rd paragraph	Sharon Hardwicke	Committee

Membership Policy

This membership policy should be read in conjunction with Tiptree Road Runners Constitution, Code of Conduct, Privacy, Welfare, Photography and Social Media Policy, available on the club website. It is aimed to serve as a framework on the membership process. A printed copy can be obtained upon request.

The ethos of Tiptree Road Runners is to offer members of varying abilities run leader support, competitive and social running opportunities in a safe and friendly environment irrespective of gender, ethnicity, nationality, sexual orientation, religion, beliefs or disability. The required running ability for entry level can be found on the club website.

All members are subject to the regulations of the constitution and by joining the club accept the regulations, codes of conduct **and all policies** the club has adopted, including the policies of England Athletics (EA) and rules of Competition of UK Athletics.

Tiptree Road Runners encourages members to enjoy and engage in a variety of running and social opportunities. The club relies on members giving back to the club where able, such as marshalling and volunteering to support club races including The Tiptree 10 and Maldon 5K series. There are, on occasion, opportunities to support the wider running community to enable events to thrive and positively promote Tiptree Road Runners. In addition, there are other volunteering opportunities for members, including run leader assistants and committee roles. Further information is available from any member of the Committee.

Trial Membership

Trial Membership allows free participation in two Tuesday club training evenings with full UK Athletics Public Liability Insurance cover. However, on discussion with the Run Leader Co-ordinator, the number of trial training sessions can be flexible to suit the potential new member's needs. Prior to attending, the Run Leader Co-ordinator will discuss the trial member's running abilities, goals, support and trial plan. Following the agreed trial period, payment for membership is required in full unless a decision is made not to join, whereby feedback will be obtained by the Run Leader Co-ordinator and/or Membership Secretary. Where non-attendance is due to unforeseen circumstances, an extension of the trial period may be granted upon request.

Membership Type

1. Full Membership is available to competitive and non-competitive persons aged 18 and over who have already attended at least one trial training session. Subscriptions include payment to England Athletics (EA) registration.
2. Lifetime Membership (competitive)– Club pays England Athletics (EA) registration and lifetime members have the benefits of full members.
3. Lifetime Friend (social) – No payment to the club for subscription or EA registration is required.

Lifetime Membership/ Friend is granted by the Committee to members in recognition of significant personal contribution to the club and no subscription is payable. The total number of awards is not limited.

4. Second claim – Reduced subscription to the club. All second claim members are required to hold a valid EA licence. It is the responsibility of the members to ensure their EA licence fee is paid by the first claim club or by themselves. TRR are unable to renew second claim memberships without a valid EA licence.

Some members may choose to have a First or Second claim club that is not Tiptree Road Runners. If a member competes in a race in which their First and Second Claim Clubs are in contention, then they must represent their First Claim Club. This is most important for Interclub and Cross-Country races where there are team prizes which may affect other events. If the competition does not offer a prize or affect leagues, then they may compete for either club. Members may submit results via the website for acknowledgement purposes, but league points or club records will only be awarded if the event was entered as Tiptree Road runners. If you wish to leave Tiptree Road Runners to join another club as a first-claim member, you must resign in writing. Depending on circumstances, you may not be eligible to compete for your new club for a certain period – the rules are set by UK Athletics.

Memberships are otherwise equal, in that all members are provided with insurance to train with the club and discounted kit, as well as access to the private Club Facebook group and social events. Entry to cross country team events and races selected by the Committee are available for competitive members, the fees for which may be covered by the club.

Membership Process

Once an application has been submitted, the Membership Secretary will inform the Committee and respond to the applicant within seven business days. Once approved, and

the applicant has submitted the completed membership form and paid the subscription fee, they will be confirmed as a full member by the Membership Secretary.

Payments

All payments are made to Tiptree Road Runners as stated on the membership form.

Membership fees are set and agreed at the Annual General Meeting (AGM) in November.

Annual subscriptions are payable by 31st March until cancelled. It is the responsibility of the member to make sure payments are made on time or to contact the Membership Secretary if a payment is unlikely to be received.

Non-Payment

Members who have not paid their annual subscriptions by 31st March will be sent two written reminders following which, if payment has not been received, then the individual's EA fee will not be paid by the club. The Membership Secretary will provide ample opportunity to make good the arrears and/or enter into dialogue to resolve the issue. Membership will be revoked for continued non-payment following this period unless committee approval is granted for a specified extended period.

Hardship

Support for members experiencing financial hardship may be possible on an individual basis, via the Membership Secretary. The Committee will assess each case and work with the member to put a payment plan in place or apply for a grant, if available, from EA. If there is Committee support, and/or a grant application is successful, then for the agreed term, the member will have access to the club as a Full Member.

Cancellation of Membership

Members can cancel their membership at any time during the year (NB: please see below re refunds), but in the immediate period prior to membership renewal cancellation of membership is required no later than 28th February, prior to the start of the next annual membership term. This should be provided in writing or via email to the Membership Secretary. Tiptree Road Runners is under no obligation to refund any membership fee for any reason. It is the member's responsibility to cancel their standing order with their bank, if they have set one up.

It is respected that members may leave for various reasons. It is the responsibility of the Membership Secretary and, where applicable the Welfare Officer, to understand these

reasons, enable open feedback and learning for club development, via a feedback form given on cancellation.

Re-Joining

Persons wishing to re-join Tiptree Road Runners are required to re-apply as a new applicant. Re-joining is not available if previous membership was:

- cancelled with non-payment of fees
- cancelled by a Committee decision
- where there is Committee concern or evidence relating to behaviour contravening the Club's agreed Code of Conduct.

Suspended Membership

Only where appropriate, a suspension of membership may be necessary in response to disciplinary investigations or procedures. The Club's welfare policy and EA guidance will be followed and appropriate support offered.

Refund exceptions

If either Tiptree Road Runners or the member makes a payment error, the member must supply proof to the Club Treasurer, allowing at least 28 days for investigation. A refund will be issued if Tiptree Road Runners made the error or a member has made a duplicate payment. Refunds are not provided for annual subscriptions paid in accordance with this membership policy or cancellation procedure, including if a member does not attend training sessions. Should a member leave Tiptree Road Runners at any point during the year, no partial refunds will be made.