



Summary of Changes to Club Policies

The Committee keeps the Club policies under review and will amend them from time to time to keep them in line with current guidance. During 2020 England Athletics (EA), our governing body, issued a number of new policy templates and guidance and therefore we have undertaken a review of these and, as applicable, incorporated these into our own policies. Set out below is a very brief summary of the policies which have changed and what the changes are. If any member wishes to understand any changes further please email the policies officer at policiesofficer@waltonac.co.uk and she will provide you with a track change version.

In summary the changes are:

1. Constitution:

Our constitution has been reviewed alongside the EA draft constitution which has been issued recently. The main points to note are:

- a) The club ethos, objectives and aims have been aligned with the EA version to provide background to the club values;
- b) The membership section has been augmented to set out the membership structure which has been in place for some time. The constitution also sets out voting rights.
- c) The process for the AGM has been augmented
- d) The committee section has been amended to reflect the role of the committee and mechanism to remove a committee member in specific circumstances
- e) Bye laws – this section is from the EA standard, amended to reflect WAC and the current running of the club.
- f) The Complaints and disputes section has been augmented to reflect the other policies in place

2. Disciplinary Process:

This is divided into three documents:

- a) the concerns policy - this remains relatively unchanged with only some very minor amendments.
- b) the complaints policy - this has been updated to adopt some of the aspects of the EA draft and to align all three documents
- c) the appeals process - this was issued in December and has been updated to align all three policies.

3. Club Inclusion Policy:

This is a new EA policy which is a required policy by the EA. The EA template has been adapted to our club and sets some aims in inclusion.

4. Codes of Conduct

The EA refer to the standards which are set out on the UKA Portal. We have reviewed the UKA codes and incorporated any changes into our codes if they are applicable to our club and members of the club. The following codes have all been updated with minor amendments to take into account the UKA standard and to include some additional wording to cover diversity, bullying and social inclusion. Other amendments reflect terminology and drafting changes.

- a. Code of Conduct for Volunteers, Officials and Team Managers:
- b. Code of Conduct for Parents and Guardians
- c. Code of Conduct for Committee Members (amended to reinforce expectations of committee members)
- d. Code of Conduct for Members

5. Photography policy

Amended to reflect terminology changes and to introduce the formal use of a photography pass at events. This is already in use but is now referred to in the policy. The pass can also be found on the website.

6. Data protection

- a. Guidance was produced last year to assist volunteers in the handling of personal data. This guidance is to be provided to any volunteer who will be sending out emails and communicating with members on behalf of the club.
- b. Policy statements and privacy notices. These will be reviewed later this year as applicable following changes to data protection legislation/guidance as a result of Brexit.

Summary of all the Policies

Policy/Code of Conduct	Status/Version in force February 2021
Constitution	Draft issued for agreement at AGM. Comprehensive review undertaken in light of new EA standard
Codes of Conduct	
Committee Members	Code has been amended and is now more comprehensive to set out the standards expected of Committee Members. All Committee Members will sign up to the code when signed they are appointed.
Members	Minor amendments made February 2021 version
Coaches	This is unamended February 2021 version
Volunteers, Team Managers and Officials	Minor amendments made February 2021 version
Parents/Guardians	Minor amendments made February 2021 version
Policies	
Social Inclusion policy	This is a new document which is required by EA to be adopted by all Clubs.
Life Policy	No amendments proposed
Social media policy	Minor amendments made February 2021 version
Photography Policy	Minor amendments made February 2021 version
Expenses Policy	2019 version still in place
Parents and Members Handbook	Under review and will be issued during 2021
Finance Policy	To be uploaded on Website and reviewed by new Treasurer

Privacy Statements

Privacy Notice – Adults	Substantially unamended February 2021 version
Privacy Notice - Juniors	Substantially unamended February 2021 version
Privacy Statement and Cookies Policy	Substantially unamended February 2021 version
Guidance note for use of Personal Data	New standard from 2020 February 2021 version
Disciplinary Procedure	
Concerns (part A)	This has been amended slightly to align all three processes February 2021
Complaints (part B)	This has been amended slightly to incorporate drafting from the EA. February 2021
Appeal Process (part C)	New Policy in December 2020 updated February 2021

Recommendation:

AGM attendees are asked to:

- **APPROVE** the changes to the Constitution
- **APPROVE** the changes to the Codes of Conduct and
- **NOTE** the changes to other policies.