Kwabekilanga Sports Complex
Far East Bank
Alexandra
2014
www.runalex.co.za | info@runalex.co.za | runalexac@gmail.com

CODE OF CONDUCT & DISCIPLINARY GUIDE

RUN ALEX ATHLETICS CLUB - 2026

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1. INTERPRETATION

In this guide, unless the context clearly indicates otherwise, the following words and expressions shall have the following meanings:

Committee means the elected members with the powers as set out in the Constitution.

Complaint means an expression of dissatisfaction of a member, either orally or in writing, that requires, in the sole discretion of the Committee, a response from the Club Committee.

Constitution means the Run Alex Athletics Club Constitution.

Disciplinary Committee means a sub-Committee or panel consisting of elected Committee members charged with examining alleged breaches of discipline within the Club and adjudicating on them.

Enquiry means an official investigation by the Committee in respect of alleged misconduct of a member.

Event means events falling on the Run Alex calendar of events which are made available to Run Alex members.

Misconduct means the improper interference, in the broadest sense, with the proper functioning or activities of the Club, its members, visitors or employees.

Staff means personnel volunteering to, contracted to or employed to assist with the administration or operations of an event.

The Club means the non-profit organisation registered as Run Alex Athletics Club, in accordance with the laws of ASA, CGA and South Africa as a non-profit organisation (NPO Registration No. 261-623).

Run Alex Member means any Run Alex member who is registered and in good standing, and who is eligible for certain benefits not available to non-members.

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2. INTRODUCTION

2.1 The Run Alex Athletics Club is subject to the Run Alex Athletics Club Constitution. To ensure the effective and efficient running of its events and club activities, the Run Alex Athletics Club Committee has developed these procedures and protocols to ensure the smooth running of the Club.

2.2 The Club promotes certain values which are expected to be adhered to by all members, visitors, and employees. These values include:

- Integrity
- Honesty
- Respect
- Fairness

2.3 This document summarises the Club's expectations of its members and their guests, and details the procedures to be followed by a member submitting a complaint or subject to a disciplinary process.

3. DISCIPLINARY MATTERS

3.1 An elected Disciplinary Committee as provided for in the Constitution will deal with disciplinary matters of the Club. The Club will not tolerate any conduct which brings or has the potential to bring the Club into disrepute, by means including but not limited to physical or mental abuse, harassment, discrimination, or defamation of any of its members during, or subsequent to, Club events or day-to-day operations.

3.2 Any member may be disciplined or excluded from membership of the Club where their conduct has been, or is likely to be, prejudicial to the interests of the Club.

3.3 Subject to the general definition above, the following categories of conduct shall constitute misconduct:

3.3.1 Minor Misconduct

- Minor misconduct includes offences of a less serious nature (unless frequently repeated), including but not limited to:
- Obstruction of, or improper interference with the functions, duties or activities of any fellow member, member of staff, other employee of the Club, or any visitor.
- Disruption of, or improper interference with the administrative, sporting, social or other activities of the Club at Club events or official races.
- Discourteous, rude or offensive behaviour at Club events or while engaged in any Club activity.
- Behaviour likely to cause injury or impair safety at Club events.
- Deliberate disregard for Club equipment, Club uniform or property belonging to the Club.
- Failure to comply with or adhere to the relevant code of conduct.

Repetition of the above transgressions or failure to comply with demands from the Club in writing may result in further disciplinary action.

3.3.2 Serious Misconduct

Serious misconduct constitutes an offence of such gravity that, in the opinion of the Committee, it warrants a formal disciplinary hearing. This includes:

- Deliberate or consistent breaches of Club rules.
- Any attempt to achieve gains or an advantage over others by unfair or unscrupulous means.
- Theft or misappropriation of Club or member property.
- Use of threatening or abusive behaviour at Club events or while engaged in any Club program activity.
- Misuse or unauthorised use of Club property, including inappropriate use of personal devices in a Club context.
- Damage to or defacement of Club property, the property of other Club members caused intentionally or recklessly, or the misappropriation or misuse of such property.
- Any other action, including through social media, which in the opinion of the Committee may bring the Club into disrepute or which, if left unchecked, may result in the detriment of the Club or its members.

3.3.3 Gross Misconduct

Gross misconduct constitutes an action of such seriousness that the Committee may immediately expel the member from the Club.

The Committee may, by means of an executive decision, summarily expel such a member without invoking a disciplinary hearing. The expelled member will have the right to a disciplinary hearing as soon as this can be arranged but will remain expelled until and unless such a hearing overturns the executive decision.

