

# **WHITCHURCH WHIPPETS**

## **CLUB OFFICERS, ROLES & RESPONSIBILITIES**

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# **1 INTRODUCTION**

This document set outs the various roles that exist within the Whitchurch Whippets Running Club and clarifies the duties and responsibilities of the Management Committee and it's members. All roles contained within this document are open to any club member irrespective of age, gender or length of membership.

## **2 DECISION MAKING**

The various levels of decision making are outlined below

### **2.1 Membership Decisions**

The following decisions must be made by a two thirds majority vote of eligible club members at an Annual General Meeting or Extraordinary General Meeting.

a) Changes to the Club Constitution.

### **2.2 Committee Decisions**

The following decisions must be made by a majority vote of the Management Committee at a properly convened Committee Meeting provided that a quorum of committee members is present.

a) Whether or not the Club will host an event that is open to the entire Club Membership i.e. Social event, organised race etc. The Management Committee will agree who is to be the 'Nominated Event Organiser' for each event.

b) Expenditure of Club funds over the value of £100

c) Recipients of annual Club awards

d) Changes to annual membership fees or subscriptions.

e) Nomination of Club President (Ratified by the membership at the AGM)

### **3 NOMINATED EVENT ORGANISER**

Every event that is open to the entire club membership (i.e. social event, organised race etc.) must have an allocated 'Nominated Event Organiser' as agreed by the Management Committee. The 'Nominated Event Organiser' does not necessarily have to be a member of the Management Committee but can be any Club member.

'Nominated Event Organisers' who are not members of the Management Committee are welcome to attend committee meetings as they wish.

The 'Nominated Event Organiser' is responsible for all aspects of the event and is authorised to make any and all decisions relating to that event as long as the following is complied with:

- a) Unless provided with a budget by the Management Committee, the Nominated Event Organiser should prepare and agree a budget with the Management Committee prior to any expenditure being made or incurred.
- b) The event must be 'self-funding' and not make a financial loss unless otherwise agreed by the Management Committee
- c) A summary of the progress of the organisation of the event must be presented to the Management Committee at each monthly committee meeting. A written report sent to the Club Secretary in lieu of attendance at the committee meeting will suffice.
- d) The date of the event must not conflict with any other club event or activity unless agreed by the Management Committee.

## **4 MANAGEMENT COMMITTEE**

### **4.1 Management Committee Positions**

The Management Committee comprises the following 12 posts:

1. Club Chairman
2. Club Secretary
3. Club Treasurer
4. Club Captain
5. Membership Secretary
6. Social Secretary
7. Press / Publicity Officer
8. Coaching Co-ordinator
9. General Committee Member
10. General Committee Member
11. General Committee Member
12. General Committee Member

### **4.2 Duties and Responsibilities of all members of the Management Committee**

All members of the Management Committee have the following duties and responsibilities:

- a) Attend Management Committee meetings and take part in decision making as required.
- b) Inform the Club Secretary in advance of any meeting that cannot be attended.
- c) Represent the best interests of the club members at Management Committee meetings.
- d) Keep club members informed of club rules and policy and report to the Management Committee any issues or findings that have been brought to their attention.
- e) To be aware of club activities
- f) Increase awareness of club activities amongst club members, promote club events and encourage club members to get involved in club activities.
- g) To become actively involved in the organising of club activities and to take on specific tasks to assist the Management Committee in fulfilling it's Club role
- h) To welcome new members - briefing them on the club's rules for road running and ensuring that they have suitable running partners.
- i) Suggest ways in which the club could improve

### **4.3 Club Chairman**

The additional duties and responsibilities of the Club Chairman are outlined below:

- a) To promote the aims of the Club and oversee the activities of the Club to ensure that they are conducted in accordance with the rules and constitution of the Club.
- b) To chair Management Committee meetings ensuring that they are properly conducted, that everyone is involved in discussion or decision making and that the meeting is conducted openly, fairly and efficiently.
- c) To ensure that agendas are set and meetings are called in line with the Club Constitution.
- d) To ensure that all decisions and actions taken are acted upon.
- e) To liaise with committee members and / or others to provide support as required.
- f) To represent and promote the Club externally and ensure that the Club is represented at meetings of external bodies relevant to the sport
- g) To manage and supervise other members of the Club.

