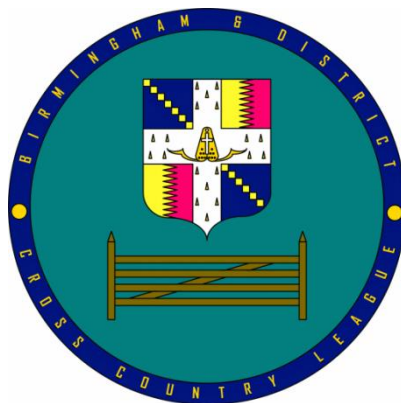


# Birmingham & District Invitation Cross-Country League

## League Constitution and Rules

*This document was approved by the Annual General Meeting in June 2022 . Any changes to the following can only be proposed for consideration at a General Meeting of the League.*



### PART A - LEAGUE GOVERNANCE

#### A 1 NAME

The name of the League is the Birmingham & District Invitation Cross-Country League.

#### A 2 AIM

The aim of the League is the promotion of men's cross country running.

#### A 3 GOVERNING BODY AFFILIATION

The League must affiliate to England Athletics.

#### A 4 LEAGUE BADGE

The League badge is that carried above.

#### A 5 MEMBERSHIP

5.1 Membership of the League shall be by invitation only.

5.2 All member clubs must be affiliated to England Athletics for cross country running.

5.3 Any eligible club may apply to the League for membership. This application must be made in writing and addressed to the League Secretary. Applications for membership must be submitted no later than 2 weeks prior to the League's Executive meeting in the year they wish to join.

5.4 Applications for membership shall be considered at the AGM.

5.5 Clubs whose applications for membership are approved at the AGM will be invited to join the League and will be placed in the lowest division.

5.6 The League is not open to individual membership.

#### A 6 MEMBERSHIP FEE, DUE DATE & LEVY

6.1 Member clubs shall pay an annual membership fee, which shall be agreed at the AGM, and must be paid by a date agreed at the AGM.

6.2 Any club failing to pay their membership fee by the agreed date will be liable for an additional levy (25% of the fee). If the fee and levy have not been paid prior to the date of the first race of the season the club shall not be eligible to compete.

#### A 7 ELIGIBILITY

7.1 The League is for "First Claim" members only, other than the University teams, whose members must be first claim for a club which does not compete in the League or, if they are not a member of an EA affiliated club, must be registered by the University.

7.2 All Athletes must be fully registered and paid up members of their National Association.

7.3 An eligible athlete can only compete for one club affiliated to the League during the season.

7.4 There shall be no guest runners.

7.5 UKA Rules for Competition shall apply.

7.6 Athletes must have reached the age of 17 years by 31<sup>st</sup> August at the commencement of the cross-country season.

#### A 8 LEAGUE MANAGEMENT

The management of the League shall be vested in its member clubs & League Officers.

#### A 9 EXECUTIVE COMMITTEE

9.1 An Executive Committee shall be made up of the League Officers. Its Terms of Reference shall be as follows:

(a) to consider policy and strategy matters for the League and make proposals on these to the AGM;

(b) to review the operation of the League in the past season, making comments and/or recommendations for improvements to the AGM;

(c) to consider proposals to the AGM from clubs, League Officers and Technical Officials and to make recommendations to the AGM on these and communicate its recommendations to the proposer;

- (d) to consider nominations from clubs, League Officers and Technical Officials for appointment of League Officers and to make recommendations on these to the AGM;
- (e) if it considers it appropriate, to make its own nominations to the AGM for appointment as League Officers;
- (f) to appoint Technical Officials;
- (g) to receive reports from Divisional Referees and Divisional Secretaries;
- (h) to consider forecast income and expenditure and make recommendations to the AGM on membership fees;
- (i) to recommend to the AGM dates and suitable venues for races in the following season;
- (j) where there has been misconduct as described in Rule A 20, to consider the case and, if appropriate, impose a sanction on an athlete and/or club;
- (k) in the event of a proposal to dissolve the League, to recommend to the General Meeting the disposal of tangible assets.

