



Membership Handbook

PONTYPRIDD ROADENTS A.C.

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About The Club

With less than 50 members between 2010 and 2012 the club has grown to almost 150 members in a short time, thanks in part, to the introduction of a beginners' group in October 2013. In the proceeding years the membership has consistently been over 120 members.

All members are very supportive and encouraging to each other, whether at club nights or while competing in races. The club has a very active membership that participates in many races, however there is absolutely no pressure on members to compete in races.

The club has steadily made steps to improve standards and coaching, for the safety and improvement of its members and visitors. The club is affiliated to Welsh Athletics, club affiliation number 7658440.

Why Join?

The benefits of club membership are:

- You will be able to train with members of a similar ability
- You will be able to train under the guidance of qualified coaches and leaders
- You will be registered with Welsh Athletics which has additional benefits outlined later
- You will have limited insurance cover whilst training and competing
- You may have the opportunity to attend courses

How Do I Join?

Anyone wishing to join the club should come along to a club training session and try us out for free. We allow you to try up to 6 sessions before making a commitment, if you do not join after this time, we will ask you to not to attend future sessions.

When you have decided to join please fill out a membership form and pass it to the Membership Secretary or another Committee Member, together with the correct membership fee.

Membership forms are available at club or via the club website:
www.pontypriddroadentsac.org.uk

Membership

Club membership is open to anyone over the age of 16.

There are 4 levels of membership currently available

- Senior Member: a full member over the age of 20
- Junior Member: a full member aged 16-19
- Lifetime Member: a full member who has been a member for over 30 years
- Social Member: a member of another affiliated club who wishes to attend Club training sessions

Full membership includes affiliation with Welsh Athletics and you will receive a WA membership card with your Unique Runner Number (URN) which entitles you to at least £2 off most race entries. You will be have access to your WA profile via <https://myathletics.uka.org.uk/portal/Members/Login>

Fees and Subscriptions

Each member shall pay a membership fee on joining and subsequently at renewal annually on 1st January each year. Membership shall be deemed to be cancelled if the membership fee is not received by 31st March in the renewal year, when you shall also lose your WA affiliation.

We do not currently charge an additional fee for attending training sessions. New members can attend up to 6 training sessions before being expected to join.

Current membership fees are as follows:

Table 1: Full Membership Fees

Membership Type	Club Fee	Welsh Athletics Fee	Total Fee Payable
Senior Membership (aged 20 years and over)	£20.00	£17.50	£37.50
Junior Membership (aged 16-19 years)	£20.00	£10.00	£30.00
Lifetime Member	£0.00	£17.50	£17.50*
Social Membership (WAA to another club)	£20.00	£0.00	£20.00

*Lifetime members have free lifetime membership to the club and only pay the Welsh Athletics fee if they wish to compete for the Club.

Anyone joining later in the year will benefit from reduced membership fees as follows provided they haven't already attended the maximum 6 training sessions earlier in the year and then taken a break (in this instance full membership payment will be expected):

Table 2a: Discounted Membership Fees

1st June – 31st August

Membership Type	Club Fee	Welsh Athletics Fee	Total Fee Payable
Senior Membership (aged 20 years and over)	£15.00	£17.50	£32.50
Junior Membership (aged 16-19 years)	£15.00	£10.00	£25.00
Social Membership (WAA to another club)	£15.00	£0.00	£15.00

Table 2b: Discounted Membership Fees

1st September – 30th November

Membership Type	Club Fee	Welsh Athletics Fee	Total Fee Payable
Senior Membership (aged 20 years and over)	£10.00	£17.50	£27.50
Junior Membership (aged 16-19 years)	£10.00	£10.00	£20.00
Social Membership (WAA to another club)	£10.00	£0.00	£10.00

Membership fees will not be reduced any lower than this as it is presumed that any person joining in the later months is likely to participate in the Cross Country races, the entry fees for which are paid for by the Club.

Anyone wishing to join in December shall pay the full membership fee which will be held over until January, therefore having one month free.

What Is Included In Your Membership?