### **4.4 Club Secretary**

The additional duties and responsibilities of the Club Secretary are outlined below:

- a) Notify members of forthcoming meetings including date, venue and time.
- b) Prepare the agenda for forthcoming meetings and issue to all invitees at least five days in advance of the meeting.
- c) Take minutes at meetings and send to all attendees within one week of the meeting.
- d) Bring to the attention of the Club Chairman any matters outstanding.
- e) Keep minutes of all past meetings and file away for a minimum period of five years.
- f) To deal with club queries not dealt with by other sections e.g. membership secretary
- g) To administer all club correspondence and file away for a minimum period of five years.
- h) Open all mail and promptly forward on to relevant people as required.
- i) When requested or appropriate, circulate information to members relating to club activities, news and forthcoming events. Information may be circulated by letter or email.
- j) Apply for club places in the London Marathon and forward relevant information to those members awarded club places.

## **4.5 Club Treasurer**

The additional duties and responsibilities of the Club Treasurer are outlined below:

- a) To oversee the Club's finances, ensuring that records and accounts are properly kept and audited and that the Management Committee receives regular up to date and accurate financial information.
- b) To pay invoices and expenses on a timely basis in respect of the club and to reimburse members who have paid legitimate expenses of the club. Including club affiliations and premises use.
- c) To ensure that the Club has enough money to carry out its activities, is financially viable, and is not operating insolvently.
- d) To present the audited accounts at the AGM and draw attention to all salient points.
- e) To take the lead in appraising the financial risk of events, future plans and proposals.
- f) To monitor and control any kit stocks held by the club in liaison with the Kit officer.

## **4.6 Club Captain**

The additional duties and responsibilities of the Club Captain are outlined below:

- a) To be the main point of contact for Club members who have any queries or concerns relating to races and team competitions
- b) To report to the Management Committee at each monthly committee meeting any issues, concerns or information relating to races and team competitions.
- c) To coordinate and organise teams for relays and team events
- d) To be the main point of contact for all queries relating to team events.
- e) Promote and encourage membership participation in races
- f) Act as Chair of the Awards Sub-Committee (see section 5)

## **4.7 Membership Secretary**

The additional duties and responsibilities of the Membership Secretary are outlined below:

- a) To be the main point of contact for any queries relating to new and current Club membership.
- b) Keep an up to date and accurate record of each club members' details.
- d) To administer each club member's registration with the national body.

- e) To provide a welcome pack to new members
- f) To send out subscription renewal reminders and chase subscriptions due
- g) To issue membership cards to all new and renewing members

#### **4.8 Social Secretary**

The additional duties and responsibilities of the Social Secretary are outlined below:

- a) To oversee all Club social activities.
- b) To be the main point of contact for all queries, suggestions or actions that relate to the Club social activities.
- c) To ensure that all Club social activities are financially viable and do not make a loss for the Club. If any Social activity looks likely to make a loss then the Club Treasurer is to be informed in the first instance and the Management Committee at the earliest opportunity so that a decision can be made as to whether the event should be cancelled or not.
- d) To aim for a minimum of four organised social activities per year.
- e) To report to the Management Committee at each monthly committee meeting the progress, plan and financial outlook of all forthcoming social activities.
- f) To organise or otherwise ensure that the Annual Birthday party is organised

#### **4.9 Press Officer**

The additional duties and responsibilities of the Press Officer are outlined below:

- a) To write regular reports relating to Club activities / club members and submit to local press for publication.
- b) Ensure that the Club and its activities are well publicised and receive appropriate press exposure
- c) Aim for a minimum of six published press articles per year.
- d) Liaise with external photographers / reporters who attend Club activities and provide them with appropriate information relating to the event.

#### **4.10 Coaching Coordinator**

The duties and responsibilities of the Coaching Coordinator are outlined below:

- a) To report to the Management Committee at each monthly committee meeting any issues, concerns or information relating to Club training sessions or coaching
- b) To keep an up to date knowledge of coaching rules, regulations and requirements.

- c) To maintain an up to date list of all Club coaches.
- d) To identify forthcoming coaching courses and advertise within the club
- e) To encourage suitable club members to undertake coaching courses and provide mentoring support as required.
- f) To be the main point of contact for all queries relating to club training sessions and coaching.
- g) To ensure that all Club training sessions are safe, varied, effective, relevant, enjoyable and within guidelines produced by the Club and UK Athletics
- h) To develop a programme of optional club training sessions suitable for all members
- i) To organise and run an annual course for beginners
- k) To provide guidance and/or training schedules to club members on request
- l) To maintain the Club Safety Policy and prepare Risk Assessments as necessary

## 5 AWARDS SUB-COMMITTEE

The function of the awards sub-committee is to determine the recipients of the club awards. Typically these will be awards made at the annual awards ceremony. The list of awards includes:

Most Improved male runner  
Most improved female runner  
Most improved beginner  
Extraordinary performance or achievement

The sub-committee is responsible for determining if any award will be made in the extraordinary performance or achievement category. It is not expected that an award will be made every year.

