



BDWF

**The Constitution
and
The Rules**

Contents

unless the subject or the text otherwise requires,
the organisation shall be called the “British-Dutch Walking Fellowship”
and may be abbreviated to “BDWF”,
and the BDWF Management Committee may be referred to as the “Committee”

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Change Control

Version	Date	Comment
Issue 1	15 th May 2005	Trevor Day informed the Committee that he would be formally resigning as Chairperson. The Committee agreed to change the re-election of the member's rota to elect a Chairperson in Group 1 and move Secretary to Group 2.
Issue 2	9 th June 2006	Reference Appendix 2: Item 5 – There were Committee members that were not in any groups so would not be up for election. This has been rectified by the addition of a Group 4 and some minor changes to the groupings so it does not impact on a single person and continuity can be maintained.
Issue 3	3 rd November 2006	Complete Review of whole document.
Issue 4	23 rd February 2007	Inclusion of Appendix 3: Discipline Policy & Procedures, Appendix 4: Committee Post Voting Procedure, Appendix 5: Committee Resignation Procedure, references to these have been included within the document, where relevant. Removal of 'Office Support Lead' from Appendix 1, as this had incorrectly been shown as a Committee post whereas the Committee selects it. Appendix 1, item 10, expanded to allow for closure of Committee posts as well as additional posts. Editor's note, which had been left in Appendix 1, now removed. Clarification of Nijmegen Event Manager post at section 4.7 bullet point 1.
Issue 5	20 th June 2007	Inclusion of Appendix 6: Child Protection Code of Conduct.
Issue 6	14 th June 2010	Addition of Job Descriptions for Child Protection Officer, Webmaster and Student liaison Addition of Vote of No Confidence Procedure Posts up for election amended to include Webmaster Addition of Appendix 8: Key Dates and Events

Change Control – continued

Version	Date	Comment
Issue 7	15th February 2011	<p>Responsibility for the compilation and distribution of ‘The Rambler’ moved from the Group Treasurer to the Group Secretary.</p> <p>Appendix 1, item 16, Voting rights amended as advised at 2010 AGM.</p> <p>Appendix 2, item 15 Use of members images amended as advised at 2010 AGM.</p> <p>Appendix 2, item 17, Clarification of Rambler distribution process available within membership and of the separate charge for postal distribution introduced from January 2011.</p> <p>Removal of need for new applicant applying for membership to be nominated by a current member – Section 2.3; Section 3.2; Section 3.8 & App. 2.3</p> <p>Missed functions added to First-Aid & Support Co-ordinator’s role.</p> <p>Missed functions added to NEM’s role.</p> <p>Additional activities undertaken by Treasurer identified.</p>
Issue 8	7th December 2011	<p>Added updated e-mail addresses for all Committee roles to reflect the new BDWF web site.</p> <p>Added e-mail address contact and responsibility to Youth Secretary role.</p> <p>Clarification in ‘Obligations on Members’ – payment of all costs at Section 3.11</p> <p>Updated ‘Webmaster’ job description at Section 4.6 to reflect requirements for our new web site.</p> <p>Appendix 2, item 16, Increase in charge for postal distribution to £8.00 pa from January 2012.</p> <p>Reconfigured and amended ‘Key Dates & Events’ table at Appendix 8.</p>
Issue 9	31st January 2014	<p>Complete review of document preparatory to application for charity status.</p> <p>Much detail taken from main body to Appendices.</p> <p>Items added from AGM 2012 & 2013.</p> <p>Inclusion of Non-Committee posts.</p> <p>Review of existing Committee posts and their allocation to new ‘election’ groups.</p>