- Affiliation to Welsh Athletics
- Reduced entry fees to many races
- Free entry to some races, finances allowing, such as Gwent Cross Country League
- Public Liability Insurance
- Access to two club training sessions per week as well as additional social running sessions
- Entry to club draw for London Marathon places (T&Cs apply)
- 10% off and free delivery from Sports Shoes online
- Corporate membership rate with RCT's Leisure for Life Scheme which includes unlimited access to all RCT leisure centres and swimming pools

Affiliation with Welsh Athletics offers you benefits such as the possibility to take part in the wide range of competitions and activities organised by the national governing body and the chance to be selected to represent Wales.

Additional benefits include:

- Annual Yearbook listing all competitions, contacts, information - a must-have for every athlete
- Basic insurance
- An individual athlete profile linked to the Power of 10 / Run Britain
- Reduced entry fee to the Cardiff half marathon
- £2 entry fee reduction across a number of licensed road race events
- 10% discount at Run and Become
- 10% discount at Moti Running Store
- Discounted rates for Warm Weather Training camps through Expose Travel
- Discounted offers with Claridon Sports on travel tour packages to major European and World Athletics Championships (www.claridonsportstours.com)
- Discounted fees for coaching courses when accessing the formal coach education pathway

What Do Members Need To Know?

It is the responsibility of ALL members to ensure they are familiar with all the Club documents and policies, to include but not limited to,

- Club Constitution
- Club Code of Conduct
- Club Social Media Policy

All members need to know:

- Who the Club welfare officers are
- Who the Club first aiders are and the first aid procedure
- Who the Club Committee are
- Who the Club coaches and leaders are

Details of the above are contained within this document and/or can be found on our website.

Athlete Resignation

To resign from the Club, you must inform the membership secretary in writing. No refunds will be given in respect of any un-expired period of membership.

Athlete Transfer

There is a new online process for registered athletes moving their first claim membership between Welsh Athletics affiliated clubs.

This online process is for changing clubs within Wales only; if you are transferring to a club elsewhere in the UK you will need to complete the paper application form from the respective Home Nations Governing Body.

Completing the online application

1. Log in to your athlete portal www.welshathletics.org/myprofile using your own URN and password.
2. Once logged in, click on the “Club Transfer” tab found on the left-hand side of the screen. This will bring up the “First Claim Club Transfer” screen
3. To start the change of club application, click on the “start new transfer” button.
4. Enter the name of the new club you are transferring to in the relevant space and enter any comments you want to send to the club you are wishing to leave. Once both boxes are completed, click the box in the bottom left-hand corner once you have read and agreed with the terms and conditions for the transfer. If exempt from payment (U15s) you will be taken to the transfer complete screen.
5. Billing Information. Please complete the marked boxes for the address your payment card is registered to and then click the “review and pay” button.
6. Review your details are correct on the next screen and check the confirmation box in the bottom left-hand of the screen, and then click on the “go to payment” button to proceed to the next screen.
7. Select your payment method and enter the request card details. Once entered click on the “Pay £10 now” button and complete your change of club transfer.

A club transfer complete screen will appear giving details of the next stage of the process and contact details for Welsh Athletics. You will be kept informed on the progress of your application by email

Change of club involving other Home Countries

If you are moving from a Welsh club to an English club you will need to complete the paper transfer form and send to England Athletics with the appropriate transfer fee.

If you are moving from an English club to a Welsh club you will need to complete the paper transfer form and send to Welsh Athletics with the appropriate transfer fee.

NOTE: All athletes who have been registered with a club within the last 3 years will need to go through the transfer process.

Applications must be received by the tenth of the month and will take effect from the first day of the following month. Any applications received after the tenth will be held over to the next month. Most transfers are automatic now but if an athlete makes a second transfer application within a twelve month period the transfer date is not the first of the following month but takes effect three months later. In certain circumstances athletes are eligible to appeal against this decision,

If you require any help with this, please contact the membership secretary for more information.

Training And Coaching

When And Where Do We Train?

These are our official club training sessions:

Tuesday Nights – Club Training Session

Where: Hopkinstown Cricket Club, Hopkinstown Road, Pontypridd, CF37 2PR.
When: 6.45pm start
Meet on the wooden terrace outside the changing rooms.
Parking, showers, changing facilities, and refreshments are available

Thursday Nights – Club Training Session

Where: USW Sports Park, Main Avenue, Treforest Industrial Estate, CF37 5UP
When: 6.45pm start
Meet in the reception of the old building.
Parking, showers, changing facilities, and refreshments are available

These are additional club training sessions that may be offered throughout the year. It is worth checking the club Facebook page to see if these sessions are taking place each week.

