



Leighton Fun Runners

Accepted Customs and Practice

LEIGHTON FUN RUNNERS

General Overview

This document outlines the accepted custom and practice used to ensure the day to day smooth running of Leighton Fun Runners (the Club). It is a living document reflecting the latest agreed practices of the Club.

This document is not a replacement for the Club constitution and in any conflict between the constitution and this document, the constitution takes precedence

Modifications

This document can only be altered as a consequence of minuted agreement from the committee, but any member can email secretary@leightonfunrunners.org.uk with suggested alterations.

Induction of New Members

Added following November 2023 Committee Meeting:

The "New Members Desk" is an informal group of volunteers who take in turns to be on hand to chat to people trialling the club or for new members to approach and ask questions.

1. Someone from the New Members Desk welcomes them and answers any questions they may have
2. Captain/VC/Chair introduce themselves and understand their running background/pace/targets etc. to make sure they know where to encourage them to participate.
3. When signing up as a member on the website, they agree to club rules etc.

Under 18 Members

Added following October 2023 committee Meeting:

Whilst the constitution allows for members from age 16, the committee has been advised that our Child safeguarding policies and procedures do not meet statutory requirements. Therefore, no members under 18 will be admitted to the club until a further review of our policies has been undertaken and a decision made about how to proceed.

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Junior attendees attending club nights

LFR does not have a junior section, however 16-year-olds are accepted as members providing they run with a designated adult*

All club members bringing juniors (under 18) to the Club must be aware of the Club's Child protection policy

It is permissible for non-member juniors (under 18) to attend a Club meeting and participate in a Club event if they are under the direct supervision of a designated adult* however members should note the following points:

- Club activities are designed for adults so please ensure they can participate without impacting other members.
- We recommend a minimum age of 13 years and for distances over 5K 15 years.
- It is not appropriate to bring your child on a frequent basis to club nights.
- Please inform the captain in advance and check activities are appropriate, ICE details are required if different to members'.
- Member's children are welcomed at social and non-running events under direct supervision of a designated adult*. For example: Post Cake Night Run, barbecue etc.

* Designated Adult : This adult should ideally be the parent or guardian but can be an adult specifically designated by the parent or guardian

Cross Country Championship

The Club runs a championship league where the events are defined by the 3 Counties XC league.

Prizes are awarded for the 3 top performing men and 3 top performing ladies over all qualifying races. The first man/lady home scores 10 points with the number of points decrementing for each subsequent finishing place. All attendees receive a minimum of 1 point for attending (this is also true for volunteering at our own event).

All paid up members are able to enter.

London Marathon Ballot

The Club may be allocated a London Marathon place (or places) based on guidelines issued by England Athletics. The Club may also be allocated a London Marathon place as a consequence of fielding a team of marshals at the event.

Allocation of these places is made in a Club ballot, which any eligible member may enter.



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Refer to the London Marathon Ballot process on the Club's website for further detail and eligibility.

Club Awards

It is the intent of the Club to support, assist and recognise personal achievement/contribution.

Runner of the Month is awarded on the first Tuesday of the Month (Cake Night) and is decided by the Captain (and VC).

The Club also has a number of annual awards; the details of the various awards, their respective criteria and past winners are maintained on the club website.

On occasion the Committee may on its own initiative, choose to recognise outstanding personal achievement or contribution; this recognition may take whichever form the Committee deems appropriate. This recognition should in no way be accepted by Club members as a precedent where automatic recognition should be expected for personal achievements/contributions.

Club Benefits

Club benefits are only applicable to fully paid up Club members.

Link with Leighton Buzzard Athletics Club

Members of either club may take part in each other's training sessions. The understanding being that this is on an occasional basis and not seen as a dual membership arrangement.

If you wish to participate in an LBAC session this may be done by contacting LBAC on facebook or one of their members.

Joining the Club

New joiners are allowed a grace period of 3 weeks or 3 runs with the Club, whichever happens first, before they are expected to join. The Committee delegates responsibility for day to day approval of new members to the Membership Secretary and withhold the right to take this approval back as outlined in the constitution

New and renewing members are required as part of the process required to acknowledge they have read and understood the clubs policies including safeguarding codes of conduct, and grievance policy. Members are expected to have read, understand and comply with these. If you have any questions or doubts please raise with the Chair or Membership Secretary.

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Racing

Racing is an important part of running to many members and the club fully supports this.

The club encourages members to race and to use the club name. For EA members this is often to obtain a discount, but may also help in team prizes or simply advertise LFR. The club encourages members to wear club kit when racing (see below)

Members are expected to follow the EA Code of Conduct when participating in races. The club will not condone the breaking of any race organiser rules and may regard this as a breach of conduct by bringing the club into disrepute.

