



Alchester Running Club

Membership Handbook

Founded 1999

Affiliated to SEAA and Oxon AA

Club Committee 2017

Officers:

- **Chair Person** - Gary Warland - chairman@alchester-runningclub.co.uk
- **Vice Chair** - Rob Kerr
- **Treasurer** - Rachael McKelvey - treasurer@alchester-runningclub.co.uk
- **Membership Secretary** - Jenny McBain - membership@alchester-runningclub.co.uk
- **Secretary** - Katy Andrews – secretary@alchester-runningclub.co.uk

General Committee Members:

- **Caroline Kerr** – Welfare Officer – welfare@alchesterrunningclub.co.uk
- **Graham Grieve** – Social Secretary – social@alchester-runningclub.co.uk
- **Nicky Haynes** – Trail Running Champion
- **Emma Nelson** – Weekly Update – alchesterrunningclub@gmail.com
- **Vinny Bayliss** – Cross Country Champion
- **Olivia Underhill** – Cross Country Champion
- **Rachael Bowles** – Kit Secretary & Development Group – kit@alchester-runningclub.co.uk
- **Simon Norfolk** – Assistant Treasurer & IT guru – treasurer@alchester-runningclub.co.uk
- **Andy Stickley**
- **Sarah Rendell**

Other roles

- **Facebook Updates** – Rachael McKelvey, Nicky Haynes
- **Website** – Gary Warland
- **Andy Reading 10k** – Rob Kerr
- **Tuesday Night Sessions** – Richard Gould

Club Website

www.alchester-runningclub.co.uk

Introduction

Welcome to Alchester Running Club, whether you are a complete beginner, a regular runner or an experienced competitor. At Alchester Running Club we believe that running is for everyone, regardless of age, ability, gender or race.

We seek to promote the sport of running for all levels of ability and for that reason you are a valued member of the club, no matter what your present level of fitness may be.

Our Mission Statement is:

'To be recognised as a local centre of excellence and support for the promotion of running as a sport to all comers over the age of 16, at all levels of ability'.

Alchester Running Club was formed in 1999 with the intention of developing road, cross-country and trail running in the area and with the aim of developing the social as well as competitive aspects of the sport.

The name Alchester comes from the old Roman town and fort which was situated just southwest of modern day Bicester, near the village of Wendlebury.

The club's logo is a Phoenix, the mythical bird which rose from the flames of its own death. Clubs, like all organisations, evolve and mature and we are no different. As those who were involved with the club's formation will testify, its birth was difficult. That was now 18 years ago and the club has moved on greatly since then with the ever changing running community and its popularity. We have a steadily growing membership, and as hoped last year we are now able to provide some coaching advice to members. We have a thriving series of internal club championships, are competitive at club level in the county, successfully organise our own race events, and provide a social framework which we hope members will enjoy alongside their running.

When you read this handbook you are likely to have already made that initial decision to join the club or be an existing member returning for another year. Either way, you will have been convinced of the benefits of membership. The following pages show how we, or how we hope to, put those benefits into practice.

We would also like to hear your views on the way the club is run. Are there things that you believe we could do better when welcoming new members; do you have ideas for improving other areas of the club; are there certain aspects of what we do that deserve a note of congratulation? If so, let us know!

We hope you enjoy your membership and have a successful and enjoyable year ahead.

The Benefits of Membership

Apart from a lot of friendly people to run and socialise with, there are a considerable number of other benefits you will gain from membership:

- We are affiliated to the Oxfordshire Athletics Association, the South East Athletics Association, and England Athletics. Club members do not have to pay the unattached levy (£2 per race) when entering races.
- Club members are able to run in the Oxford Mail Cross-Country league without having to pay any entry fees.
- 10% discounts are available at a number of local sports shops on production of your club membership card.
- Club members receive:
 - A weekly emailed update
 - Advice and support on improving your running through pace improvement sessions or from the club coaches and fellow members.
 - Opportunity to gain one of the club's London Marathon places.
 - Opportunity to compete in the club's Championships.