Examples of gross misconduct include:

- Violent, indecent, disorderly, threatening or offensive behaviour or language at Club events or while engaged in any Club activity.
- Fraud, theft, deceit, deception or dishonesty in relation to the Club or its staff, or in connection with holding any office in the Club, or in relation to being a member of the Club.
- Sexual, racial, gender or any other form of personal harassment of any fellow member, member of staff, other employee of the Club, or any visitor.
- Conduct which constitutes a criminal offence, where that conduct takes place at Club events or while engaged in any Club activity.
- Illegally participating in CGA sanctioned road running events or races.
- Conviction of a criminal offence involving physical violence or abuse.
- Other acts considered to be of an extremely serious nature perpetrated against the Club, its members, or any other party.

4. SUBMISSION OF COMPLAINTS

4.1 The following procedure must be followed by a member laying a complaint:

4.1.1 Report the incident to a member of management or to a Club Committee member in writing no later than ten (10) days after the incident occurs.

4.1.2 The complainant must avail themselves to provide oral evidence at a disciplinary hearing and be cross-examined, or to participate in a general discussion at an enquiry.

4.2 Once the complaints procedure is initiated by the Committee, the following steps will apply:

4.2.1 The member will be notified in writing of the complaint against them.

4.2.2 The member will be given seven (7) days' notice to attend a meeting for the purpose of responding to the complaint.

4.2.3 Failure by the member to attend this meeting, without good cause, will result in a decision being taken by the Club in the member's absence.

4.2.4 If the complaint is challenged, the matter will be fully investigated.

4.2.5 The complainant must refrain from confronting the alleged wrongdoer pending the investigation and the disciplinary hearing.

4.2.6 No action will be taken by the Committee where reports of an incident are overheard, amount to hearsay, or are commented on casually.

5. DISCIPLINARY PROCEDURES

5.1 Disciplinary action against club members may be taken for misconduct or breach of the Club's code of conduct. Every member has the following rights:

- The right to fair and consistent treatment from the Club.
- The right to adequate notice from the Club.
- The right to appeal against the Club Committee's decisions in all disciplinary matters.
- The right to representation.

5.2 No member may be expelled for the first breach of the Club's rules, except in cases of gross misconduct.

5.3 The Club Committee will deal with all Club disciplinary matters. A sub-Committee may be formed by the Committee to consider a complaint within the competency of the Committee.

5.4 All decisions by the Committee of a disciplinary nature must be taken with advice from a legal adviser. Such legal adviser may be a member of the Committee or co-opted on an ad hoc basis in terms of the Constitution.

5.5 All matters which breach this code of conduct shall be processed as follows:

5.5.1 The Club Committee or sub-Committee, after receiving a complaint, may decide that the complaint does not raise a serious enough issue to warrant further investigation and a hearing. The complainant will be so advised.

5.5.2 If the Club Committee or sub-Committee, having considered the alleged complaint, is of the view that it is of serious enough nature to investigate further, it shall proceed to obtain written statements from the complainant and any other witnesses or persons who may have knowledge about the incident.

5.5.3 Following the receipt of all written statements, the Club Committee or sub-Committee will then decide to either conduct an enquiry (where parties involved will be called upon to attend a hearing to deliberate on the events) or to conduct a formal disciplinary hearing.

5.5.4 If an enquiry is called and convened, the Club Committee or sub-Committee, in its sole discretion, may decide to finalise the matter there and then, provided that apart from a reprimand, no further sanction may be imposed. If it appears that the matter is more serious than anticipated, it will be referred for a disciplinary hearing.

5.5.5 If the Club Committee or sub-Committee elects to conduct a disciplinary hearing, it will inform the implicated member of the date and venue of the hearing in writing not less than fifteen (15) working days prior to the hearing. The implicated person will be informed of their right to call witnesses and to cross-examine witnesses called on behalf of the Club.

5.5.6 All parties to the complaint and relevant witnesses may be interviewed, if seen as necessary, by the Committee.

5.5.7 Having considered all the facts, the Committee will decide whether to uphold the complaint. If the complaint is upheld, the Committee will decide what sanction is appropriate. In the case of a complaint being referred to a sub-Committee, its findings will be considered by the Committee in reaching its decision. The details of the decision will be recorded and minutes will be taken at the hearing.

5.5.8 The member will be informed of the Committee's decision in writing within seven (7) days.

5.5.9 The member may appeal the decision in writing to the Committee within ten (10) days of being informed of the decision. No appeal will be valid or considered after that period has elapsed.

5.5.10 The appellant must give full written grounds for the appeal, stating exactly what is being appealed against and the reasons for the appeal.

5.5.11 The Committee will then refer the appeal to the Disciplinary Appeals Committee.

5.5.12 The Disciplinary Appeals Committee shall consist of three individuals: one Disciplinary Committee member, one Run Alex member not on the Committee, and one external party who is not a Run Alex member.

5.5.13 The Disciplinary Appeals Committee must meet within seven (7) days of receipt of the appeal. Its deliberations will include consideration of all the facts already presented, any new evidence that may be relevant, and may include recalling witnesses.