Monday Nights – Track Session

Where: Bargoed Race Track, Bargoed Park, Moorland Road, Bargoed, CF81 8PS
When: 6.30pm start
Limited parking. No other facilities available.

Monday Nights – Hill Reps Session

Where: Powerstation Hill, Treforest
When: 6.30pm start
Limited parking. No other facilities available.

Wednesday Nights – Tempo Run

Where: Taff's Well Train Station
When: 6pm start
Parking. No other facilities available.

Saturday/Sunday – Slow Long Run

These take place at any time over the weekend and are usually posted on the club Facebook page.

Training Fees

All our club sessions are free to fully paid members.

Potential new members can attend up to 6 club sessions before they are expected to join.

Training Sessions

Weekly training schedules can be found on the club website and the club Facebook page.

Throughout the year we offer a variety of different training sessions.

Speed Reps: (and track sessions)

- These sessions consist of several laps of 200 m, 400 m, 600 m, 800 m, 1 km or 1 mile, or any combinations and variations on this theme.
- Each lap is followed by a short rest period to allow you to recover slightly before the next rep
- There is no obligation to complete all laps, it's better to get home in one piece than complete all laps and injure yourself!

Hill Reps:

- These sessions involve hills of varying degrees of steepness
- Several laps are completed per session
- The intention behind hill efforts is that you increase your speed on the uphill section and then recover on the downhill section.
- There is no rest period on hill repeats, the intervals are broken up by the downhill section.
- There is no obligation to complete all the reps and the session can be varied by doing shorter or longer reps.

Field Sessions:

- Held on the university playing fields on dry nights in the summer months
- Usually consist of shuttle runs, circuits, figure of 8, fartlek, pair running, etc.

Tempo Runs:

- We have several routes we which rotate on a regular basis
- Each run is usually between 6 and 10 miles
- There are possible short cuts for most, but not all, routes and these will be offered to those not choosing to complete the whole route.

Trail Runs and Torch Runs:

- Occasionally we like to get away from the roads and head for the hills
- Appropriate footwear should be worn for the terrain
- In the winter months a head torch is required

Club Handicap Race:

- Takes place on the last Thursday of 9 months of the year (the exceptions are June, July and August)
- All members are encouraged to take part
- The slower members start first followed by the faster members at various time increments.
- The winner receives a personal trophy to keep and gets to take home the Handicap trophy for a month.

Health and Safety in Training

The following advice is intended to keep our runners safe at ALL times.

It is essential that whilst out running as a club we are seen to be polite, responsible, set a good example, and not put others at risk.

All club members must take personal responsibility for their own safety.

Be Suitably Dressed; we train all year and in all weathers.

- Wear baselayers, hats and gloves in freezing weather.
- At night, always wear light-coloured clothing plus a reflective (not just fluorescent) bib or sash. Clip on flashers are a great way to be seen.

Always Face Oncoming Traffic

- Run on the right-hand side of the road if there is no pavement.
- The only exception is right-hand bends - in this case, cross over well beforehand, and cross back afterwards. This way, you can always see what's coming and take evasive action if necessary.
- Never assume you've been seen – Always be cautious with traffic.

Be Considerate of Other Road/Pavement Users

- Do not run on the road when there are adequate pavements.

- Pay particular attention at road junctions or entrances. Do NOT step off the pavement without checking ahead & behind.
- NEVER run across the road in front of cars!
- Do NOT force pedestrians into the road.

Be Aware – Look & Listen

- Your ears are part of your personal safety equipment!
- If you listen to music while you run you are placing yourself at HIGHER RISK of an accident.

Consider Your Personal Safety

- Avoid running alone in unpopulated, unfamiliar areas and stay away from trails surrounded by heavy brush
- Don't stop to give directions to strangers in cars if you are running alone.
- Carry a mobile phone if you are on your own.
- Stick with your group and ensure the group stays together.
- If you have to depart from the group for any reason make sure you tell someone else in the group where you are going.

Before Setting Out

- Know who's in your group, who's leading and who's at the back.
- Know your route and stick to it.
- Know the distance, and make sure you are up to it.
- Be aware of conditions, e.g. freezing temperatures, icy/slippery pavements, etc.