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Wearing Club Kit

The Club makes many formal appearances in public at races and organised events such as handing over the charity cheque to the yearly charity, Cross Country series of races, regular organised races, invite nights etc. On such occasions the Club expects that those attending the event who are already in possession of Club clothing, wear Club colours. The Club colours are an important unifying part of being in a club and, like other clubs, we consider it an important part of helping members feel part of the team as it forms part of our identity. The Committee may remind members of this requirement from time to time, or in advance of a Club event.

It is accepted that runners undertake races and events privately and often representing charity and, in such instances, they would not be expected to wear Club colours.

Social Media

The Club operates on the internet and currently has a website, an external Facebook page, a closed internal Facebook members group, a Twitter and also a Flickr account. Globally speaking the Club expects these resources to be used in the spirit of which they were created, which is to best reflect the Club to the outside world, to facilitate the operation of the Club.

In the case of the closed Facebook group, this should serve as a tool for all members to communicate on all running related matters and make personal logistical arrangements. Members are requested to refrain from posting non related running matters and promoting fundraising for other charities than the elected club charity.

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Social Media Operational Policy:

It is expected that all users of Club Social Media will conduct themselves in a proper and sensible way, respecting the other members of the Club and in such a way as to not bring the Club into disrepute, not harass or upset other members, or compromise the ability or the effectiveness of the Committee to run the Club.

The Committee reserves the right to remove members' posts in any of the Club's social media if they find them to be in breach of the above policy. Continued abuse of the Club social media channels will result in sanctions being taken against the member.

Photography

Please bear in mind that not all members have consented to use of their photographs and this should be respected.

Members that withhold consent should not feel obliged or coerced in any way to be photographed or their image used on any social media site. In the event that such a photograph is posted the committee shall have the right to remove it without notice.

For further information refer to the Club's Social Media Policy and Code of Conduct.

Safe Running Guidelines

1. Responsibility:

Members must take personal responsibility for their own safety, whilst keeping a watchful eye on others running in the same group. Keep an eye out for new members particularly. Above all, use common sense and give consideration to fellow runners and other pavement/trail users.

Familiarise yourself with the Club's 'Guidelines for dealing with an incident/accident' on the website.

2. Medical Conditions:

Where appropriate, members with any medical condition should carry with them relevant details of the condition and their name, address and emergency contact details.

Individuals may voluntarily disclose medical conditions to the run leader where they consider it is sensible to do so. Anyone with concerns about taking part in exercising with the Club should contact their GP first.

Where a member seeks support from a Club coach, such as a training plan, the member should have first confirmed with their GP or consultant they are able to undertake the

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chosen distance if they have not done such a run before. The Coach should be notified accordingly along with any guidelines issued by a medical professional.

3. Headphones:

Do not wear headphones when taking part in Club runs.

4. Clothing:

Do wear appropriate clothing for the time of year and appropriate running shoes for the terrain. For example:

- When running in the dark, wear head or body torches and make yourself highly visible by wearing bright clothing with reflective strips or illuminated bands.
- In hot sunny conditions ensure sun cream is applied.

5. Hydration

Ensure you are well hydrated particularly on long runs and in hot conditions. It is advisable to bring a water bottle in such situations.

Group Running

Most club runs are run as a group with a Run Leader. Members are expected to stay together and take instruction from the Run Leader.

A club group run may be cancelled if only two runners, in particular if of opposite sex.

Generally groups are limited to 12 runners to 1 leader. In larger groups the Run Leader should appoint a Tail Runner or additional pacers to maintain this “leader to athlete “ ratio

Whilst running all members should keep a watch out for and ensure that no one individual gets left behind. Regrouping should take place along the route where necessary. If anyone leaves the group during the run (eg. for a short cut home) they must inform the run leader or tail runner (if nominated). Remember that a large group of runners can look intimidating to members of the public – so please be aware of, and courteous to, others.

Incidents

If appropriate first aid may be applied, the club has a number of first aiders (see below) but there is no guarantee that a first aider will be available on any given run. A first aid box is also held at the club house.

The Run Leader (or if necessary another nominated group member) should carry a mobile phone. If someone needs to stop running, one member of the group should stay with them. Anyone injured or in difficulty should not be left unaccompanied unless it is

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necessary to do so (for example to get help). For serious injuries do not attempt to move the injured person unless their location is immediately life threatening. Call emergency services if needs be.

Complete the Club's incident/accident form found on the website in due course.

Defibrillators

There are a number of defibrillators located around town, all members are encouraged to learn where these are located and learn how to operate.

A defibrillator is mounted on the club house wall facing the tennis courts, access is via the wooded gate, which is never locked.

Other defibrillators close to the club house are at Morrisons and the Library

First Aid

The club encourages any members with first aid skills to make themselves known to the committee in order that a list of first aiders can be maintained and publicised.

The club arranges First aid training (aims to be at least once a year) which is open to any member to attend, Run Leaders are particularly encouraged. Anyone interested should make themselves known to the Chair or the Secretary.