The Constitution

- 1 The principal aims and objectives of the BDWF shall be:
 - to promote members participation in healthy recreation by the provision of training, coaching and support for road walking and marching;
 - to contribute towards international understanding and friendship by encouraging people of all nationalities, races and religions to participate freely and without hindrance;
 - to encourage members to promote and participate in walking events, both in the United Kingdom and overseas;
 - to organise members' annual participation in the Nijmegen Vierdaagse, 4-day March, in the Netherlands;
 - to support the British Sports Councils' approach to the control of drug abuse.
- 2 BDWF is a non-profit making organisation whose income and property shall be applied solely to meeting the principal aims and objectives (above) and managed so as to achieve a modest annual surplus of income over expenditure for the benefit of current and prospective future members.
- 3 BDWF membership is open to person(s) willing to support and pursue the aims and objectives of **The Constitution** under arrangements set out in **The Rules**.
- 4 BDWF is organized and operated through a Committee under arrangements set out in **The Rules** and in **Appendix 3**.
- 5 Arrangements for AGM and Special Meetings are set out in **The Rules**.
- 6 An Annual General Meeting (AGM) of members will be held in Nijmegen on Founders Day, defined as the first Monday of the Nijmegen Vierdaagse week every year.
- 7 A Special Meeting of members may be convened by BDWF members or the Committee.
- 8 Proposals for changes to The Constitution and The Rules, general resolutions and resolutions for the dissolution of the BDWF may be tabled by BDWF members or the Committee for consideration by members at the next AGM or any other constitutionally called Special Meeting.

The Constitution - continued

- 9 Motions for dissolution of the BDWF must be lodged with the BDWF Secretary at least two (2) months prior to the date of the next AGM or other constitutionally called special meeting (the Dissolution Meeting), and shall be signed by at least twenty (20) BDWF members.
 - 10 Members shall have not less than four (4) weeks notice of a motion to dissolve the BDWF which shall be approved if supported by at least two thirds of the votes cast at the Dissolution Meeting.
 - 11 In the event of members deciding to dissolve the BDWF, the Dissolution Meeting shall elect a Residual Executive of five (5) members to oversee the conclusion of outstanding business and return to the fully paid and life members for the year of dissolution of any remaining assets.
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The Rules

- 1 These rules form an integral part of The Constitution for the conduct of the BDWF, of its members, of the Committee, and for the organization and promotion of approved BDWF activities and events.

Membership

- 2.1 Any person may apply to the Committee for membership, the detailed terms and arrangements for which are set out in **Appendix 1**.
- 2.2 The membership year shall run from 1st January to 31st December each year.
- 2.3 The annual membership renewal fee for the following year commencing 1st January shall be announced by the Committee at the preceding AGM in Nijmegen, and subsequently in The Rambler, and shall be payable on or before 31st December following the AGM.
- 2.4 The key obligations of BDWF members are:
 - to recognize and agree to abide by The Constitution and The Rules of the BDWF by signing the relevant clause on the annual membership form;
 - to maintain the good name of the BDWF;
 - to elect and appoint a Committee;
 - to pay all fees if applicable on or before the timescales identified for new membership, renewal of membership or Nijmegen participation;

Note: Once a member has submitted a signed application form to participate in the Nijmegen event and achieves registration, both the member and the BDWF are committed to paying all costs to ensure the member's attendance and the facilities booked at and committed for BDWF members at the event, and we will send an e-mail and/ or letter to remind you of when your balance is due.

Note: It is recommended that personal insurances are taken out, not just for full repatriation to the UK in case of serious illness or injury, but also to cover any risk of cancellation prior to departure.

- to ensure that changes to contact details (telephone, postal, email etc.) are forwarded to the BDWF Secretary.

The Rules - continued

2.5 Membership benefits and entitlements shall include:

- regular information in The Rambler, the BDWF in-house journal, via email distribution*;
- information booklets/ handbooks/ précis Committee minutes, via e-mail, the website and/ or in Nijmegen;
- access to a walk training programme in the Swindon area;
- access to services for registration and entry to/ for the Nijmegen Vierdaagse;
- access to travel services to, and accommodation, first aid and other support services during the Nijmegen Vierdaagse;
- direct contact with Committee members;
- Committee members working for your health, safety and enjoyment.

* *postal distribution of The Rambler incurs an additional cost and, since January 2013, is now available only to those members who registered for this service in 2012.*

2.6 A member may be expelled as a result of actions damaging to the BDWF or for failure to adhere to The Constitution and The Rules

provided that this can only take place after:

- the BDWF Disciplinary Policy & Procedure has been adhered to (**see Appendix 5**);
- the member has had the opportunity to state his/ her case to the Committee;
- the Committee has resolved by a majority of those voting for the expulsion;
- the Committee has issued a formal notice of expulsion that will allow the member 28 days to respond;
- the member expelled has the right to appeal to the next Committee meeting;
- there shall be no further right of appeal.

