



# Brighton & Hove Women's Running Club

## Welcome Pack

**2018/2019**

[www.bhwrc.org](http://www.bhwrc.org)

## **Welcome!**

Brighton and Hove Women's Running Club aims to provide a sociable, fun and safe environment for all women - regardless of their age, ethnicity, race, nationality, sexual orientation, ability or disability - to participate in healthy exercise.

This pack is for all members, Leaders in Running Fitness (Lirfs) Coaches (Cirfs), committee members and volunteers within the club.

As part of your application to join the club/membership renewal, you have signed up to the Codes of Conduct in this pack.

Our club relies on all members following basic rules of etiquette and safety.

We also rely on volunteers to lead runs, to lead and support the beginners' group, to lead the training nights, and become committee members.

As an England Athletics-Affiliated club we also abide by rules and codes of conduct set out by our governing body.

Together we work to ensure the Club continues to exist and grow as the fun, caring and successful women's running club that it is.

Thank you for your continued support!

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## Code of Conduct for Athletics Clubs

As a responsible England Athletics-Affiliated Club we:

- Have adopted national welfare policies and procedures. Our Club Captain is the first point of contact for any concerns about welfare issues.
- Ensure that anyone operating within the club environment has the appropriate qualifications and has undertaken the appropriate checks e.g. DBS and licences.
- Ensure that club members, officers, leaders in running fitness, coaches and volunteers, always act responsibly and set an example to others.
- Respect the rights, dignity and worth of every club member and others involved in athletics and treat everyone equally.
- Consistently promote positive aspects of running such as fair play and never condone rule violations.
- Challenge inappropriate behaviour and language by others.
- Place the welfare and safety of the athlete above other considerations including the development of performance.
- Report any suspected misconduct by anyone within the club to the Club, Regional, National or UKA welfare officer as soon as possible.

## Membership Data

- When you become a member or renew your membership of Brighton & Hove Women's Running Club (BHWRC) you will automatically be registered as a member of England Athletics (EA). We will provide EA with your personal data which they will use to enable access for you to an online portal called myAthletics. EA will contact you to invite you to sign into and update your record on the myAthletics portal (which, amongst other things, allows you to set and amend your privacy settings).
- In becoming a member of EA, EA will collect certain information about you which will include your name, date of birth, gender, URN number, email address, postal address, telephone number, name(s) of the EA affiliated clubs you are a member of and details of any coaching or officiating licences you might hold (Athletics data). If you have questions about the continuing privacy of your personal data when it is shared with EA, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org)
- As a member of BHWRC, your data may be shared with BHWRC Coaches, LiRFs, Committee members or other club officials, in order to administer membership renewals, training sessions, training courses, social events and other club activities.

## **Code of Conduct for Members**

**When engaged in Club activities (athletics or social) we expect all our members to:**

- Act with dignity, courtesy and good manners towards others.
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others.
- Challenge inappropriate behaviour and language by others.
- Never bring the Club into disrepute as a result of language, behaviour or comments in person, in writing in printed and online media.

## **Etiquette and safety during runs**

Our aim is that all our runs (club runs and training sessions) should be **SAFE, SUPPORTIVE AND SOCIAL.**

**Before the run/training session:**

- Anticipate and be responsible for your own needs. For example - are you well enough / recovered enough after injuries to participate? Do you have any medication you may need, such as asthma inhalers? Carry water to keep hydrated, especially in warmer weather. Make sure you dress appropriately for the conditions, especially in colder weather. For running at night wear reflective clothing or a reflective vest, wear a head or chest torch or carry a small torch.
- It is advisable to carry a mobile phone in case of incidents. All leaders should carry one.
- Do not bring headphones to wear. They prevent you hearing instructions and vehicles. They also stop you interacting with fellow members.
- Car share where possible. Please use Facebook or e-mail to organise lifts. If using e-mail, please only reply to the one person, not reply to all.
- If you get a lift, consider making a contribution to the club's charity of the year. You can easily do this via the mydonate or Justgiving page. If conditions are wet/muddy, please be considerate by bringing a change of clothing/bags for muddy shoes etc.
- When joining a run/session, get to the meeting point on time. Leaders will wait no more than 5 minutes.

