**Stilton Striders Running Club**

**Committee Roles and Responsibilities.**

**(Agreed by Committee March 2020**

**Amended following Oct 2021 AGM**

**Introduction**

The Committee currently consists of eight volunteer members, including three Officers and five Ordinary Representatives. All the positions are elected each year at the Club Annual General Meeting (AGM). Under the Clubs Constitution the Committee are able to co-opt additional members and roles during the year if the situation arises.

The role of the Committee is to make decisions on behalf of the members to ensure the club is run properly. This includes facilitating activities that club members want to do and ensuring that we do everything we are legally and officially obliged to do as a club.

Given the size of the club and range of activities provided, Committee members work with a variety of additional volunteers in sub-roles to organise, co-ordinate and provide these different activities for members.

The three Officer positions are Chair, Treasurer and Secretary and they are responsible for ensuring that, as a club, we adhere to our legal and official obligations. This primarily means following the rules as set out by the national and regional governing bodies which administer our sport (e.g. UK Athletics (UKA), the general rules of running a non-profit or membership organisation, which include having our own set of club rules and constitution.

**Duties of all Committee Members**

* To be aware of and apply appropriately all relevant England Athletics Policies, Guidance Advice and Codes of Conduct (located in Dropbox)
* Regular attendance at club meetings and regular interaction at training nights with members.
* Ensure we are a friendly, all-encompassing and safe running club.
* Be approachable to all, both as a member and part of the committee.
* Help to promote the club.
* Help where needed during events.
* Suggest and implement new ideas/approaches to the club.

**CHAIR (Chris Genes)**

**Role Description**

The Chair is the club's "chief executive" and is accountable, with the other Committee members, to the membership and for the overall affairs of the club.

**Duties:**

* Specific activities/jobs:
* Leadership and management of the Committee roles
* Sponsor for new activities and projects
* Chair for Committee meetings
* Committee report for the club AGM
* Represent the Club at appropriate forums, eg. Leicestershire and Rutland Athletics Association.
* General duties and responsibilities:
* Oversee implementation of the club's constitution.
* Be aware of views, and of what's going in the club and of what's happening in the governance of the sport generally. Where necessary, initiate action, either alone or with other officers.
* Define club strategy in conjunction with committee.
* Pick up and deal with issues that have fallen through the net.
* Give advice and support where necessary.
* Delegate to other members of the Club Committee when necessary.
* Motivate both members and committee.
* Act as the Club Press Officer in relation to co-ordinating the clubs Newsletter, reports and features appearing in local newspapers etc.
* To actively publicise Stilton Striders Running Club
* To write articles, race results to local papers and local media with the permission of the committee.
* To assist with advertising running events organised by the club.
* To advertise the club amongst likeminded people
* To share positive running information about the club.
* Responsible for arranging and managing the Club Handicap Race, No Watch Race and hosting the three yearly Three Club Challenge.

 **SECRETARY ( Jane Martin)**

**Role Description**

The role of the Secretary is dual rolled. Firstly to support the Chair in ensuring the smooth functions of the Club.  They must maintain relationships with the sport's governing bodies and other relevant external organisations, and for ensuring that the club complies with the rules that govern the sport.

Secondly the Secretary will act as point of contact for new memberships, responding to all new member enquiries in a timely and efficient manner, ensuring that potential members are given all the information required to satisfy their requests. The Secretary will also accept new and renewing membership payments (in conjunction with Treasurer), keep accurate records and be involved in activities toward membership retention.

The Secretary is also the key Committee contact for external people contacting the club.

**Duties:**

* Ensure responsible administration
* To prepare agendas in consultation with the Chair.
* To circulate agendas and any supporting papers in good time.
* To receive agenda items from other committee members.
* To minute meetings and circulate.
* To circulate agendas and minutes of the annual general meeting (AGM).
* To ensure up-to-date records are kept of committee membership.
* To ensure arrangements for meetings are met (arrange venue).
* Be aware of views, and of what's going in the club and of what's happening in the governance of the sport generally.
* Give advice and support where necessary.
* Contribute to good governance of the club.
* Create and manage yearly online membership form.
* Manage and keep records of membership details.
* Update the relevant committee members on any medical information provided by members.
* Regularly check spreadsheet to see if any new members have joined.
* Liaise with the Treasurer regarding payment from new and existing members; by checking bank deposits and, if members have provided a cheque, deposit into bank and send details to treasurer.
* Send new members a welcome email.
* If a new member joins requesting to be affiliated to EA, log in to EA and create their account which will generate an EA membership number – add this to the membership spreadsheet. Then generate invoice to EA and advise treasurer.
* To source and sell Club kit to club members through Melton Sports.
* Promotion of Club kit to members, especially new members.
* Respond to Club kit requests via email, website or social media.
* Good communication with the Treasurer to ensure payments are made on time.

**TREASURER (Andy Nicholls)**

**Role Description**

The Treasurer is responsible for the overall financial affairs of the club.