If Leaving Street-Lit Areas

- Wear a head torch or take a small hand torch! It helps drivers/other people see you.
- If you cannot see where you are putting your feet SLOW DOWN OR WALK.

Consider How You Would Get Help

- Make sure someone knows your route & schedule.
- Take a mobile phone.

Medical Conditions

All members of the club must declare themselves medically fit to run at their own risk and shall not hold the club responsible for any incident occurring through a personal medical condition or injury.

Members with any medical conditions must ensure that they carry with them the relevant details of the condition and their name, address and emergency contact details.

First Aid

The Club has several first aiders and their details are posted on the club website and can be found later in this document. We have a policy for dealing with incidents and accidents:

- Group leaders must ensure that they, or a member of their group, have a mobile phone
- If an accident/incident occurs and a first aider is not present, then the emergency services should be contacted.
- After the accident/incident has been dealt with the first aider/group leader must complete an Accident and Incident Report Form to be submitted to UK Athletics
- <http://www.welshathletics.org/media/108923/accident%20form.pdf>

Club Leaders and Coaches

The Club is committed to improving the standard of its coaching and is constantly looking for members to get involved and undertake formal qualifications. All group leaders must have a valid UK Athletics Leadership in Running Fitness qualification. All Club coaches must have a valid UK Athletics Coach in Running Fitness qualification or a valid UKA Coach License. Additionally, all coaches and leaders undergo Enhanced Disclosure and Barring Service (DBS) checks in line with UK Athletics practice.

Races and Competing

Our Races

The Club organizes 3 races each year. It is expected, as a condition of your membership, that you will volunteer to marshal **at least one** of these races each year.

The Reverse 10

A 10 mile race starting from Tredomen House, Hengoed, CF82 7FQ.

The course is mainly run on tarmac paths with a small section on trail paths. The course is undulating with one uphill and downhill section and is run through two parks of outstanding beauty.

The race is suitable for runners of all abilities over the age of 17.

Prizes are awarded to the first 3 men and women to finish. Awards are also presented to the first male and female within the age categories. Team prizes will be awarded to first male and female team.

T-shirts are awarded to all finishers.

Treforest 10k

10 km road race starting from The Pottery pub on Treforest Industrial Estate, Treforest, Pontypridd, CF37 5YR.

The first 2km are flat, followed by a 500m uphill section, 3km of undulating roads through Gwaelod-y-Garth, with a final, flat 4.5km section towards the finish line.

The race is suitable for runners of all abilities over the age of 16.

Prizes are awarded to the first 3 men and women to finish. Awards are also presented to the first male and female within the age categories. Team prizes will be awarded to first male and female team.

The Loop Race

A 6 mile off road race starting from Barry Sidings Country Park, near Hopkinstown Cricket Club

The first 3 miles are uphill, followed by a 1 mile flat section, before a 2 mile fast downhill section towards the finish line.

This event also includes 3 children's race of 100 m, 1 km and 2 km for different age categories.

Some of the volunteer roles required to ensure these events run smoothly are:

- Course marshals
- Lead bike(s)
- Tail runner(s)
- Water station marshals
- Race registration
- Start / Finish teams

This list is not exhaustive, please see the Volunteers section later in this handbook for more information.

Club Championship

The Club Championship is a league designed to reward members who represent the club at races and raise the profile of the club, to reward their performances at these races, and to acknowledge their commitment to the club throughout the year.

The objective of the Club Championship is to encourage as many members as possible to train, improve, and enjoy their running.

Rules

1. You must be a paid member of Pontypridd Roadents AC for the results to count. Any race you participate in before joining or before paying Club membership fees will not count towards your result.
2. You must enter the club/team name as 'Pontypridd Roadents AC' on race entry forms in order to make it easier for the Championship secretary to find your result. Any variations on this name may result in your points not being allocated, especially if your race time cannot be easily found.
3. You must wear a club vest. The only exceptions are parkrun, a marathon where a charity vest may be worn, and an ultra race where specific kit is required.
4. Any member who transfers their race number to another runner and who does not change the ownership of that race number through the correct channels with the race organisers will not have the points allocated. It is the responsibility of the runner to inform the Championship secretary of any changes prior to or within one week of the event taking place.
5. The Road Championship and Off-Road Championship are separate competitions and all members are eligible to compete for both awards.
6. Events may be changed at the discretion of the club committee.