The awards sub-committee will be chaired and convened by the Club Captain in sufficient time before the awards evening. The sub-committee will consist of the Club Captain and at least two other committee members who are not in line for any of the nominated awards listed above.

The awards sub-committee is also responsible for:

- a) The collection of permanent trophies previously awarded
- b) The purchasing of any other trophies to be presented
- c) The engraving of trophies due to be presented.

The club's permanent trophies are:

- 1. Female Club Champion Shield
- 2. Male Club Champion Shield
- 3. John Rowlands cup for the most improved beginner
- 4. The Don Wilbraham Summer Handicap Trophy

## **6 NON-COMMITTEE POSITIONS**

The following roles do not form part of the Management Committee but the post-holder will be welcome to attend any committee meeting if they wish.

### **6.1 Club President**

The position of Club President is an honorary role. The President is nominated annually by the Management Committee and is ratified by the club members at the Annual General Meeting.

The duties and responsibilities of the Club President are outlined below:

- a) Represent the club at social and other non-running events
- b) If present, accept any awards on behalf of club members that are not present when the awards are made
- c) Present Club awards at the annual awards event
- d) Act as the contact for guests and external personnel at events hosted by the club.

### **6.2 Club Welfare Officer**

The duties and responsibilities of the Club Welfare Officer are outlined below:

- a) Ensure that the club upholds its duty of care to its members and make sure that all club members receive fair and equal treatment at all times.
- b) To be the main point of contact for any reported cases of misconduct or poor practice.
- c) Maintain an up to date knowledge of all relevant welfare policies published by the Club and UK Athletics and ensure that the club adheres to these policies where appropriate.
- d) Maintain a record of all club members that hold a current CRB disclosure.
- e) Initiate action in the event of any cases of misconduct ensuring that all appropriate persons have been contacted.
- f) To keep the Management Committee informed of all issues affecting Club members especially reported cases of misconduct or poor practice
- g) To complete and submit UKA Incident forms if needed

### **6.3 Website Editor**

The duties and responsibilities of the Website Editor are outlined below:

- a) To maintain a club website that provides a source of up to date and informative data to club members in a format that is easily accessible and easy to use.
- b) To liaise with Committee members to ensure that the website is up to date.
- c) Maintain an up to date list of forthcoming races that may interest members
- d) Report news stories on a weekly basis
- e) Record performances by members in races - in so far as possible.
- f) Maintain ranking lists over 10k, Half Marathon and Marathon distances
- g) Maintain club and age records for 5k, 10k, Half Marathon and Marathon distances

#### **6.4 Club Handicapper**

The role of the club handicapper is to assign appropriate handicaps to members for any handicap competition organised by the club. Handicaps should where possible be based on past performance over a similar distance. Past performances can be obtained from the website editor.

#### **6.5 Kit Officer**

The role of the Kit officer is to identify and source items of kit and clothing appropriate for club members. Kit stocks, expenditure and income will all be audited and presented at the club AGM.

- a) Ensure a sufficient supply of club vests at all times.
- b) Identify new items of appropriate kit and clothing that may be of interest to club members. Proposed kit additions should first be discussed first with the Treasurer who will seek committee approval if necessary.
- c) Make kit readily available to club members. Preferably on club nights.
- d) Maintain records of kit held on behalf of the club. Stocks of Kit should not be held without the approval and knowledge of the Treasurer.
- e) Account for all monies paid and received in respect of kit and clothing.

## 7 CLUB ANNUAL CALENDAR

This calendar provides a quick guide as to activities regularly undertaken by the club during its club year starting 1st April

Month	Event	Organiser
April	Annual General Meeting	Chairman
May	Start of Summer Handicap Start of Beginners Course	Handicapper Coaching Coordinator
Jun		
Jul	Dearnford Lake Relay	Race Committee
Aug		
Sep	Midland Counties Road Relay	Club Captain
Oct	Start of North Wales XC League	Club Captain
Nov	Awards Evening and club birthday	Social Sec
Dec	Christmas Curry	Social Sec
Jan		
Feb		
Mar		

### Club Activities - Running and Coaching

Club Championship

Summer Handicap Series

Beginner's course

North Wales XC League

Midlands Counties Road Relay Sutton Park

### Social Events (typical)

Awards evening and Club Birthday Bash

Bickerton Poacher run and drinks

Bickerton Poacher Skittle evenings

Grindley Brook Social Run and meal

Christmas Curry