The Rules - continued

- 2.7 Should a person who has been expelled request to rejoin the BDWF, the request must be supported by a current BDWF member and will be considered at the next Committee meeting.
- 2.8 Should a person whose membership has merely lapsed request to rejoin the BDWF, the application will be considered at the next Committee meeting.

Committee

- 3.1 Members shall elect and appoint members of BDWF to a Committee as set out in **Appendix 3: Roles, Posts and Job/ Duty Descriptions**, including with prospective “trustee” and/ or “associate” designations in anticipation of a BDWF application for charity status.
- 3.2 Prospectively:
- * those members who become “trustee” Committee members will have the full and final authority and obligations of trustees in all matters relating to the management, organization and operation of BDWF within The Constitution and The Rules,
 - * those members who become “associate” Committee members may be invited to become a “trustee” Committee member with the same full and final authority and obligations of trustees as set out in this paragraph 3.2 above;
 - * those members who become “associate” Committee members may accept or decline any such invitation to become “trustee” Committee members.
- 3.3 All posts require the holder to be a paying or life member of the BDWF and to be of a minimum age of 18 years except where the criteria states otherwise.
- 3.4 The Committee **shall**:
- accept or refuse applications for membership;
 - manage and administer the BDWF;
 - provide an annual Swindon-based walk training programme;
 - provide annual Nijmegen Vierdaagse facilities;
 - call, conduct and report to the AGM;
 - announce membership fees for the following year at the AGM;

The Rules - continued

3.4 The Committee **may**:

- co-opt a BDWF member to replace a Committee post if a member ceases to hold a post, subject to offering the post for re-election at the next AGM or as early as practicable after co-option as determined by the Committee so as to ensure stability in the management of BDWF through the Committee (**Appendix 2B**);
- review the roles, posts and related job descriptions from time to time and shall publish them in **Appendix 3** of this document;
- appoint BDWF members to non-Committee posts;
- determine such other matters of benefit to BDWF membership as a whole.

Committee Quorum and Voting

- 4.1 The quorum for the conduct of valid Committee business shall be a majority of the elected positions on the Committee.
- 4.2 At meetings of the Committee, the holder of each post shall be entitled to one vote except that:
- a Committee member holding two or more posts is only entitled to a single vote;
 - the Chairperson shall have a second (deciding) vote in the event of an equal number of votes being cast for/ against a motion.
- 4.3 A Committee member who fails to participate in three consecutive meetings of the Committee without good cause or explanation shall be deemed to have resigned and shall be disqualified from holding future office on the Committee.
- 4.4 Procedures for dealing with Committee Motions of No Confidence in a Committee member are set out in **Appendix 2C**.

The Rules - continued

Swindon Trail and Road (STAR) Walking Club

- 5 The Committee has adopted STAR as a branch of BDWF to be the focus for Swindon-based activities including but not limited to:
- an annual walk training programme;
 - social, charitable and other funding raising for the benefit of BDWF members generally;
 - ring-fencing funds raised within the BDWF accounts;
 - providing financial assistance in cases of need among BDWF individual members under 18 years of age;

Nijmegen Vierdaagse 4-day Marches

- 6 The Committee shall provide a range of march registration, coaching and a package of accommodation and meals, first aid and other services, annually, to facilitate members' choosing to participate in the Nijmegen Vierdaagse, on the basis set out in **Appendix 4**.
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Appendix 1: Membership

- 1 Prospective members shall fill in a BDWF Membership Application Form declaring all details requested. Forms are available on the BDWF website or via the BDWF Secretary.
 - 2 The following classes of membership are available:
 - Individuals under-18
 - Individuals 18 and over
 - Family
 - Honorary Life
 - 3 Classes of membership may be varied or added to by the Committee from time to time.
 - 4 Family membership comprises one adult parent/ carer, who enters all details requested and lists up to two under-18 year old family members.
 - 5 An under-18 family member becomes a full adult member at their 18th birthday.
 - 6 Individual members joining in the first six months of the membership year pay the full annual fee.
 - 7 Individual members joining after six months of the year have elapsed are entitled to pay half the annual membership fee.
 - 8 Guests of paying or life members participating in BDWF UK-based events/ walks where BDWF are providing support services, are to pay a event fee for these services. This will be waived/ refunded if joining BDWF and paying a full BDWF membership fee on the day in line with items 6 & 7 above.
 - 9 Individuals up to but not including 18 years of age require the consent of a parent/ carer to become a BDWF member. Consent Forms are available on the BDWF website or via the BDWF Secretary.
 - 10 A quorum of the Committee may accept or refuse membership.
 - 11 An applicant may appeal to the Committee against refusal of membership within 28 days of the date of first refusal.
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Appendix 2A: Committee Post Elections

