



Brighton & Hove Women's Running Club

Welcome Pack

2019/2020



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.

By working together, we can ensure that the Club can thrive, grow and evolve whilst continuing to be a fun, caring, supportive and successful women's running club..

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
- 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.

IMPORTANT COVID 19 Notice – August 2020

The contents of this pack were written prior to the Covid 19 pandemic of 2020.

The Covid 19 pandemic has significantly changed the environment in which the Club operates and, as a consequence, many of the Club's practices.

As an England Athletics affiliated Club, we refer to England Athletics guidance to shape the type of training we are able to offer at this time as well as the framework and processes we implement around it. In addition to using England Athletics guidance (which is, in turn, based on Government guidance), we are also being mindful of any local situations which may impact on Club life.

Our aim is to enable Club life to continue where it can in a way which is accessible to as many members as possible whilst prioritising the safety of our Club members and those we may come into contact with as a result of any Club activity.

As a consequence of the complexity of the guidance we have to follow, there is more process involved in participating in Club life in the current environment. We ask for your patience and cooperation in following the new processes for your own protection and out of consideration for others.

Please be understanding and considerate of the fact that everyone has different circumstances and varying levels of anxiety at this time.

Please also be mindful of the additional administrative load this represents for our Club volunteers.

There are some references in this pack which are not relevant at this time. These specifically include :

- Car sharing – Whilst Government guidelines remain in place advising against all non essential car sharing with people outside your support bubble, the Club cannot facilitate car sharing for travel to/from Club activity.
- Warm ups/cool downs for Club runs – Rather than conducting group warm up and cool downs, we ask members to arrive warmed up for club runs and to cool down at home afterwards.
- All Club activities must be pre-booked. Run leaders and coaches reserve the right to turn away members who have not pre-booked to ensure an appropriate cap is kept on numbers.

Above all, the most important aspect of Club life at this time remains the enjoyment of running and training in a fun, safe and sociable environment!

If you have any queries or concerns which relate specifically to Covid 19, you can contact our COVID 19 Coordinator on vicechair.bhwrc@gmail.com.

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:

- If the training session or run instructions specifically ask for you to confirm in advance that you will be attending, make sure you let the coach or run leader know you are coming.
- 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? Take responsibility for ensuring you are adequately hydrated/fuelled for your run. You may need to carry water to keep hydrated, particularly in warmer weather and on longer runs. 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.
- All members should carry in case of emergency (ICE) contact details when attending club runs or training.
- 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. (See *COVID 19 Notice*)
- If you get a lift, please be considerate by bringing a change of clothing/bags for muddy shoes if the conditions are wet/muddy etc.
- When joining a run/session, get to the meeting point on time. Leaders will wait no more than 5 minutes.

While participating in a club run/training session:

- 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.
- 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.
- Take care crossing roads. Remember, if you take a chance crossing, others may follow you.
- Keep over on paths to allow other pedestrians safe space.
- Whilst the run leader may 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 or anonymously via the online suggestion box or the suggestion box at the Club house.
- 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.

You don't have to plan a new route. There are route plans in the Club boxes you could use or you can ask a previous run leader for details of their run.

If you don't want to lead alone, pair up with someone to co-lead.

Planning the run

- **For urban runs** - If possible try and recce the route first. Think about how runnable the route will be for a group especially if it will be dark. Consider the quality and width of pavements, tree roots, fallen leaves - very slippery in the wet, street lighting, number of road crossings etc. You don't need to avoid all hazards, but be aware so you can warn runners appropriately.
- **Off road runs** - If you can recce it first then great as it will give you confidence but it's not essential. Walking is a good way to recce. You might want to take photos at points where you could get confused or lost to help remind you of the way.
- If you want further information/inspiration, more detailed run leading notes are available with details of resources you can use to help plan and plot your route and gauge the distance of your run.