9.2 The Executive Committee shall have the power to co-opt other people as required to achieve the necessary balance of skills and experience

9.3 The Executive Committee shall meet at least once a year. This should be after the close of the League season and before the AGM to discuss relevant matters arising from that season, plans for the next season and any strategic matters required together with preparing any proposals and nominations to be put to the AGM.

9.4 The quorum for meetings shall be at least one third of the members to include either the Chair or the Secretary or the Treasurer.

9.5 The Executive Committee has the power to form an Appeals Panel. If the appeal is against a decision of the Executive Committee, the Panel shall consist of three delegates from member clubs not involved in the case. The Panel's decision will be final.

9.6 All Executive Committee meetings shall be conducted by the League Chair. In the absence of the League Chair the meeting shall appoint a temporary Chair from amongst the League Officers present.

9.7 All Executive Committee meetings shall have an agenda.

9.8 All Executive Committee meetings shall be minuted and these circulated to all League Officers and all nominated club contacts and posted on the League website.

## A 10 DAY TO DAY ADMINISTRATION

The day-to-day administration of the League shall be undertaken by the League Secretary, Treasurer and Chair consulting with, where appropriate, other League Officers.

## A 11 OFFICERS

11.1 The following are League Officers:

- President
- President-Elect
- The immediate Past-President
- Chair
- Secretary
- Treasurer
- Divisional Secretaries (1 per division)
- Divisional Referees (1 per division)
- Delegate to the MCCA
- Webmaster

11.2 League Officers are to be elected annually at the AGM.

## A 12 ANNUAL GENERAL MEETING

12.1 An Annual General Meeting (AGM) shall be held.

12.2 The AGM should be held as soon as possible after the final races of the season at a suitable venue.

12.3 The AGM shall be conducted by the current League Chair. In the absence of the League Chair the meeting shall appoint a temporary Chair from amongst the League Officers present.

12.4 Formal notice of the AGM should be circulated to all member clubs and to League Officers a minimum of 8 weeks prior to the meeting. That notice should also request submission of the relevant information (proposals, nominations, offers to host fixtures, reports etc) required for the conduct of the meeting.

12.5 The AGM shall have an agenda and this shall be circulated no less than 5 weeks before the date of the meeting.

12.6 Member clubs are allowed a maximum of three delegates to attend, though each club shall have only one vote at the AGM. These club delegates are in addition

to any current League Officers who may also be members of their club but can only vote if they are the member club's appointed delegate.

12.7 Decisions will be by simple majority at all meetings.

12.8 In the case of a tie the Chair will have a casting vote.

#### A 13 AGM PROPOSALS AND NOMINATIONS

13.1 Invitations for proposals and for nominations for League Officers for consideration at the AGM should also be invited from League Technical Officials (as well as from member clubs and League Officers as stated in A12.4 above) a minimum of 2 weeks prior to the League's Executive meeting.

13.2 Any proposal or nomination for consideration at the AGM must be submitted in writing to the Secretary at least 2 weeks prior to the League's Executive meeting. If there are no nominations for an Officer post, nominations can be taken at the AGM.

13.3 Proposals or nominations may be made by League Officers, Technical Officials and/or Member Clubs.

13.4 The Executive Committee should make recommendations on proposals or nominations submitted to the AGM and shall make its recommendations known to the proposer.

13.5 The Executive Committee may itself make nominations for election as League Officers.

13.6 The Executive Committee cannot withhold a proposal or nomination submitted to the AGM providing that the proposal complied with correct submission procedure.

13.7 A proposal that is subsequently rejected at an AGM cannot be resubmitted for a period of two years.

#### A 14 ANNUAL REPORTS

14.1 Each Divisional Referee is required to write a report after each race and send it to the host club and to the League Secretary, The Chair and Webmaster. The Webmaster will put it on the league's website

14.2 Reports are also to be written for the AGM by the President, Chair, League Secretary and Treasurer. These should be available for circulation no less than 14 days before the date of the AGM.