Points Allocation

1. The first member to finish gets 1 point, the second gets 2 points, the third 3 points and so on down to the last member to finish. The aim is to get the lowest score.
2. You need to complete a minimum of 4 races out of 6 to get your score. (You will only be scored off your best 4 races).
3. If you don't complete 4 races, then you can't place in the final standings.
4. If there is a tie-break then the 5th race will be used if there is one. Then the 6th result if the points are still level after the 5th.
5. If, after all options have been looked at, there is still a tie-break situation it will be decided on the number of races marshalled.
6. Points will be allocated within each division and not across the board.

Please check the Club website for the most up to date information regarding the Club Championship events.

Competitions

Cross Country

During the winter months the club encourages its members to compete in the Gwent Cross Country League. The Club pays the entry fees for all members who wish to take part. Members of all abilities are eligible to compete and all finishers score points for the Club.

More information can be obtained from the Cross Country Team Captain or Vice Captain or by visiting the Gwent League website <https://www.gwent-league.org.uk/>

Welsh Castles Relay

This event is a 20-stage relay event from Caernarvon Castle in North Wales to Cardiff Castle in South Wales and takes place over 2 days.

Each year the Club endeavours to enter at least one team into the WCR.

Volunteers are required to marshal one leg of the course.

More information can be obtained from the Road Race Captain or Vice Captain or by visiting the WCR website <http://www.lescroupiersrunningclub.org.uk/welsh-castles-relay-2016/>

To be eligible for team selection all members wishing to be considered must meet the criteria outlined in the following document: Castles Relay Selection Process.

Depending on the Club finances available the Club Committee may agree to pay the entry fee for this event and/or minibus hire, however it is expected that any runner wishing to take part would willingly pay their entry fee and transport costs as they would for any other race.

RACK Raid

The Rack Raid was established in 1993 and is a relay race involving over 100 miles of racing split into 13 stages of varying distances.

The race begins at Grosmont Castle at around 7:30am and finishes at Castell-Y-Bwch at around 7:00pm.

Entry to this race is by invitation only and entry is capped at 25 teams. The club tries to enter at least one team into this event.

More information can be obtained from the Road Race Captain or Vice Captain or by visiting the Fairwater Runners website

<http://fairwater-runners-cwmbbran.org.uk/content/rack-raid>

This event is open to all members of the club; there is currently no selection process.

Depending on the Club finances available the Club Committee may agree to pay the entry fee for this event and/or minibus hire, however it is expected that any runner wishing to take part would willingly pay their entry fee and transport costs as they would for any other race.

Other Events

There are several other events that the club encourages members to take part in, such as Cosmeston Relays, National Road Relays, and races held by other local running clubs. Keep an eye on the Club Facebook page to find out what and when these are.

Club Handicap Races

On the last Thursday of every month, except June, July and August, the club holds a handicap race which is open to anyone wishing to take part. The race starts at 6:30pm from the university playing fields on the Treforest industrial estate and ends on the main road out in front, a full course description with map can be found below. The race features a staggered start in order of slowest to fastest runners, the timings of when each runner begins is confirmed on the evening. The idea is that all runners should finish at roughly the same time. Winners of this race are those who make the biggest improvements from each race to the next, so there is plenty of opportunity for anyone to win to matter what speed they run.

The prize for winning the race is a large club trophy and a small individual keepsake.

If you would like to take part in the handicap race then just keep an eye out in our Facebook page where a post will be added near the time of the next race asking for confirmation for who will be attending. This makes it easier for the organiser to work out each participant's starting times before the race start.

Route Description

The current handicap course starts outside the changing rooms on the playing fields on the Treforest Industrial Estate, you then run down the estate and right through Taff's Well on the main road, then

looping in front of Taff's Well train station through the industrial estate until the top of the rise and dropping onto the trail which takes you past Taff's Well Rugby pitch, the trail then takes you all the way back to the Treforest Industrial Estate, you then turn left and run back up the estate finishing at the bus shelter opposite the Pottery pub. **Total Distance:** approximately 5.25 miles (8.5km)

A map of the route can be found on the Club Website

<http://www.pontypriddroadentsac.org.uk/handicap-races/>

London Marathon

Athletics clubs associated with UK Athletics can apply for club entry places into the London Marathon. The number of entries given to each club is based on the number of first claim members over the age of 18.