Leading the run

Before

- Ask a LiRF or CiRF to lead the warm-up. (*See COVID 19 Notice*)
- Tell the group what the distance is and if there is a shorter option (more likely for a Sunday run). You can briefly describe the route or leave it as a surprise!
- Ask for a back marker - you will always get a volunteer.
- If it's a night run, the leader and the backmarker should wear a light and high-vis vest or clothing.
- Ask people if they have any injuries. They run at their own risk but it helps to know if someone is going to possibly need to regroup more often.
- Count how many runners are in the group.
- Take a mobile phone. If possible, carry a map/screen shot of the route with you (especially for off road routes) in case you do get lost! It is easily done and people will be supportive and helpful.
- There are first aid kits in the club boxes but these are basic and you do not have to take them. Run leaders are not first aid trained and this is not an expectation or leader responsibility.

During

- **Pacing** - As per the club etiquette the pace needs to be inclusive. There is an expectation that faster runners will run ahead and double back. Periodically check with the back runners whether the pace is ok for everyone. If not, slow down. If on the way back faster runners ask to run ahead back to the clubhouse/meeting point, it is up to you if you are happy for them to do that.
- **Regrouping** – Regroup frequently. Explain the next regroup point to the faster runners so they can run on and loop back. The group will get particularly spread out on a hill, make sure to regroup at the top. Check the back runners are ready before restarting. Runners can jog on the spot whilst they are waiting to maintain a level of activity.
- **Hazards** – Remember to warn the group as they approach any potential hazards along the route, uneven pavements, tree roots, poor lighting etc.
- **Road safety** - where possible, use crossings and make sure runners know they are responsible for crossing the road safely. On country roads, always run on the side of the road towards the oncoming traffic, so that motorists can see you.
- **Livestock on off road runs** – Ask runners to stop running and walk up to and then past livestock, being mindful not to get between calves and cows. As a precaution walk as a group and don't start running until the whole group has passed the livestock. Horses can be particularly spooked by runners and it is best to walk across any field they are in (possibly in smaller groups if in a large group). If they gallop up to you, try and stay calm, walk don't run. If you are nervous about livestock then ask for support from someone in the group who is more confident.

After

- If you or a LiRF/CiRF are happy to lead cool down stretches please do so or encourage everyone to stretch independently if not. (See *COVID 19 Notice*)

Accidents and incidents

As an England Athletics affiliated club we try to follow the UK Athletics recommendation that “volunteer club and event providers without employees achieve the same standards of health and safety as that required of employers”.

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

In the event of any accident or incident during a club activity, it is important that the club records what happened so that we can try to prevent it from happening again.

All incidents and accidents must be reported to the Club Captains (or in their absence another member of Committee) who are responsible for member welfare.

Minor Accidents and Incidents

For minor incidents or accidents it is generally enough to email the Club Captains at captain.bhwrc@gmail.com.

Please ensure to advise :

- Date of Accident/Incident
- Name of person(s) involved
- Location
- Description of Accident/Incident
- Action Taken

You may also wish to submit a report to UK Athletics following the process below.

Major Accidents and Incidents

This process must be followed for all major accidents and incidents (including hazards encountered during club activity).

As part of UK Athletics' ongoing commitment to provide a safe sport, anyone who has witnessed either an accident or near miss is asked to complete a short online form. The form can be found here : <https://www.uka.org.uk/governance/health-safety/online-accident-incident-report-form/> . Please fill in a report form as soon as possible.

The following are definitions for the purposes of reporting

- Accident: An event that results in injury or ill health
- Near miss: an event not causing harm, but has the potential to cause injury or ill health
- Hazard - is a dangerous situation or object, which has the potential to cause harm

A copy of the details you complete will be e-mailed back to you. Please ensure a copy is e-mailed to the Club Captains at captain.bhwrc@gmail.com.

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.

If you have entered an individual event as an England Athletics affiliated member under the Club name, we would encourage you to wear Club colours, although it is not mandatory.

In team or relay events run under UK Athletics rules, you **must** wear the Club vest.

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

- 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. (See COVID 19 Notice)

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 – (chair.bhwrc@gmail.com) the official spokesperson of the Club. Organises and chairs Committee meetings and the Annual General Meeting and is responsible with the other Committee members, for arranging and delivering the functions of the Club.

VICE CHAIR (vicechair.bhwrc@gmail.com) – provides support and back up to the Chair and organises the run rotas.

