

# BIRMINGHAM & DISTRICT INVITATION CROSS COUNTRY LEAGUE

## RULES, REGULATIONS, CONSTITUTIONAL MATTERS & NOTES OF EXPLANATION

### ROUGH DRAFT DATED – 05 JULY 2017

Please note that all existing items have been included within this draft. Some of the wording has however been changed to improve clarity and consistency.

There are also some new items added.

I have tried to group associated matters together to improve reading and ease reference. There are some areas that may need to be moved.

I note there is no mention of maintaining & submission of annual accounts. Should there be?

There is no attempt to “number” the items yet but it is anticipated that this will be done when the final draft is agreed.

There may be areas that still need to be included e.g. the Non Host Officials.

I still feel that the contents is a hybrid. It embodies rules, objectives and notes of explanation. Where I have a particular issue/query I have **highlighted these**.

---

#### **THE LEAGUE**

That the name of the League be the Birmingham & District Invitation Cross-Country League.

The object of the League is the promotion of cross country running, allowing any numbers of eligible runners to compete.

That the League Headquarters be a suitable venue in the Birmingham & District Invitation Cross Country League area, where meetings may be held.

It is a men's league.

#### **LEAGUE MANAGEMENT**

That the management of the League be vested in elected officers & club delegates.

#### **ANNUAL GENERAL MEETING**

An Annual General Meeting (AGM) shall be held at which the election of officers shall take place and to allow any proposed changes to the operation and/or the rules of the league to be considered.

The AGM is to be held at the conclusion of the season at a suitable venue.

The date and venue for the following AGM should be decided at the current AGM.

Any proposals for the AGM should be sent to the Hon. Secretary by 1<sup>st</sup> February in order that it can be first considered by the Executive Meeting and then circulated to all elected officers and nominated club contacts.

Any such proposals for the AGM should be circulated no less two weeks in advance of the AGM to all elected officers and nominated club contacts. This would include any associated recommendations by the Executive Committee.

The AGM shall be minuted and these circulated to all elected officers and nominated club contacts as soon after the meeting as possible but no later than 1<sup>st</sup> September.

#### **AFFILIATION FEES & LEVIES**

All clubs must pay an annual affiliation fee. The level of the affiliation fee is to be decided at each AGM. The affiliation fee is per club per annum. The affiliation fee must be paid by 30<sup>th</sup> April.

Any club that fails to pay its affiliation fee by 30<sup>th</sup> April will have a levy imposed and at the discretion of the Executive Committee may have their invitation to compete in the League withdrawn.

*The current affiliation fee for the 2017/18 season is £125 and the levy is £15.*

### **LEAGUE MANAGEMENT – PRIMARY OFFICERS**

The officers of the League are as follows:-

President

President Elect

Executive Chair

Hon. Secretary

Hon. Treasurer

*An Assistant Secretary & Treasurer may also be appointed at an AGM, based on the recommendation of the Executive Committee, should the need arise.*

Auditor

*Any nominations for these posts should be submitted in writing to the Hon Secretary by 1<sup>st</sup> February in order that they can be discussed at the Executive Meeting and then taken forward to the AGM.*

*All the above shall be elected at the AGM.*

Past Presidents (I PRESUME THESE CONTINUE BY DEFAULT UNTIL THEY EXPIRE OR ASK NOT TO BE INVOLVED!)

### **LEAGUE MANAGEMENT – OTHER POSTS**

In addition to the above the following posts also exist.

Midland Cross Country Association Delegate

Webmaster(s)

*Any nominations for these posts should be submitted in writing to the Hon Secretary by 1<sup>st</sup> February in order that they can be discussed at the Executive Meeting and then taken forward to the AGM.*

*All the above shall be elected at the Annual General Meeting.*

### **LEAGUE MANAGEMENT – CLUB DELEGATES**

Member clubs are allowed a maximum of three delegates to attend the AGM.

*These are in addition to any elected Officers. (CHECK THIS & ARE THESE ACTUALLY NAMED BY THE CLUBS?)*

### **EXECUTIVE COMMITTEE**

An Executive Committee shall be elected at the AGM and will consist of at least the following:

President

President Elect

Immediate Past President

Executive Chair

Hon. Secretary

Hon Treasurer

The Race Secretaries

The Race Referees

*Assistant Secretary (If appointed)*

*Assistant Treasurer (If appointed)*

This committee shall have the power to co-opt members if it deems necessary.

This committee has the powers of an "Appeals Committee" and as such could be asked to meet, at the discretion of the Hon Secretary, if any problem should arise through-out the season. Their decision will be final.

### **EXECUTIVE MEETINGS**

The Executive Committee should be instructed to meet at least once a year after the close of each season to discuss relevant matters arising from that season.

Duties of this Executive Committee shall be to make recommendations for items for discussion at the next AGM, if thought necessary. (WHAT HAPPENS IF A PROPOSAL IS MADE THAT THE EXEC DO NOT THINK NECESSARY)

Executive Committee Meetings shall be minuted and circulated to all elected officers and nominated club contacts. (SHOULD THERE BE A TIME SCALE ON THIS SO THAT?)