Club Nights

So let's start with a lot of friendly people to run and socialise with! If you are a beginner, you will find that you will improve quite rapidly just by increasing the number of miles you run each week. The more you run, the fitter and the faster you will become. By training with others of a similar ability you will find it easier. Knowing that your friends will be waiting on the corner or will be knocking on your door in ten minutes is a great motivator and will stop you from sinking into the armchair and thinking 'Blow it! I'll go out tomorrow instead'.

Doing a lap of Bicester or going to Parkrun is where the majority of us began our running careers. We started by jogging a short distance and as we got fitter we discovered we could run further and faster. As a new member of the club it's possible that's where you are now - capable of running a few miles, but wishing you could go further and faster. That's where Club Night comes in.

The club has members of all abilities. Some are absolute beginners and can only jog two or three miles. Others are County Champions and rank amongst the elite. We boast female runners who have a sub 3 hour marathon time and men who have taken over 6 hours! By joining the club you will be able to find someone of a similar ability and run with them.

We hold two Club Training Nights each week on a Tuesday (pace improvement sessions and beginner shepherded runs) and Thursday (longer shepherded runs).

On Tuesday's we start at 6:50 pm at Bicester Sports Association in Akeman St, Chesterton, OX26 1TH (in winter these sessions are held at Gavray Drive). These sessions are designed to improve your pace. Whilst all runners improve as they increase their mileage, the rate of improvement will ultimately slow down. However, by increasing the intensity of our training, it is still possible to improve, without having to run ever further. This type of training normally involves running repetitions of pre-determined distances at a set pace and with a timed period of recovery. The content of each session is planned beforehand and Alchester are lucky to have recently acquired the services of a coach.

On Thursday's we meet at 6:50pm for a 7.00pm start at the Bicester Sports Centre right in the centre of Bicester. Our Thursday club nights are run with pace groups at a range of paces from 7- to 10-minute miling, depending on availability. The runs often include a complete beginners group, a social running group and 2 or 3 faster groups, normally running distances between 4 – 9 miles.. Whatever happens, you will not be left to run on your own.

As you improve you can train with slightly faster runners who can help you develop even further. Everybody will give you advice on the best training techniques, different routes to run and what kit to buy!

Affiliation

We are affiliated to Oxfordshire Athletics Association, the South East Athletics Association and England Athletics. As a result, club members do not have to pay the unattached levy, which is currently £2.00, when entering races. This levy provides all members with Public Liability Insurance of up to £10m. A summary of what is covered is set out in Appendix 4 of this document. Also a recent development by England Athletics will see the issuing of racing 'passports' which will be needed when entering races.

Welfare & Safety

The club will shortly have in a place a welfare policy

The club has risk assessments which are shown within the appendices and are also available on the website

The club has an appointed welfare officer should any member have concerns. All conversations are strictly confidential and an agreed process between the complainant and the welfare officer shall be put in place before wider communication is made.

Club Championships

The club runs its own internal championships. In October each year the committee selects a number of races over various distances. Club members are allocated points for each race they compete in depending on where they finish compared to other members. At the end of the championships, the points are added up and the person with the highest score wins. There are male and female, as well as various age group categories and prizes are handed out at the Annual End of Season Party, which usually takes place in November.

Cross-Country

Did you have to run cross-country at school? Did you enjoy it? Well, things haven't changed very much. You still get wet and muddy and probably have to wait for about an hour, in the wind and rain, before you race. On the other hand, you get to run over some excellent countryside with great views and lots of hills. It's an excellent way of building stamina and is very different from the usual road race scene – most races are shorter than on the road (normally between 4-6 miles).

We compete in the Oxford Mail Cross-Country league which takes place on the first Sunday in the month from November to March. There are children's, youth's, as well as separate women's and men's races at every meeting, so why not bring the entire family and get them involved?

In addition to league meetings, we compete in the County Championship races, and even the Southern County Cross-Country Championships which are normally held at Parliament Hill Fields in North London.

One further point – you do need to invest in a pair of cross-country shoes which will either have spikes or studs for grip in muddy conditions but have much less cushioning than normal road shoes.

Multi-Terrain

Multi-Terrain races have been increasingly popular, particularly with those who are more interested in where they race, rather than how fast they run. Multi-terrain means exactly that – a mixture of surfaces: road, bridle paths, footpaths, grass, interspersed with stiles, streams and various other obstacles. Distances vary from 5 miles up to ultra distances of 30 to 40 miles. Although you can normally run in road shoes, many runners use a pair of specially designed trail shoes which tend to be studded for better grip. Most manufacturers now make trail shoes as part of their range.