These places are awarded to eligible club members using a ballot system.

To be eligible to enter the Club ballot you:

- Must be a paid-up member prior to April of the year the draw will take place
- Must have entered the London Marathon public ballot and been unsuccessful (i.e. have a London Marathon rejection letter or email).
- Must not have run in the London Marathon using a club ballot place in the previous year.
- Must have marshalled at one of our Club races in the ballot year.

The Club ballot is usually drawn at the AGM in November. To enter the Club ballot you must forward your rejection letter or email to the club secretary, who will check your eligibility. Names will be pulled out of a bag by an independent person until all available places are filled. Some names will also be drawn as reserves in the event that the ballot winner should become injured or need to withdraw for other reasons.

If you are successful you will be sent a registration link by email by the club secretary, and you will need to register and pay for your place by the specified date (usually in January) or the place will become void. Once you have registered and paid, the same London Marathon terms and conditions apply as for public ballot places.

Club Management and Communication

Club Management

The management of the Club is administered by the Club Committee which is elected at the Annual General Meeting. The Committee is responsible for the operation of the Club, providing oversight in the following areas: road running, cross country, coaching and coach development, maintaining accurate financial records, maintaining accurate membership records, etc. The Committee's actions are guided by the Club Constitution, Code of Conduct and other Policies.

Communication

We have several communication pathways to help keep you informed of everything that is happening in the club. We can provide the information, but it is up to members to keep abreast of any changes by paying attention to these pathways for updates.

- Website **<http://www.pontypriddroadentsac.org.uk/>**
 - this is where a large amount of our club information is kept
- Email **pontypriddroadents@hotmail.co.uk**
 - this is the email to use for general enquiries

- Email **roadentsnews@gmail.com**
 - this is the email to use for membership queries
 - if you have provided us with your email address you may receive important club information from either of these email accounts
- Facebook **www.facebook.com/groups/421474171253418/**
 - this group is open to the public; anyone can see who is in the group. All the posts within it are public and can be viewed by anyone on Facebook regardless of whether they have joined the group
- Facebook **www.facebook.com/groups/584169348317939/**
 - this group is private; only fully paid up members have access. All the posts are private and can only be seen by the people in the group
- Twitter **@pontyroadents**
 - anyone can follow and share posts
- Instagram **pontyroadents**
 - anyone can follow
- Announcements
 - these may be made at the start of training sessions on Tuesday and Thursday
- Club Meetings
 - the Club holds regular committee meetings throughout the year as well as the Annual General Meeting (AGM). Meeting minutes are posted in the Members Only Facebook group, it is your responsibility to read the minutes provided so that you are aware of committee decisions and any changes.

Club Welfare

The Club has Welfare Officers whose role is to advise and support the club to adhere to codes of conduct and good practice. They will also respond to suspected breaches of welfare policies and procedures and will advise committee members how to respond appropriately. The Welfare Officers are the first point of contact for anyone who has concerns about welfare, poor practice or abuse. See the Contact Information section of this document for Welfare Officer's contact details.

Volunteers

Like many sports clubs we are run entirely by volunteers. The more volunteers we have the better the club is run and the less the workload for those involved. We need people to help with a variety of jobs including; coaching, group leaders, committee members, social event organisers, and race marshals.

Coaches/Leaders: coaches (CiRF) and LiRF qualified members are expected to create, organise and/or lead Club training sessions and training plans, as well as offer support and guidance to new members.

Committee Members: have various roles as outlined in the Club Constitution

Social Event Organisers: are primarily involved with organising the Club's Christmas party and Presentation Evening, however the Club is always looking for suggestions for other events.

Race Marshals: it is an expectation as part of your membership with the Club that you will be available to help with or marshal at least one of our Club races each year. If you wish to compete in one of our Club races you are expected to provide someone else to marshal in your place.