### **DIVISIONAL OFFICIALS**

For each division within the league the following officials will be appointed at the AGM.

Race Secretary

Race Referee

Chief Timekeeper

Officials Secretary

Officials

The Race Secretary and Race Referee for each division is required to write a report at the end of the season in time for the Executive Meeting. These reports are to be circulated to all elected officers and nominated club contacts.

### **CLUB CONTACT(S)**

Clubs must nominate a primary contact who shall receive all information relating to the League.

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.

These nominations must be received no later than the 1st of July.

### **LEAGUE STRUCTURE**

That the League be divided into a number of divisions of such a number as is necessary to have approximate equal competitors in all divisions under normal circumstances.

### **PROMOTION & RELEGATION**

*Promotion & relegation to be reviewed by the Executive Committee each year & its' recommendations taken to the AGM.*

*NB There are currently three divisions.*

#### **Promotion - Divisions 2 & 3**

The three clubs finishing in first, second and third place in these divisions to move to the next higher division.

#### **Relegation – Division 1**

The three clubs finishing at the bottom of the table in Division 1 to move to Division 2.

## Relegation – Division 2

The four clubs finishing at the bottom of the table in Division 2 to move to Division 3.

## **COMPETITION RULES**

The rules of the E.C.C.A., UK Athletics rules for competition and MCAA shall apply.

## **ELIGIBILITY**

### **ELIGIBILITY – CLUBS**

All member clubs MUST be affiliated to England Athletics for Cross-Country running.

### **ELIGIBILITY – UNIVERSITY CLUBS**

All university clubs MUST also comply with Rule 21 (Supplement 3) First Claim Status in the current UK Athletics Handbook. The league recognises a “registered student is on a bona-fide course for that academic year at that University/ Higher Education Establishment”.

### **ELIGIBILITY – ATHLETES**

Races to be confined to FIRST CLAIM TEAM MEMBERS of member clubs.

Any individual athlete can only compete for one club affiliated to the League during the season.

Athletes must have reached the age of 17 years by August 31<sup>st</sup>/September 1<sup>st</sup> at the commencement of the coming Cross-Country season.

There will be NO GUEST RUNNERS.

### **ELIGIBILITY - INFRINGEMENTS**

Where any of the rules relating to individual eligibility to compete in the League are NOT adhered to, the offending individual(s) shall be disqualified for that race and their team will incur 500 penalty points.

If a club is informed by the Honorary Secretary, Race Secretary or the Race Referee that they are CONTRAVENING the League eligibility rules then that club will automatically be relegated to the division below at the end of the season. **(CLARIFY – DOES THIS APPLY AS WELL AS THE POINT ABOVE?)**

In the case of it being a club in the lowest division then that club would need to re-apply to compete in the League for the next season.

### **TEAMS – FAILURE TO COMPLETE A TEAM**

In the event of a club in any division, excepting the lowest division, failing to complete a scoring team in one, two or three of the four races, the club will automatically finish at the bottom of that Divisional table in the final placing and would therefore be relegated to the Division below. A club relegated under these circumstances will not be eligible for promotion for that season. **(THIS MAY NEED CLARIFICATION AS I DO NOT UNDERSTAND “that season” – does it mean the season following relegation?/Also could the wording be simplified like the one that follows – i.e. taking out “one, two or three” and say “in any of the four races”)**

If a club in the lowest division fails to complete a scoring team in any of the four races, it will automatically finish 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 but that club will be unable to gain promotion for the next season.

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 be ineligible for an award or promotion from the lowest division for a season.

### **CLUB COLOURS & RACE NUMBERS**

CLUB COLOURS MUST BE WORN. The Referee may disqualify any athlete who does not comply with this rule.

All athletes must wear their appropriate competitor’s number on the front of their club vest.

*Safety pins are not provided by the League for athletes' numbers. This is the responsibility of individual clubs to provide. The League Officials would appreciate if athletes could pin their numbers on the sides rather than top and bottom of the number. All four corners would be even better.*

## **COMPETITION SCORING**

**I NOTE WE DO NOT STATE THE BASIC PRINCIPLES OF HOW THE LEAGUE IS SCORED – SHOULD WE?**

### **TEAM COMPETITIONS - TIES**

In the case of a tie. In the result of a tie in team competition, the team who places highest in the fourth race shall be declared the winner.

### **INDIVIDUAL COMPETITIONS- TIES**

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

### **INDIVIDUAL COMPETITIONS - JUNIORS**

Scoring the Junior individual race will be scored as a separate race i.e. the first Junior home shall score one point, the second home two points etc.

### **"B" TEAM COMPETITION**

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

### **TROPHIES & AWARDS**

The top three teams in each division to receive League awards (six each) respectively.

The top three Individuals, on points, in each division will receive League awards (scored over three races).

An additional award shall be made to the athlete with the best aggregate over three of four races.

In addition the top Junior in each Division will receive a League award (the best of three out of four)

The responsibility for the up to date engraving of the Division One 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 season.

### **AWARDS – NOTES**

*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.*

### **RACE PROMOTION**

The dates and venues of all League races shall be decided at the AGM.