**Remember if you are not well/fit enough to run, if you are ill-equipped or late, you will cause inconvenience to your fellow members.**

### **While participating in a club run/training session:**

- Always listen to and follow instructions from the run leader/Lirf or Coach. They have planned the activity and considered your health and safety. If you have any comments or suggestions on the run/training session, give them in feedback at the end, not during the session.
- On a club run, follow the route the leader has set. If you want to run faster ahead of the group or if you want to cut your run short for some reason, as a matter of courtesy, let the leader or the back marker know. Do not just run off or go home without letting them know.
- Be aware of hazards along paths, especially in the dark, and alert others running behind you
- Avoid bunching up so that the path can be clearly seen by others.
- Look before crossing roads. Remember if you run off across a busy road, others will follow you!
- Keep over on paths to allow other pedestrians safe space.
- Whilst the run leader should be carrying a first aid kit, especially on off-road runs, they are not responsible for first aid. The kits are basic. Only water should be used to clean wounds.

### **After the run/training session:**

- Always thank the people who made it happen – run leader/Lirf/Coach. They are the people who have given up their time to allow you to run.
- Give feedback – the club is always keen to hear ways we can improve runs and training sessions. You can provide feedback directly to the run leader, Cirf, Lirf or Committee member.
- Think about leading a run yourself – we always need volunteers!

## **Guidance for run leaders**

Our club relies on volunteers to lead the runs.

Anyone can lead a run. You don't need to be a fast runner – you can lead a run from the middle or the back of the group as well as the front.

As a club, we realise we cannot please all of the people all of the time! If you want faster paced Club runs, volunteer to lead them but make sure that everyone knows that it is in addition to the usual runs.

No one should inadvertently find they are trying to keep to a pace that is unacceptable to them and/or get left behind.

### **When leading a club run, please consider:**

- Anyone can lead a run. Pair up with someone and it will make it easier.
- If you are new to leading and you have time, do a trial run of the route. There are sample routes in the box at the clubhouse.
- Make sure you have a volunteer to 'back-mark'- someone who can be relied upon to stay behind the last person at all times. Hi-viz jackets and lights are in the club box and should be worn by the leader and back marker.
- Take a first aid kit on the run.
- Count how many runners are in your group before you start.
- Always do a warm up – you can ask one of the Lirfs/Coaches to help you.
- Start off gently, i.e. slower than your normal pace, whatever that is.
- Speed is not necessary! As a club, we want to encourage people, not demoralise them which will happen if they get left way behind.
- Don't act like a rabbit crossing a road- remember you have a string of runners following behind you. Be aware of safety at all times. Use crossings where available.
- Pause regularly at appropriate intervals, traffic lights, junctions, etc. to make sure the group hasn't become too spread out. When you pause the group, check with your 'back-marker' that everyone is ok at the back.
- Keep checking to see if the group begins to spread out. If there are runners far back and disconnected from the group, the pace is too fast. Slow it down so the group stays together. When there are no stragglers, you have found the best pace for the group.

- Make sure that when you pause, you give those at the back a rest too. If those at the front start off again as soon as those at the back catch up, you will have had a nice rest but they won't.
- If you feel that there are runners behind you that wish to go faster, when you reach a suitable point on your route, such as a long straight road or hill, pause the group. Tell those that wish to go faster where to meet, i.e. the next road junction and send them off ahead. Alternatively, they can run to a given point and then 'loop' back to return to the group.
- If running on roads (eg country roads) always run on the side of the road towards the oncoming traffic, so that motorists can see you.
- Make sure runners cool down and stretch at the end.
- Ask for any feedback from runners.

## **Accidents and incidents**

Run leaders, Lirfs and Coaches take all reasonable care to ensure that risks are minimised on club activities. However sometimes accidents and incidents will happen during club runs and training sessions.

### **As an England Athletics-Affiliated Club, we are required to log and report:**

- **A reportable accident** - one in which a person suffers an accident as a result of which that person requires or is likely to require medical treatment.
- **A reportable incident** - one, which in slightly different circumstances, might have led to a reportable accident eg a near miss on the road by a car.

If either happens on a run, please fill in a report form as soon as possible after the run (there are copies of the forms in the box at the club house and the Club Captain also holds them), and return them to the Club Captain who will send them on to England Athletics. We also have an accident book to log accidents and incidents.

## Rules for taking part in competitions and events

The Club colours are a Jade vest or short-sleeve tee with single black chest band and Club name on back in white text.