5.5.14 The Disciplinary Appeals Committee must present its findings in writing to the Committee within seven (7) days of reaching their decision.

5.5.15 The decision of the Disciplinary Appeals Committee will be final.

6. SANCTIONS

6.1 Any one or more of the following penalties may be imposed for a breach of the Club's code of conduct:

- A reprimand.
- A written warning as to future conduct.
- A requirement from the Committee that the member gives an undertaking as to future conduct in such terms and containing such conditions as the Committee may prescribe. A breach of this undertaking will constitute serious misconduct.
- Exclusion for a stated period from all Run Alex events.
- Expulsion from the Club and all its activities.
- Such other penalties as determined from time to time by the Committee, including but not limited to suspension from the Club.

6.2 Sanctions imposed by the Disciplinary Committee will depend on the scale and severity of the misconduct. Consideration will also be given to repeated offences.

6.3 In the case of a complaint of cheating, if found guilty, the member will be disqualified from the competition and any prize received must be returned or if it’s a record, be nullified.

6.4 In the case of conduct which constitutes a criminal offence, the member may be suspended pending investigation. If found guilty, the member will be expelled from the Club immediately and any membership fees paid will be forfeited.

6.5 In cases where a member is suspended or expelled from the Club, any membership fees paid for that calendar year will be forfeited.

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RUN ALEX ATHLETICS CLUB

MEMBER CODE OF CONDUCT

>>> Who this applies to

- This Code of Conduct applies to every Run Alex member, including Run Alex Development teams, volunteers and anyone representing the Club at any event – whether on road or track.
- It is read together with the Run Alex Athletics Club Constitution and the Run Alex Athletics Club Disciplinary Procedures document.
- Ignorance of this Code is not a defence.

1. OUR VALUES

Run Alex was built on community. Everything we do – training, racing, volunteering, collaborating – reflects who we are as a club and as residents of Alexandra and surrounding areas. These values are not optional:

INTEGRITY	We compete honestly and lead by example – on the road and off it.
RESPECT	We treat every member, official, volunteer, and community member with dignity.
HONESTY	We are truthful in our dealings with the Club, with each other, and with ourselves.
FAIRNESS	We give everyone an equal opportunity and do not seek unfair advantage.
UBUNTU	We lift each other. The success of one member is the success of all.

2. CONDUCT AT CLUB ACTIVITIES

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This includes all training sessions, time trials, road races, Club program events, social activities, and any situation where you are representing Run Alex.

2.1 Training & Time Trials

✔ DO	✘ DON'T
Arrive on time and ready to train	Block roads or pavements recklessly
Follow instructions from coaches and pacers or the technical team representative	Intimidate or discourage other members
Look out for fellow members on routes	Use abusive language on routes or at the track
Report safety concerns to a Committee member	Train on restricted routes without Club clearance
Give 24-hour notice if you cannot attend to your respective duties or tasks	Leave new or struggling member(s) behind without informing a coach or support team

2.2 Race Day

✔ DO	✘ DON'T
Race in official Run Alex kit at all times. **THE LICENCE MUST ONLY BE WORN WITH THE CLUB VEST**	Use another member's race number. **WEAR THE LICENCE ON ANY TOP ON RACE DAY. YOU CAN PURCHASE A TEMPORARY LICENCE INSTEAD.**
Represent the Club with pride and sportsmanship	Cheat, shortcut a route, or misrepresent a result
Acknowledge and thank marshals, supporters and volunteers 🙂	Behave aggressively toward officials, competitors or general public
Follow race director and ASA/CGA rules at all times. Seek clarity from coaches or other members or EXCO	**Bring the Club or the sport into disrepute**
Report chip/bib irregularities to race officials	Consume banned supplements or any illicit substances before or during racing

2.3 Club Assets & Equipment

All members who borrow or use Club equipment must sign an **indemnity form with the Club asset manager**. Members are personally liable for any loss or damage caused through negligence or misuse.

✔ DO	✘ DON'T
Sign the indemnity before taking any club equipment	Lend Club assets to non-members without approval
Return assets in the same condition as received	Use Club property for personal commercial gain
Report damage or loss immediately	Fail to return assets after an event
Use assets only for approved Club purposes	Damage equipment through reckless use

3. SOCIAL MEDIA & COMMUNICATIONS

As a Run Alex member, your online presence reflects on the Club, the community of Alexandra and on our current and past partners. The following applies to all platforms – WhatsApp, Facebook, Instagram, TikTok, X, YouTube, Radio and any other public or semi-public channel.

- Do not post content that brings the Club, its members, CGA, or ASA into disrepute.
- Do not share internal Club communications, results, or minutes without EXCO approval.
- Do not engage in online harassment, bullying, or targeted attacks on any member.
- Do not spread misinformation about the Club, its events, or its leadership.
- Do not post images of other members, especially minors, without their consent.
- Constructive criticism of Club matters should be raised through official channels – not public posts.