London Marathon Places

Many club members are involved in the annual ritual of applying for places in the ballot for the London Marathon. The club receives one / two places for the Marathon and those who would like to go into a draw can do so. The only criteria is you must have done 3 club championship races, helped to marshal on one occasion and joined the club before 1st September. The lucky draw winners are drawn at the End of Season Party.

Long Run Group Training Sessions

We don't have any formal arrangements but when you get to know who you run with people often arrange runs amongst themselves. Facebook is also a way of asking too. Anyone interested in a long run on a Sunday morning can join a similar minded club group. Runs, upwards of twelve miles, will be led by different club members over different routes in the area. Details of where and how far each run will be are normally announced at Club Night and on our Website.

Social Events

Alchester Running Club organises a range of social events throughout the year. These include summer evening social runs held at local pubs in the area. In previous years, club members have visited Dublin to compete in a race and enjoy a weekend of sight seeing and socialising along with away weekends to Coniston and Hastings. Details of social events are communicated in the weekly email. available on the Club Website and in our newsletters.

Weekly Email Update

The club produces a weekly update which is distributed by email. It has details of weekly events, upcoming races, important notices and details about social activities.

Club Website

Our Website is designed to enable us to provide regular updates on forthcoming events, race results and reports, and generally to be the first line of communication with the membership. The address is www.alchester-runningclub.co.uk

Membership Responsibilities

Whilst we would like members to participate as fully as possible in all aspects of the club there are a few responsibilities that all members must follow which reflect Health and Safety issues:

- To observe the rules of the club (see Appendix 2), and those of the sport's governing body.
- When training in a group with the club to:
 - All run on one side of the road, preferably facing oncoming traffic.
 - Always use pavements where available.
 - Wear light coloured and/ or reflective clothing when running in the dark.
 - Obey any instructions concerning the safety of the group or individual group members given by any designated group leader.
- Members will be expected to assist in the running of races and events organised by the club, in preference to competing in such events.

Clubs Policy Regarding Members Running For Charities & Related Issues

- The club does not publicise runners charities as they can get too numerous and everyone's chosen charity is personal to them
- Because supporting charities can be a very personal thing the Club has no central charity fund. It is down to individuals to choose which charities they support.
- Monies raised from Club events shall be for Club funds. In the instance of the Andy Reading 10K some funds shall be awarded to the nominated race charity.

Any exceptions to the above are to be discussed and agreed by the Committee.

Training & Race Schedules

	Day	Times	Venue
Tuesday Club Night	Tuesday	6.50pm	Bicester Sports Association, Chesterton / Gavray Drive
Thursday Club Night	Thursday	6.50pm	Bicester Sports Centre
Club Championship Races	Normally Sundays	Various	Various See website for latest details
Multi-Terrain Races	Normally Sundays	Various	Various See website for latest details
Cross-Country Races	1 st Sunday in month (Nov to March)	Various	Various See website for latest details
Club Socials	2 nd Thursday in month (May to Aug)	7.00pm	Various local pubs See website for latest details

Appendix 1

Club Championships - Races

Rules

- You will have to be a current Club member, with all membership fees paid prior to competing.
- An Alchester Running Club vest must be worn for all Championship races.
- You must compete under your own name and use your own race number.
- The Championship will be divided into age categories, with awards being made for the following:

Senior Men	Senior Ladies
Veteran Men over 40 years	Veteran Ladies over 35
Veteran Men over 50 years	Veteran Ladies over 45
Veteran Men over 60 years	Veteran Ladies over 55
Veteran Men over 70 years	Veteran Ladies over 65
- A competitor's age on 1st November will determine which category they will compete in.
- Championship points will be awarded for finishing places in the race specific to age categories.
- The Club Committee will substitute races in the calendar should this be necessary due to an event being cancelled. Every possible effort will be made to replace a cancelled race with one of a similar distance.
- All trophies will be awarded at the End of Season Party & will be at the discretion of the Club Committee.