- 1 Members shall be elected to Committee posts on a rolling cycle commencing from each Nijmegen Vierdaagse AGM for a maximum of three (3) years, within the following groups:

Group 1	Treasurer	First Aid & Support Co-ordinator	Youth Secretary
Group 2	Secretary	Marketing, Media & Membership Nederland	Child Protection
Group 3	Chairperson	Marketing, Media & Membership	Walker Liaison

- 2 One group of the Committee posts shall be offered for election each year in the sequence in the above table following the procedures in **Appendix 2B**.
- 3 Should additional Committee posts be deemed necessary or existing posts be closed then such posts shall be added to or deleted from one of the groups in the above table so that approximately one third of the Committee shall stand for election each year.
- 4 A current Committee member may seek re-election.
- 5 A current Committee member may stand for election to a different post that may be open for re-election or have become vacant for whatever reason, without first resigning from their present position. If not elected, the Committee member will remain in their present post. If successful, the former post will be filled according to the rules in this Appendix.
- 6 A BDWF member may seek election to more than one post subject to the approval of the Committee but, if elected, will be entitled to only one vote at meetings of the Committee.
- 7 The resources of the BDWF must not be used to canvass for support for election to Committee posts.
- 8 Committee members must not bring their influence to bear on members in relation to candidates.
- 9 Committee posts due for election at the next AGM will be advertised in the preceding February in 'The Rambler' and nomination forms, which will require the signature of a nominating BDWF member, will be available in 'The Rambler', on the BDWF website and via the BDWF Secretary.
- 10 All BDWF members who have attended the Nijmegen Vierdaagse at least once are entitled to vote.

Appendix 2B: Committee Post Voting

Stage 1: Following Nomination Deadline 30th April

- 1.1 The membership will be advised of all candidates nominated for the post(s) for election in Nijmegen.
- 1.2 If unopposed, the candidate will be elected to the Committee, without the need for a vote, on Founders Day.
- 1.3 If objections to a sole candidate for a Committee post are consequently formally received before 30th June, the vote for that post will go ahead with a straightforward “for” or “against” vote for the candidate.

Stage 2: Setting Up

- 2.1 The “Ballot Box” will be set up using two separate locks to secure.
- 2.2 One key will be given to each of two (2) independent BDWF members (not being voted for) who will then also witness the count.
- 2.3 A “Ballot Box” sign will be affixed to ballot box which in turn will be left in the Nijmegen Control Room
- 2.4 A pre-prepared list of members in Nijmegen entitled to vote will be available.
- 2.5 A sufficient quantity of pre-prepared numbered voting papers will be available.

Stage 3: Distribution of ballot papers

- 3 Ballot Papers will be available for personal collection only by BDWF members, from one of the Committee/ support team responsible for the security of the ballot papers, immediately after the Monday briefing. Initially this may be in the marquee and then transferred to the Nijmegen Control Room for later collection if more convenient. However, please note the required voting timetable below. The process will be to sign for and then select a voting paper at random.

Stage 4: Voting Timetable

- 4 Members to mark their voting papers for each candidate preferred and post their voting slip in the “Ballot Box” before 17:00hrs on the Thursday of Nijmegen week.