Some of the volunteer roles required to ensure these events run smoothly are:

- Course markers
 - Mark the course with tape, signs and painted arrows
 - Checks the route for any new potential hazards prior to the race
- Car parking
 - Guides cars to correct areas
 - Prevents parking in an obstructive manner
 - Communicates when areas are full
 - Directs runners to race registration
- Start team
 - Ensures race information is available to runners and race referee
 - Gazebo erection
 - Race announcements
 - Chip timing support
- Head Marshal
 - Organises course marshal points ahead of time
 - Ensures all course marshals attend a marshal briefing and answers any questions they have
 - Ensures all course marshals know where they are going and what their responsibilities are
 - Ensures all course marshals have emergency contact information
- Course marshals
 - Are expected to stay alert to potential hazards
 - Guides runners in the right direction
 - Informs the general public about the race
 - May be required to put out race signs and collect back in
- Lead bike(s)
 - Leads the runners around the correct course
 - Alerts marshals that runners are expected
 - Alerts the public to the race taking place
- Tail runner(s)
 - Ensures the last runners are well enough to complete the race
 - Alerts marshals to the end of the race
 - May be required to collect race signs
- Water station marshals
 - Set up and take down the water station tables
 - Provides drinks to the runners
 - Clears up any rubbish
- Race registration
 - Provides race numbers
 - Keeps accurate records of runners in attendance
 - Cash handling duties if on the day entries are taken
- Finish team
 - Collect finisher positions and times, if applicable
 - Provides water to race finishers
 - Gives out t-shirts, if applicable
 - Gives out buffs, if applicable
 - Gives out medals, if applicable

- Results team
 - Ensures race results have been recorded correctly
 - Calculates race winners, category winners and team winners
 - Ensures results are posted to Club website, social media and submitted to Run Britain
- Awards team
 - Presents awards to correct winners

This list is illustrative and does not include all the roles required for a successful race nor does it include all the duties you may be asked to undertake to fulfil your role.

Meetings

Committee Meetings

The Club Committee will hold meetings throughout the year as per the constitution’s requirements. The meeting will be formally minuted by the secretary and the minutes distributed to the membership via the Members Only Facebook group. All members must read the minutes to ensure they are up to date with all information and any changes.

The secretary will issue a request for items to be included on the agenda one week before the meeting. If you have a question or concern you wish to have discussed at a committee meeting please ask for your topic to be added to the agenda and raised on your behalf by your chosen committee member. You can attend the committee meeting to observe or participate in the discussion of your raised topic.

Annual General Meeting (AGM)

An annual general meeting will be held once a year. See section 10 of the constitution for the rules in place for the AGM.

The agenda for the AGM is limited to the Chair’s report, the Treasurer’s report, election of Committee members, draw for the London Marathon place(s), items raised at request.

In cases where there is more than one nominee for a committee position, all nominees will leave the room while a vote takes place by way of a show of hands.

Contact Information

The full list of current committee members and club contacts can be found on the club website.

Data Protection Officer	Jo Gwynne	-----	jo_gwynne@yahoo.co.uk
First Aider	Bretti Paxton	07800885865	brettipaxton89@googlemail.com
First Aider	Nick Pounder	07963705578	nickpounder@yahoo.co.uk
First Aider	Mike Gwynne	-----	mike_gwynne@yahoo.co.uk
First Aider	Jack Blackburn	07415190478	pip.blackburn@gmail.com

Useful Contacts

Massage		
Laura McCarthy	07396332729	£20 per hour
Rebecca Hopkins Muscle Medics	07532333378	£20 per hour

	Welsh Athletics	
Jacqueline Brace Membership & Affiliation	02920644870	jacqueline.brace@welshathletics.org
Zoe Holloway Education Officer	02920644870	zoe.holloway@welshathletics.org
Hannah Pretty South East Wales Officer	07864613647	hannah.pretty@welshathletics.org
Personal Runner Profiles	https://myathletics.uka.org.uk/portal/members/Login/	
Website	http://www.welshathletics.org/	

	Useful Links	
Club Race Calendar	https://calendar.google.com/calendar/embed?src=3rvmtg6lebah9csoir3ferqiec%40group.calendar.google.com&ctz=Europe%2FLondon&fbclid=IwAR3fykvRngWNKHpGMN77dICbp2_E3xrP9NdpMxD9HGOUW4UvZvRGJSJii2o	
Parkrun	http://www.parkrun.org.uk/	
Run Britain Rankings	https://www.runbritainrankings.com/	
Power of 10	https://www.thepowerof10.info/	

Club Documents

Essential Documents

All club members must read the following documents which are available on the club website:

- Club Constitution
- Code of Conduct
- Social Media Policy

Other useful documents

- Team Selection Process
- First Aid Policy
- Membership Form