SECRETARY – (bhwrc.secretary@hotmail.co.uk) official first point of contact for the Club, takes minutes at Committee meetings/AGM, organises meetings, supports Chair and Vice Chair, responsible for applying for Club London Marathon places, coordinates communications to club members and maintains club records.

TREASURER (treasurer.bhwrc@gmail.com) – is responsible for the funds of the Club and paying bills/expenses. Provides monthly statement of accounts to Committee and is responsible for production and arranging independent audit of annual Club accounts.

CLUB CAPTAIN (captain.bhwrc@gmail.com) – 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. Provides liaison between Committee and CiRF/LiRF team.

MEMBERSHIP SECRETARY (bhwrc.membership@gmail.com) – onboards new members, maintains all Club membership records via England Athletics portal, maintains e-mail distribution list and Club Facebook membership. Responsible for administering annual Club renewals. Encourages the recruitment/ welcome of new members.

SOCIAL SECRETARY (social.bhwrc@gmail.com) – responsible for planning and organising a range of relevant/accessible social events to meet the needs and interests of Club members such as the annual dinner and other activities. Brings costed proposals for events to Committee for consideration.

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 organizers or the media, and the Chair should be the first point of contact for any comment made on behalf of the Club.

Social Media/Photos

The Club uses social media to both communicate with its members and publicise its activities.

The following are used :

- BHWRC public website – the principal source of information for prospective members. It contains details about the club, its activities, ethos and latest news including some photos of club members.
- a closed group Facebook page (visible to members only) used to share information such as upcoming club runs/activities, race reports, photos from club runs, interesting running related articles etc.
- Club instagram account – used as a way to extend club publicity to a wider audience, this is a public account where club running related photos/information are shared.

Club members taking photos during a club activity must make it clear if they intend to share the photos on public social media. Photos must not be shared publically without the subjects' consent. When captioning photos on public social media, you should avoid using people's names.

Once you have been advised that a photo is being taken with the intention of sharing on public social media, it is your responsibility to “step out” of the frame if you do not wish to be included.

Feedback and Complaints

Feedback

The Club exists for the enjoyment of its members. Regular feedback is essential to let us know what you think works well and to provide suggestions about areas where we might want to consider change.

You can provide feedback in the following ways :

- Speak to or e-mail a member of Committee. (See Club Management section for contact details)
- Provide feedback (anonymously if you want) via the Club suggestion box which is always at the Club House on club nights or alternatively via the online suggestion box. <https://forms.gle/J5nZmFbGM7N8HB6o8>

Complaints Procedure

In the event that you need to make a formal complaint, please follow our formal complaints procedure shown below :

Our Promise

BHWRC is committed to providing a quality service and achieving the highest standards of conduct. One way in which we can continue to improve is by listening and responding to the views of members.

Therefore, we aim to ensure that:

1. Making a complaint is as easy as possible
2. A complaint/concern is treated seriously, whether it is made in person, by telephone, letter or email
3. We deal with it promptly, politely and where appropriate, informally
4. We respond appropriately, for example with an explanation, an apology where we have got things wrong or a clear explanation of any further action to be taken
5. We learn from complaints and use them to improve our service to our members

All complaints will be handled sensitively, telling only those who need to know and following any relevant data protection requirements.

This section explains how to make a complaint

Stage 1

If there is a cause for concern or complaint by a club member or a member of the public, concerning the behaviour, welfare or action of a club member or a person acting on behalf of the club then this must be brought to the attention of the Club Secretary.

The Secretary will conduct a prompt investigation and gather the facts of the case and where appropriate any desired outcomes, liaise with the committee and feed back to the parties concerned. The Secretary will report this back to the committee at the next planned meeting.

Stage 2

If any of the parties concerned are not satisfied with the proposed resolution then they may refer the case to the committee, via the Chair, with their reasons for finding the resolution unsatisfactory. In this case the following procedure will be followed.

Refer the case immediately to the Chair who will convene a group of four committee members within 21 days to consider the facts as presented and propose a resolution to the parties concerned.

The outcome of the investigation will be reported to the committee and recorded in the committee minutes.

If the complaint involves the Chair, then a member of the committee will be appointed to oversee the procedure in place of the Chair.