**Duties:**

* Maintenance of accounts
* Maintain the club accounts by use of an appropriate accounting system
* Ensure accountability in all areas of the club where funds are collected e.g. races, social events, etc.
* Payments and deposits
* Banking of cash and cheque receipts
* Processing and payment of purchase invoices and expenses
* Issuing of sales invoices and collection of outstanding debts
* Reconcile bank statements
* Reconcile electronic payments statements
* Financial reports for Committee meetings
* Annually
* Prepare annual accounts for audit after the fiscal year end
* Present the audited accounts to AGM, and answer any questions arising
* Prepare a budget or forecast for the club

**CLUB CAPTAINS/VICE CAPTAINS (Ian Bickle)**

**Role Description**

The Club Captains/Vice Captain are the link between the administration of the club and the athletes. The role of the club captains is to represent the views of the members within the club, and contribute to the development of the club through providing advice and guidance from a member’s perspective.

**Duties:**

* A Club Captain/Vice Captain is a person that all members can contact and talk to about running events.
* Communicates with fellow team members about races.
* Communicates with fellow team members details about club runs, pacing groups, outruns and head torch runs through the year.
* Encourages club members to be involved in social and voluntary activities.
* Welcomes new members to the club.
* Encourages members to represent the club at races and other sporting events.
* Represent the Club at appropriate outside forums, eg. LRRL and Derby Runner XC meetings.
* To promote the profile of the Club identity at races and during Club runs.

**SENIOR COACH (Vacant)**

To be familiar with and also work to England Athletics Code of Conduct for Coaches.

The senior coach is expected to be Running Fitness (CiRF) qualified, which is the cornerstone of the off-track running and to assist off track runners who wish to improve their fitness.

The Coach in Running Fitness (CiRF) qualification is about the broad application to non-track based endurance running rather than specific track events or distances and is not designed for coaches who want to work with runners taking part in track based events such as 800m–10k track races or steeplechase.

When qualified you will be insured to coach without supervision.

#### Duties:

* To plan and deliver regular technical and fitness training sessions according to UKA guidelines for Striders of all abilities.
* To help develop coaching within the club through mentoring run leaders and other coaches.
* To liaise with and advise the committee about coaching and fitness issues within the club.

**RACE DIRECTOR (Katie Hateley-Houghton)**

**Role Description**

To be responsible for administering, organising, promoting and co-ordinating the two principal Club organised races: LRRL Stilton 7 and Bison Bash.

**Duties**

* Ensure race/event preparation is completed in a timely manner.
* Ensure that an appropriate Risk Assessment is undertaken prior to finalising the event.
* Provide an event budget to the committee for agreement.
* Provide a high-level guide to the organisation of the event.
* Provide and maintain accurate records e.g. entry contact details, fees, prizes.
* Liaise with relevant authorities/companies/individuals to ensure event adheres to race rules of governing body.
* Promote the event to club members/external runners as appropriate.
* Organise volunteers to help in the supervision and coordination of the event.
* Organise and delegate tasks to a sub-committee.
* On event day, the Event Director is the focal point to ensure the safe and smooth running of the event.
* Organise a post event review to note any aspects that worked well and any improvements that could be made for the future.

**JUNIOR SECTION LIASION (Vacant) Note that this role is to discussed and confirmed between Ian and Di underwood – Junior Sections Coach and is subject to amendments)**

**Role Description**

*To provide the link between the club’s junior section and the Committee and to report on the development of this section with regards to appropriate support.*

***Duties***

* *Training nights – if there are any issues such as coaches ill, running late or sessions needing to be cancelled due to bad weather, etc. To be first point of contact to arrange cover or assist until there are two or more Run leaders/Coaches present or post on Facebook to cancel session.*
* *Report to/from committee – discuss with Senior Junior Coach any point requiring discussion, including any health, safety or safeguarding incidents, or to seek approval for expenditure for training equipment, appropriate courses etc. To feedback anything from committee that is relevant to the junior section.*
* *Informing Senior Junior Coach of any upcoming races that involve juniors and seniors. Making sure juniors are represented wherever possible (e.g. Livingstone Relays, 100 Lap Challenge, Derby Runners XC, etc.).*
* *Managing chaperones for any older junior members running with senior members, either at club nights or at races.*

**NEW MEMBERS LIASION (Vacant))**

**Role Description**

To be available to welcome new runners who attend any club night runs and to inform them of the ethos and aims of the club.

To assign new runners to an appropriate member who will support and run with them on their three ‘free’ club sessions.

Direct potential new members to either the web page, or the Club Secretary with regards to taking up club membership.

**HEALTH & SAFETY OFFICER. (Vacant)**

**Role Description.**

Stilton Striders Running Club is strongly committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern.