14.3 Divisional Secretaries may also submit a report at the end of a season if they consider it necessary.

14.4 All these reports are to be posted in the AGM page on the League Website.

## A 15 EMERGENCY GENERAL MEETING

An Emergency General Meeting may be called by at least 5 members of the Executive Committee or the League Chair or at least 20% of the member clubs. At least 6 weeks' notice must be given.

## A 16 DISSOLUTION

16.1 The League may be dissolved by a decision of an Emergency General Meeting called for that purpose and with that one item on its agenda.

16.2 In the event of the dissolution of the League any cash assets, after paying any outstanding debts, shall be shared equally between current member-clubs who have been members for at least five years. Recommendations on the disposal of any tangible assets shall be proposed by the Executive Committee to the Emergency General Meeting.

## A 17 FINANCIAL MANAGEMENT & ACCOUNTS

17.1 The financial year for the League shall be from 1<sup>st</sup> March through to the end of the following February.

17.2 An annual forecast of income and expenditure shall be produced and approved at the AGM. This is to help determine the membership fee for the coming season.

17.3 A statement of accounts shall be produced annually, audited and then presented for approval at the AGM.

17.4 An independent auditor shall be appointed at the AGM.

17.5 The auditor shall be required to produce a report for the AGM.

## A 18 CLUB CONTACT(S)

18.1 Clubs must nominate a primary contact who shall receive all information relating to the League, preferably via e-mail.

18.2 Clubs may, in addition to the above, nominate one other individual who can also receive all information relating to the League. This option is only available for distribution of information by email.

18.3 These nominations must be received no later than the 30<sup>th</sup> September prior to the start of the season.

## A 19 TECHNICAL OFFICIALS

19.1 The following Technical Officials are required:

Chief Timekeepers (1 per division);

Officials Secretaries (1 per division);

Officials (at least 3 per division): Judges/Timekeepers/Recorders.

19.2 All Technical Officials should normally be appointed by the Executive Committee.

#### A 20 MISCONDUCT

Where there is a breach of the letter or spirit of any of these Rules or any interference with decisions or abuse of officials by any person, including coaches and family members of an athlete, the Executive may impose a sanction on an individual athlete and/or his club depending on the severity of the breach or continued repeated breaches.

## PART B - LEAGUE COMPETITION STRUCTURE

#### B 1 LEAGUE SEASON

The League season shall normally run from the beginning of October through to the end of February the following year.

#### B 2 STRUCTURE (RACES)

2.1 There shall, under normal circumstances, be four races per season.

2.2 Each race shall be approximately 10,000m in distance.

2.3 All races shall start at 2.30pm unless circumstances decree otherwise.

2.4 The dates and venues of all League races shall, where possible, be decided at the AGM in line with the National Endurance Fixture List.

2.5 Applications to host races must be made in writing to the Secretary at least 6 weeks prior to the AGM.

#### B 3 DIVISIONS

3.1 The League shall be divided into divisions of such a number as is necessary to have approximate equal numbers of competitors in all divisions.

3.2 Any change to the League divisional structure must be approved at the AGM.

#### B 4 PROMOTION/RELEGATION

4.1 Movement of clubs between divisions shall be by promotion and relegation, normally on a "three up" and "three down" basis.

4.2 Promotion & relegation to be reviewed annually by the Executive Committee with any recommendations taken to the AGM for approval prior to the start of the season in question.

#### B 5 SCORING PRINCIPLE (TEAM COMPETITIONS)

5.1 Team competitions shall be scored using the "six to score" basis.

5.2 UKA Rules for Competition shall apply.

5.3 The team with the lowest aggregate score from its “six” scorers will be deemed the winner.

5.4 The League table will be based on the aggregate total of the team scores from each race staged.

## B 6 LEAGUE COMPETITIONS – CATEGORIES

6.1 There shall be a competition for both individuals and teams.

6.2 There shall be an additional competition for individual under-20 athletes.

6.3 Providing clubs field twelve finishers in each race there will be a 'B' team competition computed within the results printed and distributed to clubs.