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Oxford Mail Cross-Country League

The club competes in this league where runners score for team points (7 in a Men's team and potentially new for 2017 5 in a Ladies team) and the scores are cumulative over the 5 races. Details can be found on the League website www.oxonxc.org

Entry to Races

Club members are strongly advised to apply early for entry into their chosen events as many are proving increasingly popular and entries on the day cannot be guaranteed.

Appendix 2

Alchester Running Club Constitution / Rules (proposed May 2017)

1. **Title.** The name of the club is Alchester Running Club.
2. **Headquarters.** The headquarters of the club is Bicester and Ploughley Sports Centre, Queen's Avenue, Bicester, Oxon
3. **Objective.** The objective of the club is: 'To promote running'
4. **Management.** The management of the club is vested in a committee of members who shall be elected annually. The committee shall consist of: Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, Membership Secretary plus other members as deemed necessary. The committee has the power to fill any vacancy that shall arise, only first claim members shall sit on the committee. The committee has the authority to appoint sub-committees as and when required
5. **Membership.** Membership is confined to amateurs as defined by the UK governing body. A candidate must apply in writing on a form provided for that purpose and each application shall be considered by the committee.
6. **Welfare.** The minimum age for joining the club in order to comply with safeguarding guidelines is 18 however in exceptional circumstances and when agreed by the committee then those between the ages of 16 and 18 will be considered. The club agrees at its annual AGM an appointed welfare officer. Any conversations between a complainant and the welfare officer are treated in strict confidence.
7. **Safety.** Full risk assessments for Tuesday and Thursday sessions are available on the website and shall be reviewed as a minimum on an annual basis. Club members should familiarise themselves with these upon joining the club
8. **Resignation.** A member intending to resign from the club shall give notice in writing to the Membership Secretary and their membership shall terminate from the date the letter is received. No member can enter and compete in affiliated races as a member of the club unless his/her membership fees are fully paid.
9. **Subscription.** The annual subscription fee shall be payable on acceptance of a new member's application and subsequently on 1st April each year. The level of subscription fee shall be set by the committee for endorsement at the A.G.M. A fixed amount each year is payable to UKA. Second claim runners should pay the appropriate fee minus the UKA fee.

10. **All funds.** The income and expenditure of the club shall be recorded by the Treasurer. The club's annual accounts shall be open to scrutiny and a financial report, verified by an independent auditor shall be presented by the Treasurer at each AGM. The club's funds shall only be used in furtherance of the club's specified aims and objectives. A quorum of the committee (at least 4 members, including at least two officers) shall have the authority to call for immediate reports. The committee shall have the power to reduce or waive the membership fee in cases of known hardship. All claims for such exemption will remain in the strictest confidence.
11. **Annual General Meeting.** The AGM shall be held as soon as possible each year after January 1st to receive the committee's report and financial statement, elect officers and committee and deal with and other matter specified on the agenda. The Honorary Secretary must give members 21 days notice of the meeting, and notice of any proposed item on the agenda must be given to the Honorary Secretary at least 14 days prior to the meeting.
12. **Extraordinary Meeting.** An Extraordinary Meeting must be called by the Honorary Secretary within 14 days of receipt by him/her of a notice in writing signed by at least ten members of the club, stating business to be brought before such a meeting.
13. **Alteration of Rules.** No alteration or addition may be made to the rules except by an Annual General Meeting or an Extraordinary Meeting called for the purpose. Notice of any proposed amendments must be given as provided in rules 10 and 11.
14. **Notice of Meeting.** The Honorary Secretary shall give at least 7 days notice of the time and place of any General Meeting, along with the business to be dealt with at such meeting. The agenda is to be posted on the Club Website (or sent by post) at least seven days prior to the meeting in question.
15. **Club Colours.** The club colours are as follows: vest with white front panel, club name in red, and side panels in red and blue trim.
16. **Guidelines to Members.** Members are expected to follow the guidelines below when running in club training sessions:
 - All run on one side of the road, preferably facing oncoming traffic.
 - Always use pavements where available.
 - Wear light coloured and/ or reflective clothing when running in the dark.
 - Members shall compete in accordance with the rules as defined by the sports national governing body

Appendix 3

INSURANCE COVER



UKA Insurance for
Athletes.pdf



Insurance for
Clubs.pdf