*Clubs wanting to stage a race should apply in writing to the Hon Secretary by 1<sup>st</sup> February in order that they can be discussed at the Executive Meeting and then taken forward to the AGM.*

*Those clubs submitting written application by 1<sup>st</sup> February to stage a League fixture shall be given preference when choosing venues for the coming season.*

### **RACE NOTIFICATION**

The Hon. Secretary **(IS THIS THE RIGHT TERM AS IT MAY NOT BE THEIR HON SEC)** of each promoting club MUST inform all clubs in their Division, the President, League Secretary, Race Secretary, Website, Referee, Judges and Timekeepers as to the venue, travel directions, parking arrangements and the type and distance of the course at least FOURTEEN (14) DAYS before the race is to be run.

Notification must be by post.

Host clubs will be liable to forfeit their League expenses (see separate section) if they fail to comply with the above instructions.

## **RACE DISTANCE**

That the distances of races be from 5 to 7 miles, races to be decided on Championship lines.

## **RACE START TIMES**

All races will start at 2:30pm, unless circumstances decree otherwise, in which case clubs will be notified.

## **RACE OFFICIALS**

Each race shall be in the charge of an appointed Referee whose decision shall be FINAL.

League Judges and Timekeepers for each Division shall be appointed by the AGM and will be responsible for giving and recording the official placings and times at each race.

An appointed Starter will start the races.

**A penalty of 200 points will be added to a club's score if they fail to provide an official when asked for that race. (DO WE NEED TO REFER TO THE NON HOST ROLES?)**

## **RACE MEDICAL PROVISION**

The Hon. Secretary of the promoting club shall arrange for Marshals and First Aid Cover for each race.

*Please note: Referees have been told that they SHOULD cancel any fixture where there is no First Aid cover provided. This agreed at the 2001 AGM. It is the host club that is responsible for booking First Aid and checking that St. John Ambulance / Red Cross will be in attendance. Written confirmation of First Aid cover is desirable.*

## **RACE PERMITS**

At least a month before the event host clubs must obtain a permit application form which can be downloaded from the cross country page of the Midland Counties website. This must be filled in and returned to the Midland Counties Athletics office to gain a UK Athletics cross country permit for the event which must be displayed on the day.

## **RACE NUMBERS & RECORDING MATERIALS**

Numbers and results sheets are to be supplied by the League.

## **RECORDING METHOD**

A disc system of scoring shall be used. These are held by the Divisional Race Secretary who will provide them on the race day.

## **RACE CANCELLATION**

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

## **RACE PROMOTION - EXPENSES & CLAIMS**

Reimbursement will only be for the hire cost of facilities and for the cost of First Aid. This may be made to the full amount at the discretion of the Executive.

To receive these expenses clubs must furnish the Hon. Treasurer with photocopies of the invoices of costs incurred by the club in the promotion of their League race.

*Please take note that all promotion expenses must be with the Treasurer 28 days prior to the AGM. Failure to do this will result in the club forfeiting its claim, and no payment will be made.*

# KEY EVENTS CALENDER

I have included this as an idea to show what should happen and by when. It may be we can include this on the website as an aid to all?

---

BY 1<sup>ST</sup> FEBRUARY – ALL APPLICATIONS TO STAGE RACES TO BE SUBMITTED IN WRITING TO THE LEAGUE HON. SECRETARY

BY 1<sup>ST</sup> FEBRUARY – ALL PROPOSALS & NOMINATIONS FOR CONSIDERATION AT THE AGM TO BE SUBMITTED IN WRITING TO THE LEAGUE HON. SECRETARY

EXECUTIVE COMMITTEE MEETING HELD AFTER THE FINAL RACE(S) OF THE SEASON.

AGM TO BE HELD AFTER FINAL LEAGUE RACES OF SEASON AND AFTER EXECUTIVE COMMITTEE HAS MET.

ALL PROPOSALS & NOMINATIONS FOR CONSIDERATION AT THE AGM TO BE CIRCULATED TO ALL LEAGUE OFFICERS AND NOMINATED CLUB CONTACTS NO LESS THAN 14 DAYS BEFORE THE AGM.

ALL RACE PROMOTIONAL EXPENSES TO BE CLAIMED ARE TO BE WITH THE TREASURER 28 DAYS BEFORE THE DATE OF THE AGM.

DATE OF NEXT YEARS AGM TO BE AGREED AT THE CURRENT YEARS AGM.

BY 30<sup>TH</sup> APRIL – ALL AFFILIATION FEES DUE TO PAID. FAILURE TO DO SO WILL INCUR A £15 LEVY.

BY 1<sup>ST</sup> JULY - CLUB CONTACTS TO BE NOMINATED AND THE LEAGUE NOTIFIED

BY 1<sup>ST</sup> SEPTEMBER – AGM MINUTES TO HAVE BEEN CIRCULATED TO ALL NOMINATED PARTIES & WEBSITE

14 DAYS PRIOR TO DAY OF RACE(S) – ALL DETAILS TO HAVE BEEN CIRCULATED TO ALL NOMINATED PARTIES & WEBSITE