Appendix 2B: Committee Post Voting continued

Stage 5: The Vote Count

- 5.1 The vote count will take place on the Thursday of Nijmegen week in the Nijmegen Control Room from 18.15 hours (6.15pm) to 19.00 hours (7.00 pm) in the presence of the two (2) independent member key holders as witnesses and current Committee members available and not being voted for (all having been invited) in attendance.
- 5.2 The ballot box will be opened and the ballot papers placed in numerical order.
- 5.3 A pre-prepared checklist will be used to note the returned ballot paper numbers in order to ensure no duplicate returns.
- 5.4 The count will proceed.
- 5.5 The result will be identified as:
 - number of ballot papers given out
 - total votes cast
 - % vote achieved.
 - number of votes void
 - number of votes per candidate.
 - number of votes for all candidates + any void = total votes cast
- 5.6 The appropriate count will be repeated if less than ten (10) votes between 1st and 2nd candidate for any post.
- 5.7 The result will be kept “In Confidence” by those officiating in the vote count.
- 5.8 The result will be declared on the Saturday morning in Nijmegen and again in the first edition of ‘The Rambler’ following the Nijmegen Vierdaagse event.

Note: please do not ask for results information before declaration: it is both discourteous to those involved and a refusal will surely offend.

Note: the locked ballot box will be used as the “Feedback Form” box for the remainder the Nijmegen Vierdaagse and our stay in the sportshall, that is, through Friday and into/ Saturday morning.

Appendix 2C: Committee Motions of No Confidence

Background

- 1 A ‘Motion of No Confidence’ is a formal recognition that the Committee or a member has no confidence in a Committee member’s ability to carry out his or her function. Whilst such actions are perfectly acceptable when used judiciously, ‘Motions of No Confidence’ have been threatened in the past mainly being used tactically to humiliate individuals. It became clear that we had never expected and have no process to accommodate members taking this approach within BDWF.
- 2 As such, we have looked at and adopted remedies from a variety of sources e.g. UK and other European Parliaments, Students Union.

Procedure

- 3 Prior to any ‘Motion of No Confidence’, a ‘Motion of Censure’ will be raised – this is recognition that a Committee member has failed, possibly in a minor way but nonetheless important, in his or her duty. A ‘Motion of No Confidence’ may be called when three motions of censure have been passed against a single Committee member **or** immediately in the case of ‘Gross Negligence’.
- 4 A ‘Motion of No Confidence’ shall only be moved at a meeting of the full Committee.
- 5 Notice of a ‘Motion of No Confidence’ must be given with full details in writing to the BDWF Secretary or, if the BDWF Secretary is the subject of the ‘Motion of No Confidence’, then to the BDWF Chairperson, signed by at least one member no later than 10 days before the date of the meeting at which it is intended that the motion will be proposed or, if it is intended to propose a vote of no confidence at an extraordinary meeting of the BDWF called for that purpose, at the time a request for an extraordinary meeting is made to the full Committee. The ‘Motion of No Confidence’ will then be entered onto the agenda for the meeting.
- 6 In the event that a ‘Motion of No Confidence’ is passed by a majority of the members present, this relieves the Committee member from his or her position and opens the role for re-election. The appointment of a replacement(s) for the individual(s) concerned will be immediately determined in line with existing processes. If the vote is against the Chairperson then one of the remaining Committee members will be chosen to chair the remainder of the meeting.
- 7 /

Appendix 2C: Committee Motions of No Confidence continued

- 7 A 'Motion of No Confidence' may also be brought at the AGM subject to one month's notice or it being placed on the Agenda. A member may propose that he/ she has no confidence in the relevant Committee post holder or entire Committee. Consideration should be given to the fact that non-attendee members will not be able to hear the debate. The motion shall, after debate, be put to the vote and, if carried by a majority of at least two thirds of the membership present, the person/ Committee shall be stood down.
 - 8 However, sometimes 'Motions of No Confidence' are proposed even though they have no likelihood of passage simply to pressure or embarrass an individual and are in turn both unnecessarily disruptive and very time-consuming. As such, strict time limits are to be implemented with a vote only allowed every six months. This should not be an issue as the BDWF is focussed on an annual event.
 - 9 Thus knowing when to use a 'Motion of No Confidence' is a matter of judgement since using a 'Motion of No Confidence' on a relatively trivial matter may prove counter-productive to its proposer if a more important issue suddenly arises which warrants a 'Motion of No Confidence'. The use of a 'Motion of Censure' may be more appropriate.
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Appendix 2D: Committee Resignations