NOTE: Violations of this clause may constitute serious misconduct or gross misconduct under the Disciplinary Procedures.

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4. MEMBERSHIP OBLIGATIONS

4.1 Fees & Financial Obligations

- Membership fees must be paid by the deadline communicated by the Club Treasurer and Secretary each year.
- Members with outstanding balances will not be permitted to renew membership.
- Members who owe the Club money after due notice may face disciplinary action.
- Comrades Marathon and other race entry commitments are binding once confirmed – non-payment will be escalated.

4.2 Marshalling & Volunteerism

- Members are expected to contribute to the Club's events through marshalling and activation support.
- A volunteer roster exists – all members, including Friends of the Club, must be on it.
- Marshalling income is re-invested to the club or shared with volunteers – rates and processes are set by EXCO per assignment?
- Members who commit to duties and do not show without valid notice or finding replacements may be reprimanded or be removed from future plannings or rosters.

4.3 Sub-Committees

- Members are encouraged to always join Sub-Committees (Technical, Events, Junior Development, etc.).
- Sub-Committee participation strengthens the Club and gives members a direct voice in its direction.
- Sub-Committee members must respect and adhere to their respective leaders and follow the agreed guidelines for effective execution of tasks and order.
- Sub-Committee members are expected to appoint or give portfolio direction in the absence of the sub-committee leader.

4.4 Meetings

- Members are expected to attend AGMs and SGMs. Quorum requires at least one-fifth of members aged 16 and over in good standing.
- Apologies for absence must be submitted to the Secretary at least 24 hours before any Committee meeting.
- Three consecutive unexcused absences from Committee meetings wil not be accepted and may result in automatic vacation of that seat.
- Any disruption or sabotage of Club official meetings, planning or coordinations will constitute serious misconduct or gross misconduct

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5. RUN ALEX DEVELOPMENT

Run Alex Development Juuniors, Coaches and their parents/guardians are bound by the endorsed RAAC Development Code of Conduct by EXCO in addition to any Junior Programme rules communicated by the Junior Development Committee..

6. CONFLICT OF INTEREST

Members holding office in the Club or on CGA/ASA structures must declare any personal interest that may conflict with their duties to Run Alex. Where a conflict exists:

- The member must disclose the conflict to the Committee in writing or club meetings.
- Depending on the relationship or proximity, the member must recuse themselves from any decision-making process related to the conflict.
- Failure to disclose a material conflict of interest constitutes misconduct.
- All members must declare their affiliations or private sponsorships, campaigns or events that may conflict with the club SOP or activities before finalising their membership process or finalising agreements with the Club SG or EXCO members.

7. REPORTING & ACCOUNTABILITY

Members who witness conduct that violates this Code are encouraged to report it. Run Alex takes all reports seriously.

>>> How to report a concern

1. Report in writing to any EXCO Committee member or the Club Secretary General within 10 days of the incident.
2. Your report will be treated with discretion.
3. Retaliation against a person who has made a good-faith complaint is itself a disciplinary offence.
4. The full process is set out in the RAAC Disciplinary Guide document.

8. CONSEQUENCES OF BREACH

Breaches of this Code will be dealt with under the Run AlexAthletics Club Disciplinary Guide. Depending on severity, sanctions range from:

Reprimand	Verbal or written warning for minor first offences.
Written Warning	Formal notice placed on record, with conditions for future conduct.
Suspension	Temporary exclusion from Club events and activities for a defined period.
Expulsion	Permanent removal from Club membership. Membership fees forfeited.

All members have the right to appeal. Appeals must be submitted in writing within 10 days of being notified of a decision.

9. RUN ALEX ATHLETICS CLUB DISCIPLINARY COMMITTEE MEMBERS

1. Sipho Molohlanyi
2. David Makhado
3. Ps Tumo Marabe
4. Vice Chairperson

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10. MEMBER ACKNOWLEDGEMENT

By registering or renewing membership with Run Alex Athletic Club, every member agrees to be bound by this Code of Conduct, the RAAC Constitution, and the RAAC Disciplinary Procedures.

- **The code of conduct must be signed and returned to the Secretary General in 14 days after registration. All members will only receive their new license once the signed code of conduct is received by the club's Secretary General.**

- To ensure our club remains safe and welcoming space and aligned with our values, all applications are subject to review and approval by the Club. Your membership officially begins once your application is approved and confirmed by the Secretary General.

I, the undersigned, acknowledge that I have read, understood, and agree to abide by the Run Alex Athletic Club Member Code of Conduct. *(New members must Ignore the licence number)*

Full Name: _____

Licence Number: _____ Date: _____

Signature: _____