6.4 The nature and number of competitions shall be decided by the AGM.

## B7 TROPHIES & AWARDS

7.1 The nature and number of awards shall be decided at the AGM. [Currently, February 2019, they are as shown below]

Division	Position	Team	Individual (Best of 3 races)	U20 (Best of 3 races)
1	1	Sunday Mercury Shield + 6 awards	Award	Award
	2	6 awards	Award	NONE
	3	6 awards	Award	NONE
2	1	6 awards	Award	Award
	2	6 awards	Award	NONE
	3	6 awards	Award	NONE
3	1	6 awards	Award	Award
	2	6 awards	Award	NONE
	3	6 awards	Award	NONE

7.2 The responsibility for the up to date engraving of any League trophy is that of the holding club. The club MUST return the League Trophy to the Divisional Race Secretary by the FINAL RACE of the following season.

7.3 Should any damage/loss occur to any League trophy then the club currently in receipt of that trophy will be liable for all costs to repair or provide a suitable replacement.

7.4 All League trophies remain the property of the League whilst the League is extant.



## AWARDS – NOTES

*Should more than six different individuals score for a winning team across during the season their club may apply for extra awards. The costs for these awards must be borne by the clubs and not the League.*

*If clubs require extra awards, these may be purchased through the League Secretary. However, only those athletes that have scored in one or more fixtures shall be eligible for an award, purchased or not.*

## PART C - LEAGUE RULES (SUPPLEMENTARY TO UKA RULES)

### C 1 GENERAL

**All races shall be conducted under current UKA Rules for Competition** (copies should be with Club Secretaries or may be obtained from UK Athletics or from their web site).

**The following rules are League specific and in addition to current UKA Rules for Competition.**

### C 2 RACE PERMITS

Each League race must have a valid race permit from the Governing Body which must be displayed at the venue on the day of the event.

### C 3 DECLARATIONS BY CLUBS

Clubs should register their attendance at a League race with the Divisional Secretary no later than 60 minutes before the start of the race. They will be issued with all the necessary equipment and paperwork.

### C 4 DECLARATION OF ATHLETES

4.1 When declaring athletes clubs **must** supply their National Association number. The League will check that the athlete's registration is current & first claim for the club for which they compete in the League, other than the University teams whose members must be first claim for a club which does not compete in the League or, if they are not a member of an EA affiliated club, must be registered by the University.

4.2 Declarations must be made to the Divisional Secretary by midnight on the Wednesday preceding the race. Declarations later than this deadline may be accepted by the Divisional Secretary at his/her absolute discretion and that decision will be final.

### C 5 RACE REFEREE

Each race shall be in the charge of a Referee whose decision shall be FINAL. The Referee will: enforce the UKA Rules for Competition; check the safety of the course; that the course is clearly marked; organise the other Technical Officials; check that a Permit has been issued by the Governing Body; and that a Risk Assessment is available.

## C 6 NON-HOST ROLES

6.1 Additional helpers are required to fulfil other roles at all League races. Clubs are to provide these extra helpers when asked to. Requests for these helpers will always be done in advance of the race. The total number of officials, over & above those designated as Chiefs, should include: Judges (2); Judges' Recorders (2); Timekeepers (2); Timekeepers' Recorders (2); Line Judges (2) and Funnel Stewards (2). In addition, if Discs are used; Disc Stewards (2) and team envelope collector (1).

6.2 A penalty of 200 points will be added to a club's score for that race if they fail to provide such helpers when asked to.