You **must** wear the Club vest/tee if you have entered an event as an England Athletics-affiliated member or you have been given a place in the event as a result of the Club's participation (eg where the Club supplies volunteers in exchange for places or as a result of the ballot for London Marathon places).

The Club Captain holds stocks of the Club vests.

When taking part in athletics competitions and events, remember that you are representing the Club. You must:

- Act with dignity and display courtesy and good manners towards others.
- Avoid swearing and abusive language and irresponsible behaviour, including behaviour that is dangerous to yourself or others.
- Challenge inappropriate behaviour and language by others.
- Never engage in any inappropriate or illegal behaviour.
- Avoid destructive behaviour and leave athletics venues as you find them.
- Not carry or consume alcohol to excess and/or illegal substances.
- Always thank the coaches and officials who enable you to participate in athletics.

## **Code of conduct for Lirfs and Coaches**

The Club has a number of Leaders in Running Fitness (Lirfs) and Coaches in Running Fitness (Cirfs) who support members in improving their running.

If the Club has paid for the Lirf or Cirf to undertake the relevant qualification, the Club expects that in return the person will commit time to working with members to improve their running, and support activities such as beginners' courses, return to running courses and regular training sessions.

The Club also expects that Lirfs and Coaches will meet regularly, at meetings organised by the Club Captain, to support one another, co-ordinate their activities and advise the Committee on how individual and Club performance can best be supported and developed.

As a responsible Lirf/Coach, all are expected to abide by the general Code of Conduct for members set out in Section 2. In addition, we expect our Lirfs and Coaches to:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete above the development of performance.
- Be appropriately qualified including obtaining DBS clearance, updating your licence and education as and when required by UKA and adhere to the terms of the coaching licence.
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete.
- At the outset, clarify with athletes exactly what is expected of them and what athletes are entitled to expect from you.
- Try to observe a recommended maximum ratio of 1 coach to 12 athletes at a training session, or work in partnership with another coach/leader in running fitness.
- Consistently promote positive aspects of running such as fair play and never condone rule violations.
- Encourage and guide athletes to accept responsibility for their own performance and behaviour.
- Develop appropriate working relationships with athletes based on mutual trust and respect.
- Never exert undue influence to obtain personal benefit or reward.

## **Code of Conduct for Volunteers**

Sometimes the Club relies on volunteers such as friends and family to help with activities such as marshalling at events, running the Club water station at the Brighton Marathon and helping with fundraising activities.

If you recruit someone to act as a volunteer on behalf of the Club, please make sure they understand that they are representing the Club for that activity, and like all Club members, should:

- Act with dignity, courtesy and good manners towards others.
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others.
- Challenge inappropriate behaviour and language by others.
- Never bring the Club into disrepute as a result of language, behaviour or comments in person, in writing and in traditional and social media.

## **Club management and roles and responsibilities of committee members**

The headquarters of the Club is Hove Rugby Club, Hove Recreation Ground, Old Shoreham Road, Hove, BN3 6QP.

The Club Constitution is on our website and sets out the rules for managing the Club's affairs.

The Club holds an Annual General Meeting each October and elects a Committee. All members have a right to vote at the AGM. The names of current Committee members are on the website.

The roles are:

**CHAIR** – the official spokeswoman of the Club. She organises and chairs Committee meetings and the Annual General Meeting and with the others, is responsible for arranging and delivering the functions of the Club.

**VICE CHAIR** – provides back up for the CHAIR and organises the run rotas.

**SECRETARY** – organises meetings, co-ordinates emails to club members and maintains club records.

**TREASURER** – is responsible for the funds of the Club and paying bills/expenses.

**CLUB CAPTAIN** – responsible for the welfare of club members and is there to nurture and develop women's talent, providing advice and experience. As the person responsible for Club welfare matters, the Captain will deal with any confidential matters that may arise related to members and will have an understanding and an appropriate way to deal with such matters.

**MEMBERSHIP SECRETARY** – maintains all membership records and encourages the recruitment/welcome of new members.

**SOCIAL SECRETARY** – organises social events such as the annual dinner and BBQ and other activities.

**WEBSITE/CHARITY CO-ORDINATOR** – responsible for keeping club website up-to-date, and is liaison point for club's charity of the year.

The Committee sometimes co-opts other members to help with special projects.

Committee members should ensure that the Club is represented in a positive light when talking with organisers or the media, and the Chair should be the first point of contact for any comment made on behalf of the Club.