- 1 Should any current Committee member or seconded post holder wish to resign from their post, a formal written resignation must be forwarded to all the Committee.
 - 2 If only a verbal undertaking to resign is given, this must again be to at least two (2) but preferably all of the current Committee. This will be recorded in Committee minutes. The post holder will have 14 days to submit a written retraction or written confirmation of resignation before the verbal notification is implemented.
 - 3 The resignation/ retraction will be discussed/ accepted at the following scheduled Committee meeting or an Emergency General Meeting if appropriate.
 - 4 Dependent upon the timing, the Committee has the authority to immediately co-opt another member into the post to be voted for by the membership at the following Founders Day.
 - 5 The Committee also has the authority to review the necessity for the post and withdraw the post if in agreement. However, full consideration must be given to the impact that this would have both on the voting process at Committee meetings and on any additional workload transferred to other Committee members.
 - 6 It is implicit within the voting process that if a Committee member neither resigns prior to an election nor stands for re-election, then, at the declaration of the new post holder on Founders Day, the previous incumbent of the Committee post will automatically relinquish the post with immediate effect.
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Appendix 3: Roles, Posts and Job/ Duty Descriptions

Detailed role, post and job/ duty descriptions are provided in an **Appendix 3 Supplement** for posts with *prospective but unconfirmed* trustee and associate designations should BDWF proceed to apply for charity status, as follows:

Committee Member Posts - prospective trustee posts

- 1.1 BDWF Chairperson
- 1.2 BDWF Secretary
- 1.3 BDWF Treasurer

Committee Member Posts - prospective trustee or associate posts

- 2.1 BDWF Child Protection
- 2.2 BDWF First Aid & Support Co-ordinator
- 2.3 BDWF Marketing, Media & Membership
- 2.4 BDWF Marketing, Media & Membership Nederland
- 2.5 BDWF Walker Liaison
- 2.6 BDWF Youth Secretary

Non-Committee Support Team Posts

Our aim as a support team is to assist walkers to complete their target distance successfully by offering positive encouragement and practical assistance throughout.

These sections detail volunteer roles in support of BDWF walkers, primarily those participating in the BDWF Nijmegen Vierdaagse in Holland, and where appropriate, at BDWF sponsored or supported events in the UK.

- 3.1 BDWF Nijmegen Event Manager
- 3.2 BDWF Nijmegen Student Liaison

The following ‘duties’ are intended to act as an ‘aide memoire’ to assist support team members’ effectiveness in their respective roles:

- 4.1 BDWF Nijmegen Office Manager
- 4.2 BDWF Nijmegen Dutch Translator
- 4.3 BDWF Nijmegen Day Crew
- 4.4 BDWF Nijmegen Night Crew
- 4.5 BDWF Nijmegen First Aiders (EHBO)
- 4.6 BDWF Nijmegen Field/ Driver Crew

These roles and duties are developmental, not exhaustive and subject to annual review.

Appendix 4: BDWF Nijmegen Vierdaagse

- 1 The scope, scale and cost of the BDWF Nijmegen Vierdaagse facilities shall be determined and promoted at the discretion of the Committee on the basis that participants:
 - are BDWF members in the year of the Vierdaagse;
 - complete the BDWF Nijmegen Vierdaagse Application Form, UK or NL edition, as appropriate;
 - complete the BDWF Medical Declaration Form;
 - under 18 years of age provide a BDWF Parental Consent Form complete and signed by a parent or carer;
 - under 12 years of age will be accompanied by a named adult;
 - provide a recent passport size photograph (unless a photo from a previous year was digitised and can be reused);
 - 2 BDWF Nijmegen Vierdaagse Application and other forms, including **“Your BDWF Application and Booking Terms and Conditions”**, are available on the BDWF website or via the BDWF Secretary.
 - 3 The Committee will NOT divulge any personal details (as always stated on BDWF forms) and undertakes to monitor and remove personal images if formally requested in writing to do so.
 - 4 A BDWF member applying for BDWF Nijmegen Vierdaagse facilities or other BDWF-associated walks agrees to the possible use by BDWF of his/ her image in print, film or video for promotional or informative purposes in the interest of the BDWF without being entitled to demand payment.
 - 5 Following successful application, members will be issued with an identity card containing the provided photograph as proof of membership. This identity card is to be carried on all events.
 - 6 Persons deemed to be a danger to themselves and/or others; using unreasonable behaviour and/or language during walks, will be retired by the nominated walk or support person and cared for appropriately. A report shall be filed with the BDWF Secretary.
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Appendix 5: Disciplinary Policy and Procedure

BDWF Disciplinary Policy and Procedures have been agreed by the Committee and are in compliance with the BDWF Constitution & Rules

Our aims

This policy is designed to ensure that the BDWF maintain acceptable standards of conduct and that any incidents are fully investigated in cases of alleged misconduct in a fair and timely manner.

