



Club Standard 2: Committee and Club Supporting Roles and Responsibilities

PRESIDENT

The President leads the Club in achieving their vision, short- and long-term goals.

Responsibilities:

- Providing leadership on all aspects of Club management, plus training and competition.
- Forming a team so that all the officer and Committee positions are filled, taking into consideration skills, experience and diversity.
- Delegating, leading and motivating Club volunteers towards Club goals/objectives.
- Upholding the Club Constitution, and terms of conditions of England Athletics affiliation.
- Ensuring an understanding of the legal responsibilities of the Club to which the Club complies
- Leading in the enforcement of the Club's Codes of Conduct, including social media.
- Assisting the Club to fulfil its responsibilities towards club welfare and safeguarding.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- Chairing regular Committee meetings and the Annual General Meetings (AGM).
- Arranging handover or succession planning for the position.

SECRETARY

Responsibilities:

- Arranging and attending Committee meetings.
- Circulating agenda and previous meeting minutes.
- Ensuring meetings adhere to procedures of the Club Constitution (eg, quorums and election procedures).
- Receiving, sending and logging correspondence on behalf of the Club.
- Maintaining up to date records and reference files.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- Assisting President in dealing with breaches of the Club's Social Media policy.
- Managing correspondence and process around Club Standard 3 (Grievance and Disciplinary Policy).
- Co-ordinating the Club's Runner of the Year nominations and award (for AGM)
- Liaising with trophy supplier for AGM awards.
- Producing agenda and minutes for AGM.
- Checking Club e-mail account; responding to or forwarding enquiries as required (in collaboration with Membership Secretary).
- Renewing annual SEAA, KCAA subscriptions.
- Applying for London Marathon places annually.
- Arranging handover or succession planning for the position.

TREASURER

Responsibilities:

- Paying affiliations to SEAA, KCAA etc.
- Paying expenses to Club members who have incurred expenses and provided appropriate receipts.
- Liaising with Membership Secretary regarding renewal of club subscriptions.
- Producing quarterly/annual accounts as required.
- Managing the Club's income and expenditure and its assets and liabilities.
- Maintaining bank account(s) in the name of the Club in accordance with mandate ratified by the Committee.
- Producing an end of year financial report.
- Identifying and liaising with a suitable individual to independently review the annual accounts.
- Efficient payment of invoices and bills.
- Proposing amendments to annual subscriptions as appropriate.
- Depositing cash and cheques that the Club receives.
- Managing online banking.
- Arranging handover or succession planning for the position.

MEMBERSHIP SECRETARY

Responsibilities:

- Renewing Club's affiliation to EA via Portal.
- Renewing and resigning individual runner registrations with EA via Portal, liaising with Treasurer for confirmation of payment.
- E-mailing Club members when annual subscriptions are due and chasing unpaid subscriptions.
- Communicating with potential new members on trial sessions and liaising with run leaders.
- Maintaining current membership of members only Facebook group.
- Checking club e-mail account (alongside Secretary and President), responding to membership enquiries and updating e-mail circulation list in line with Club membership.
- Ensuring new members sign up to Club Standard 6.3 - Code of Conduct (Athletes).
- Ensuring emergency contact details for runners are passed to Run Leaders each quarter.

CLUB CAPTAIN

Responsibilities:

- Liaising with Cross Country Co-ordinator for representatives for Kent League and Kent Fitness League.
- Promoting cross country, Captain's Trophy and Grand Prix to Club via social media and e-mail.
- Encouraging race attendance.
- Advertising upcoming races on social media and encouraging members to attend.

CLUB STATISTICIAN

Responsibilities:

- Collating results from Club members for attendance at races.
- Producing results and stats for Grand Prix, Captain's Trophy, Club Championship and cross-country races.
- Preparing post-race reports for distribution on social media and e-mail.
- Creating draft race list and working with Club Captain and President to select Captain's Trophy and Club Championship races.

STOCK CONTROLLER

Responsibilities:

- Ordering and supplying club vests.
- Organising and supplying other club equipment as seen fit.
- Ensuring enough stock for events like cross country.
- Producing Stock Inventory once a year.
- Liaising with Club members who wish to purchase kit, and chasing payment.
- Liaising with Treasurer to ensure payments have been made for kit.