To support our Health & Safety policy statement we are committed to the following duties:

* Undertake regular, recorded risk assessment of all sporting activities organised by the club
* Create a safe environment by putting health & safety measures in place as identified by the assessment
* Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability
* Ensure that all members are aware of, understand and follow the club’s health & safety policy
* Ensure that normal operating procedures and emergency operating procedures are in place and known by all members
* Provide access to adequate first aid facilities at all times including qualified first aider whenever possible
* Report any injuries or accidents sustained during any club activity or whilst on the club premises
* Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

**WELFARE OFFICER (Nikola Dolphin-Rowland)**

**Role Description**

To create an environment where members feel safe and are able to participate in club events without being subject to any form of harassment, bullying, verbal or physical abuse or excessive pressure.

Covering a wide range of issues such as safeguarding and protecting children, anti-bullying, equality, poor practice in coaching and disciplinary and grievance matters. The Club's Codes of Conduct and procedures for dealing with child protection concerns.

In addition, the role is to manage the Clubs UKA Welfare and Child Protection policy.

**Duties:**

* To advise and support the club officers and committee to implement welfare policies and procedures and to support the club to adhere to codes of conduct and good practice.
* To ensure that all club coaches/helpers/volunteers have completed a volunteer reference form or complied with a volunteer recruitment process and assist in this process as appropriate and to ensure that all coaches/officials/volunteers have completed CRB and Independent Safeguarding Authority checks as required and assist in this process as appropriate. (N.B. The Independent Safeguarding Authority is a new government body that should start processing checks in July 2010 but checks should be managed by UKA under their current CRB procedures)
* To respond to suspected breaches of the Welfare Policies and Procedures that may be referred to them, in accordance with the Welfare Procedures and, to advise and support other club officers or committee members how to respond appropriately in accordance with the Procedures.
* Report any concerns about child abuse to local children’s social care services or police immediately. If the Welfare Officer is not available, the person with concerns should report the matter to the local children’s services or police themselves.
* Report any concerns about child abuse to both the UKA Welfare Officer and the EA Welfare Officer and inform them what action has been taken.
* The Welfare Officer is advised to inform the EA Welfare Officer about any concerns regarding misconduct which is not child abuse.
* The Welfare Officer should have attended Safeguarding and Protecting Children Training and Time to Listen Training for Club Welfare Officers within the last 3 years. (N.B. Time to Listen is a course that is currently being developed by England Athletics and the Child Protection in Sport Unit and will be offered to all club welfare officers when available from 2010)

**MENTAL HEALTH CHAMPION (Vanant)**

**Role Description**

The role of a Mental Health Champion is to support people to access the mental wellbeing benefits of running, remove stigma and get people talking about mental health. Champions will NEVER be expected to provide mental health support in the role but they will be provided with details of where to signpost people for professional support with their mental health.

**Duties:**

* promote mental wellbeing through running by supporting the aims of #RunAndTalk
* work with their club/group to support its members to improve their mental health through running.
* Support new people who are experiencing mental health problems to start running, get back into running, or continue running.

**SOCIAL SECRETARY (Vacant)**

**Role Description**

The role of the Social Secretary is to organise social events for the Club throughout the year. They are responsible for organising the Club's social events, with support of others as required.

**Duties:**

* Organise and promote social events for all Club Members.
* Delegate planning of club events.
* Assess the safety and feasibility of events and venues.
* Liaise with Committee members on social events.
* Promote social events.
* Organise and coordinate bookings and manage attendance at events.
* Social event attendance.

**WEB MASTER. (Vacant)**

**Role Description**

To be responsible for administering Stilton Striders webpage in a timely manner and that also to keep it up to date appropriately.

**Duties:**

The duties of a webmaster include:

* ensuring that the web servers, hardware and software are operating correctly
* designing the website,
* generating and revising the web page
* replying to user comments,
* and examining traffic through the site.

**SUMMARY OF ROLES**

Chris:

* Chair
* Outside organisation links
* Bank Account Signature
* Newsletter and Race Reports to Press
* No Watch and Handicap Race
* Three Club Challenge and Holme Pierrepont Series

Andy:

* Secretary
* Bank Account Signature
* Memberships
* Dropbox
* Facebook administrator

John:

* Treasurer
* Bank Account Signature
* Presentation Night

Katie:

* Ladies Vice Captain – off road
* Presentation Night
* Welfare Officer
* Race Director (Stilton 7 & Bison Bash)
* Fell Race co-ordinator.

Emma:

* Ladies Vice Captain – road.
* 100 lap challenge and Livingston Relays co-ordinator.

Simon

* Men’s Captain – off road
* Derby Runner XC representative
* Facebook administrator.
* Club run administrator and volunteer co-ordinator.
* Summer Outrun co-ordinator

Mark:

* Men’s Captain - road.
* LRRL representative

Clive

* Club Coach

Ian:

* Junior Section Liaison

Kaye

* New runners/members liaison
* Pacing runs warm-up.
* Run Leader
* Social Secretary

Carl:

* Health & Safety
* Mental Health Champion
* Run Leader
* Club run support

Sean:

* Summer Outrun co-ordinator.
* Webmaster