Our guiding principles

- Disciplinary action is not just a method of imposing penalties, but also emphasizes and encourages improvements in individual behaviour.
- The Committee will investigate and manage all reported incidents of alleged misconduct in a fair and professional way.
- The Committee will not take disciplinary action until they have thoroughly investigated the incident.
- Committee members involved in fact-finding or decision-making will have no personal involvement with the alleged misconduct.
- The Committee will maintain confidentiality and sensitivity at all stages.
- Where it is found that there is no case to answer, all persons involved will be informed as such. No record of the reported incident will be kept.
- If penalties are to be imposed the Committee will inform the individual and tell them why.
- Apart from cases involving gross misconduct, an individual will not be dismissed from the BDWF for breaking the conduct standards for the first time. The individual will be counselled regarding their behaviour and the incident recorded in Committee notes for possible future reference.
- Repeated offences, serious offences or gross misconduct will be subject to a disciplinary hearing with Committee members together with any external agency if appropriate.

Appendix 5: Disciplinary Policy and Procedure continued

Our guiding principles - continued

- The individual will be advised of the outcome of the hearing and of the action to be taken if the report(s) be proven. If proven, this will take the form of either a written warning as to future behaviour or a formal notice of expulsion from the BDWF that will allow the member 28 days to respond. All details will be recorded in Committee notes.
 - The member sent an expulsion notice will have the right to appeal to the next Committee meeting.
 - There shall be no further right of appeal.
 - The relevant authorities will be involved in cases relating to criminal acts.
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Appendix 6: Codes of Conduct

Overview

- 1.1 Walking should be and is for most people an enjoyable activity. Everyone involved in walking, at all levels whether as a walker, coach, first aider, supporter or Committee member, has a responsibility for themselves, above and beyond compliance with the law.
- 1.2 It is our moral responsibility to uphold these highest standards of integrity and to ensure that the reputation of the BDWF is maintained. This code applies to all those involved under the auspices of the BDWF.

Young people

- 1.3 The BDWF acknowledges the power and influence walking can exert over young people and pledges to set a positive example.

Trust and respect

- 1.4 BDWF will uphold a relationship of trust and respect between all involved in walking whether they are individuals or other organisations.

Violence

- 1.5 BDWF rejects the use of all forms of violence by any member.

Fairness

- 1.6 BDWF is committed to fairness in all its dealings with all involved with the BDWF.

Equality

- 1.7 BDWF is opposed to discrimination in any form and will act to promote integration and tolerance and deal with discrimination, harassment and bullying of all kind in line with BDWF rules.

Code of Conduct for Students, Cadets and other Young Persons

- 2.1 The health, safety, and welfare of young people whilst in our care on training walks and/or in Nijmegen are the priorities of the BDWF Child Protection Officer and BDWF Nijmegen Student Liaison and all involved and this comes ahead of the achievement or reputation of the BDWF, school or parent/ carer.
- 2.2 You must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport. In Nijmegen for example there will be no wandering into opposite sex sleeping quarters at any time.

Appendix 6: Codes of Conduct continued

- 2.3 You must adhere to all guidelines and policies laid down by the BDWF.
- 2.4 You must place the well-being and safety of each person above all other considerations and performance.
- 2.5 You must not exert any undue influence to obtain personal benefit or reward.
- 2.6 Give encouragement and guide fellow student walkers to accept responsibility for their own behaviour and performance.
- 2.7 You must display consistently high standards of behaviour and appearance.
- 2.8 You must not tolerate inappropriate language.
- 2.9 Everyone must be appropriately dressed at all times. For example, in Nijmegen, no bedroom attire is to be worn in the bar area, shoulders and chest covered on the walks.

