



Eastern Masters AC: Club Constitution - Appendix A

Inclusion Policy

1. Eastern Masters AC embraces diversity and difference and is committed to providing opportunities that are safe, inclusive, accessible, and equitable.
2. We will seek to ensure that we comply with the [Equality Act 2010](#) and the characteristics protected by it, and we will encourage our members to do likewise.
3. Masters Athletics is aimed specifically at people over the age of 35 years. Anyone who is under this age is specifically excluded from Club membership. This is a permitted exemption under the Equality Act 2010
4. Subject to this permitted exemption, we want our club to be equally accessible to all members of society regardless of disability, gender, race, ethnicity, religion or belief, sexual orientation, or social/economic status.
5. We will seek to adopt inclusive practice within our competition and events, subject to the protected exemption of providing male & female exclusive competition.
6. Whilst Eastern Masters AC are not providing para-athletic competition directly, we shall seek to encourage individual members to provide appropriate support to athletes with disabilities to enable them to compete.
7. We will not tolerate discrimination, harassment, bullying or victimisation.

Eastern Masters AC: Club Constitution - Appendix B

Discipline & Appeals process for Grievances, Complaints and Disputes

1. Improper or Unprofessional Conduct

- a. Any complaints of misconduct regarding the behaviour of Members or Officers of the Club must be presented in writing to the club General Secretary.
- b. Where the matter relates to the General Secretary, the complaint must be presented in writing to the Club Chair.
- c. If possible, any grievance should in the first instance be addressed with the alleged individual, or a Club Official or Club Committee Member.
- d. Unless exceptional circumstances apply, the General Secretary will hear complaints within fourteen days of receiving a complaint.
- e. If the complaint is sufficiently evidenced the General Secretary will then appoint three Club Members, who have no direct or indirect interest or involvement in the matter, to sit on a disciplinary panel.
- f. Subject to rule 3 below (Appeals), the decision of the disciplinary panel shall be final and conclusive and will be sent in writing to the Member subject to the disciplinary hearing by the General Secretary within seven days.

3. Appeals

- a. Any Appeal must be received in writing by the General Secretary within seven days of receiving the written decision and, if appropriate, the appeals process will be followed.
- b. The Chair shall appoint a panel of three Club Members, including at least one Committee member, who have no direct or indirect interest or involvement in the matter and did not sit on the disciplinary panel to hear the Appeal.
- c. The decision of the appeal panel shall be final and conclusive.

4. Sanctions

Where a complaint or grievance has been upheld by the disciplinary panel or, if appealed, by the appeal panel, the Club Committee will decide whether any reasonable sanction should be applied to the individual.

5. Serious Misconduct

- a. The General Secretary or Chair shall consider whether any complaint received under (1) above falls under the heading of serious misconduct. If after discussion with the Club Committee it is agreed that it does fall under this heading, then the Club will contact England Athletics regarding the complaint.

b. Any complaints of serious misconduct regarding the behaviour of Members or Officers shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.

c. Serious misconduct may include 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 England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute.

6. Mediation

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.

Eastern Masters AC: Club Constitution – Appendix C

Privacy and Personal Data

1. Privacy Notice

Eastern Masters Athletics Club is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership British Masters Athletic Federation is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

2. 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. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the England Athletics (EA) affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health information which is classed as special category personal data.

3. 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 competition entry

- sharing personal data with club team managers to enter events;
- sharing personal data with leagues, county associations and other competition providers for entry in events.

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;
- publishing of competition results.

Marketing and communications (where separate consent is provided)

- sending information about selling club kit, merchandise or fundraising.

4. Social Media

The club has a social media page on Facebook. All members are free to join this page. If you join a social media page, please note that providers of the social media platforms 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.

5. Who we share your personal data with

When you become a competitive first claim member of the Club, you will also be registered as a member of England Athletics Limited. We will provide England Athletics Limited with your Athletics Data which they will use to enable your access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign into and update your data through the 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.

The Club does not supply any personal data it holds to any other third party. The Club does not store or transfer your personal data outside of the UK.

6. 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. You are asked to update your Athlete data every time you renew your club membership. Any personal data we hold about you will be securely destroyed after four years of inactivity of your 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.

7. 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.