## C 7 RACE REGISTRATION (OFFICIALS & "NON-HOST" OFFICIALS)

All officials and additional helpers should register their attendance at a League race with the Divisional Officials Secretary no later than 45 minutes before the start of the race. They should then report to the Divisional Referee no less than 30 minutes before the start. A penalty of 200 points will be added to that club's score for that race if a non-host club's official fails to register or fails to attend the Referee's briefing by the above times.

## C 8 FAILURE TO COMPLETE TEAMS

8.1 In the event of a club in any Division, excepting the lowest Division, failing to complete a scoring team in any race, that club will automatically be placed at the bottom of that Divisional table in the final placing and would therefore be relegated to the Division below.

8.2 Such a club will also be ineligible for any award or promotion from the lower Division for one season.

8.3 If a club in the lowest Division fails to complete a scoring team in any of the four races, it will automatically be placed at the bottom of that Division and will be required to re-apply for membership of the League in writing (before the next AGM). If re-admitted, the club would take up a place in the lowest Division. Such a club will also be ineligible for any award or promotion for one season.

8.4 In the event of a club in any Division not completing a scoring team in **ALL FOUR** fixtures, it shall forfeit its membership of the League. Any club in this position would have to re-apply for membership in writing (before the next AGM). If re-admitted, it would take up its place in the lowest Division. Such a club will also be ineligible for any award or promotion for one season.

#### C 9 TEAM COMPETITIONS – TIES (SEASONAL)

In the case of a tie at the end of the season the team contest shall be determined by the team who places highest in the final race.

#### C 10 INDIVIDUAL COMPETITIONS - TIES (SEASONAL)

In the result of a tie in individual competition an award will be given to all those involved in the tie.

#### C 11 INDIVIDUAL COMPETITIONS – UNDER 20's

The u20 individual award will be scored as if it were a separate race, i.e. the first u20 home shall score one point, the second home two points etc.

#### C 12 ELIGIBILITY INFRINGEMENTS

An athlete who competes but who is not affiliated to a National Governing Body or whose affiliation to his NGB is not current will be disqualified from the race. An athlete who is not a first claim member of the club for which he competes or who is not competing for a university team under the provisions of the relevant UKA Rule will be disqualified from the race and club's A team will incur a penalty of 500 points for that race.

#### C 13 CLUB COLOURS

13.1 Clubs new to the league and all member clubs who have changed their colours must register the change with the League Secretary in advance of the start of the League season.

13.2 No changes to club colours can be made during the League season.

#### C 14 RACE MEDICAL PROVISION

14.1 The nominated officer of the promoting club shall arrange for First Aid cover for each race unless notified by the League Secretary. This cover must be at least two personnel who are *First Person on the Scene (FPOS)* trained and a 4x4 vehicle.

14.2 In the event that this is not available on the day, Referees have been told that they must cancel any fixture where there is no First Aid cover to FPOS standard provided.

14.3 Written confirmation of First Aid cover from the provider to the host club is required.

#### C 15 RACE NUMBERS

15.1 An athlete will be allocated a unique race number at their first race of the season. This must be retained for all races within that League season. In the case of damage or loss a replacement can only be issued by the Divisional Secretary.

15.2 Only race numbers issued by the League are to be worn.

15.3 All runners competing/completing a League race without a number may be disqualified and not appear within the race results.

15.4 All athletes must wear their appropriate competitor's number as issued on the front of their club vest.

15.5 An athlete wearing another competitor's number shall be disqualified.

#### *SAFETY PINS – NOTES*

*Safety pins are not provided by the League for athletes' numbers. This is the responsibility of individual athletes and/or clubs to provide them.*

*League Officials would appreciate if athletes could pin their numbers on the sides rather than top and bottom of the number. Safety pins positioned on all four corners is the ideal situation.*

#### C 16 RACE CANCELLATION

In case of inclement weather where the host club feels it is advisable to cancel the fixture they must consult the Referee if possible and notify the Secretary, Divisional Secretary, Divisional Referee and clubs by 6 p.m. on the Friday evening prior to the race day.