Note: for Nijmegen specifically, see Stichting De 4 Daagse, Rules & Regulations no.9 - 'Participants are to be decently dressed with upper body covered at all times'.
- 2.10 No under-18 will purchase, receive or consume alcohol. Adult members do not have discretion to vary this rule and you must not ask them to do so.
- 2.11 There will be no smoking anywhere within the Nijmegen Sportshall; smoking is restricted to designated external smoking areas only.
- 2.12 You must always promote the positive aspects of walking and never condone any violations of the law.

Code of Conduct for First Aid personnel when treating Young Persons

- 3.1 First Aiders and Therapists have a code of Professional Conduct and Ethics set out by their regulating bodies. Whilst the code applies to all patients, the following highlights areas of specific relevance when treating young persons.
- 3.2 Treating an injured walker will require physical contact – this is perfectly acceptable.

Appendix 6: Codes of Conduct continued

- 3.3 Physical contact is necessary to administer first aid effectively and this remains the same whether it is a male or female adult administering first aid or physiotherapy to male or female walkers. The following good practice guidelines should be observed at all times.:
- A Patient dignity must be maintained at all times.
 - B No student or young person should be treated in any way in a situation where the student or young person is on his or her own with the person administering first aid in a treatment room with the door closed.
 - C It should be remembered that someone else might misinterpret your words or actions no matter how well-intentioned.
 - D When the area of the body to be treated could be considered to be potentially embarrassing to the student or young person i.e. groin, a suitable mutually agreed adult, acting as a chaperone, or the Student Liaison must be present.
 - E Prior to medical treatment being carried out on a student or young person, parental / Carer consent in written form must be sought where appropriate – as an example, such signed Parental/Carer Consent forms for all young members will have been submitted to the Youth Secretary prior to being accepted for the Nijmegen Vierdaagse event. It is recommended that all treatment procedures are fully explained to the student or young person and verbal consent given to carry out such procedures.
 - F The First Aid Coordinator on behalf of the First Aid Team must ensure that where appropriate a signed medical consent form has been received and must make those who need to know aware of the contents thereon.
 - G Medical confidentiality must be maintained at all times. A walker's injury or fitness level must only be disclosed on a need to know basis with the relevant person e.g. Child Protection Officer, Student Liaison or Youth Secretary.
 - H First Aid persons must cooperate fully with other specialists, i.e. doctors, in the best interest of the walker.
 - I First Aid persons must not exert undue influence on walkers to continue walking when clearly unfit to do so.
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Appendix 7: Key Dates and Events

General or repeated events:

Membership Year : 1st January through 31st December
‘The Rambler’ Issue Date : 1st Friday of each month.

Specific monthly events:

August		Rest, recover & remember
		In ‘The Rambler’ - repeat election result declaration
October		STAR training walk schedule to Swindon members and placed on BDWF website
November		Membership & BDWF Nijmegen Vierdaagse Application Forms distributed to UK members
December	31 st	Membership & BDWF Nijmegen Vierdaagse Applications, fees & deposits due from UK members
January	1 st week	Start of training walks in Swindon
		Membership & BDWF Nijmegen Vierdaagse Applications Forms distributed to Nederlanders
February	1 st week	Nijmegen Vierdaagse registration, tranche 1 opens
		In ‘The Rambler’ – identify posts and invite nominations for election in Nijmegen in July
	Last week	Nijmegen Vierdaagse registration, tranche 1 closes for dates see www.4daagse.nl/en/register/regulations
		BDWF Nijmegen Vierdaagse Applications received after tranche 1 close become payable to BDWF in FULL
March	1 st week	Nijmegen Vierdaagse registration, tranche 2 opens
April	1 st week	Nijmegen Vierdaagse registration, tranche 2 closes
	Middle of month	RAF Cosford 2-day March for dates, see www.rafwarma.org.uk
	30 th	Nomination deadline for Committee posts
May		In ‘The Rambler’ - report nominees for Committee posts and the election and noting process
	End of month	Lyneham 2-day bank holiday weekend walk
	31 st	Nijmegen Vierdaagse invoice balances due in FULL
June	30 th	Return completed postal vote forms if required
July	3 rd full week	Nijmegen Vierdaagse
	Monday	Annual General Meeting
		Committee post elections
	Thursday	Committee post voting closes at 1700hrs
	Saturday	Founders Day Election result declaration Announcement of Membership fees for next calendar year