CROSS COUNTRY CO-ORDINATOR

Responsibilities:

- Collating details of all cross-country events in Aug/Sept in preparation for forthcoming season.
- Sending out e-mails to Club prior to each Kent Fitness League event.
- Attending annual pre-season Kent Fitness League Meeting.
- Collating and submitting entries for Kent League prior to the season start.
- Sending out e-mails to attendees giving details of each Kent League meet.
- Preparing entries for Kent Vets, SEAA Vets, KCAA Cross Country Champs and Nationals. Sending out e-mails to attendees with full details.
- Ensuring Team Manager is assigned for Kent Fitness League.
- Updating Kent Fitness League with changes/additions to Club members.

SOCIAL SECRETARY

Responsibilities:

- Organising social events.
- Ensuring payment is made for social events by those attending.
- Liaising with Committee and President to make them aware of plans for social events.

RUN CO-ORDINATOR

Responsibilities:

- Devising, producing and distributing monthly run session rota.
- Liaising with run leaders to ensure run sessions are covered.
- Ensuring risk assessments for regular running routes are complete and up-to-date.

RUN LEADERS (essential role that sit outside the Committee)

Responsibilities:

- Arrive in plenty of time to welcome all, new or existing members.
- Be confident of your route.
- Be safety conscious.
- Be approachable.
- Be encouraging and motivating but not overly pushy.
- Be positive.
- Ensure you give clear and effective communications.
- Communicate any known hazards on the route, obstructions/roadworks etc.
- Encourage warm up exercises and cool-down stretches.
- Ensure one runner is designated as the 'tail runner'.
- Pre-assess to ensure safety of group, given the numbers and mix of abilities.
- Carry a charged mobile phone (or ensure one of the group does).
- If runners are unsure of the route get them to loop back at junctions.
- Ensure no-one is left to run on their own (without their consent).
- If not using one of the usual Monday or Wednesday routes, complete a risk assessment (templates available from the Run Co-ordinator).
- Account for all runners to ensure they have all returned safely (a sign in/out sheet is recommended).
- In the event of an accident, ensure relevant paperwork is completed. Run Co-ordinator has the Accident Book.

WELFARE OFFICER (official role that sits outside the Committee)

Purpose:

Club Welfare Officers ensure that Club members have a trained and trusted person to speak to about a concern either within the club or at times outside of athletics. A Welfare Officer is the lead person who has the right skills and knowledge to manage any concern raised in an appropriate way that would not hamper any investigation and shares information accordingly.

Responsibilities:

By completing the England Athletics Online Safeguarding and Time to Listen training, Clubs can be confident that their Welfare Officers have the right level of knowledge for the role that is specific to Athletics. This includes how to raise a concern and who to speak to within the sport.

A Club Welfare Officer (CWO), with the support of the Club Committee, has responsibility to:

- implement effective Adult Safeguarding Policy and Adult Safeguarding Procedures and keep them up to date.
- promote safeguarding at the Club and encourage good practice.
- respond appropriately to safeguarding concerns.
- regularly report to the Club's organising Committee on safeguarding matters.
- ensure that members of the Club who are working with adults at risk are recruited safely and in line with legal requirements.
- maintain records of safeguarding training attended by Club members.
- maintain records of Club coaches and officials' licences and criminal record checks.
- make sure Club members are aware of:
 - how to contact the CWO
 - the Codes of Conduct for working with adults at risk
 - how to respond to safeguarding concerns.
- deal effectively with breaches of the Codes of Conduct, poor practice, or allegations of abuse.
- keep up-to-date with developments in safeguarding.
- attend the relevant safeguarding courses for the role of CWO.
- complete a criminal record check through the relevant Home Country procedures.
- maintain confidential records of reported safeguarding concerns and action taken.
- liaise with the (Home Country Athletics Federations) HCAF Welfare Officer and/or statutory agencies if/when required.

It is desirable for a Club Welfare Officer to:

- have an interest in safeguarding and welfare matters.
- be friendly and approachable with the ability to communicate well.
- be willing to challenge opinion, where necessary, and to drive the safeguarding agenda.
- have strong listening skills and the ability to deal with sensitive situations with empathy and integrity.
- understand the importance of confidentiality and when information may need to be shared in order to protect the best interests of an adult at risk.
- have the confidence and ability to manage situations relating to the poor conduct/behaviour of others towards an adult at risk and know when to ask for support.

Adopted: March 2022

To be reviewed on: March 2025

This policy should be read in conjunction with the following Club Standards:

Constitution

Grievance and Disciplinary

Privacy Notice (GDPR)

Inclusion and Diversity

Safeguarding Codes of Conduct

Health and Safety including Risk Assessments

Social Media