The club has a first aid kit held at the Club House (Or taken to club events) and will also supply trained first aiders with a mini kit, if they wish to have one whilst running.

The club recommends that Run Leaders should ensure a first aid kit is taken on trail runs or long runs, particularly when leaving town.

Welfare of Members

The Club takes the welfare of its members seriously and has adopted the EA Welfare policies and has two Welfare officers.

*LFR WILL CONTINUE TO PROMOTE POSITIVE ASPECTS, CHALLENGE AND CHANGE
POOR PRACTICE AND PROMOTE AN ENVIRONMENT WITH NO FEAR OF VICTIMISATION*

Please refer to the website page on Welfare (under Members Area) for further details

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Complaints and Grievances

Members wishing to make a complaint are advised to attempt to resolve the issue informally before making a formal complaint. This may include discussing with the person who is subject to the complaint and or seeking advice from a Welfare Officer or a committee member.

The formal complaints process is published on the website under Policies and Documents

Recruitment of Volunteers

Process

LFR has a number of volunteer roles that are drawn from members of the club, the main roles listed below.

The recruitment process outlined by English Athletics includes the following points and how these are dealt with is detailed in the table.

- a. Meeting the prospective volunteer face to face to discuss experience, motivation for volunteering, time commitment and align experience to vacancies / roles within the club
- b. Obtaining a reference
- c. DBS check if required for the role
- d. An induction process
- e. Sharing relevant information about club policy and processes
- f. What support is available to the volunteer from within the club

Role	(a) Appointment process	(b) Reference	(c) DBS	(d) Induction	(f) Support
Committee Roles	Election at AGM by members	not required*	No	Previous post holder Role Desc	Rest of committee EA resources
Welfare Officers	By Committee	Right attitude	Yes	Previous post holder Role Desc	Other WO EA
Coaches	By Committee	CiRF(Or willing to do)	Yes	Other coaches Role Desc	Other coaches EA
Run Director	By Committee	Ideally experience	No	Previous post holder Role Desc	Committee Run Britain

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				RD Operations Guide	
C25k Coordinator	By Committee	CiRF(Or willing to do)	Yes	Previous post holder	Committee Helpers
X Country Coordinator	By Committee	Knowledge of league	No	Previous post holder Role Resc	Committee XC RD
X Country RD	By Committee	Knowledge of league	No	Previous post holder	Committee XC Coordinator
Santa Dash Event Coordinator	By Committee	Ideally experience	No	Previous post holder	Committee
VLM Coordinator	By Committee	No	No	Previous post holder	Committee
Run Leaders/LIRF	By Captain	No	No unless LIRF	Chat with Captain Run Leaders Guide 1 st run with other RL	Captain Coaches Guides
C25k Helpers	C25k Coordinator	No	No	C25k Coordinator chat Guide??	C25k Coordinator
First Aiders	By Chair	Qualifications	No	Chat with Chair	
Marshals	RD	No	No	Pre-race briefing	Head Marshal RD
Bakers/Catering	None	No	No	Follow good hygiene guidelines	

(e) All policies are available on the club website and this is known to all members and reminded to volunteers.

- **Election by AGM:** Any member may nominate themselves for election of any role for election at the AGM. Typically members will talk to current post holders in advance to understand what is required and read the job role descriptions.
- **By Committee or specified role** The committee may appoint members to roles that are not part of the main committee. Typically these roles require some form of knowledge or qualification. It is the role of the Chair or as otherwise agreed committee role to talk to the volunteer and cover off the points in part (a)

Ongoing DBS Checks

As LFR does not have a junior section there is no specific requirement for DBS checks in the majority of our roles unless required by EA, for example Welfare Officers

We encourage Run leaders to become LIRF qualified and will therefore require DBS checks to maintain their qualification, similarly the coaches with CiRF.

The membership secretary in conjunction with the Chair are responsible for an ongoing audit of DBS checks.

Designated person to manage recruitment and retention of volunteers

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The key area for recruitment and retention of volunteers applies mainly to run leaders, this is the responsibility of the Club Captain.

Other roles tend to be appointed on either an annual basis at the AGM or sought on an “as required basis” eg marshals for races.

Opportunities for volunteers to access training

Run leaders are encouraged to qualify for LiRF, the club captain is responsible for identifying potential candidates

Regular Couch to 5k helpers are also encouraged to qualify for LiRF training, the Couch 25k Coordinator is responsible for identifying potential candidates

First Aid training is available for members to help in this capacity, details on how to access this are made through the newsletter/website.

Committee members are made aware of any EA training opportunities by the secretary in his/her report to the committee each month

Welfare Officers are encouraged to undertake appropriate training

Feedback

Members are encouraged to provide feedback to the committee on any aspect of the club. This should generally be via e-mail to the Secretary using this link:
Secretary@leightonfunrunners.org.uk.

Members are also free to contact the Chair or Captain using the e mail addresses on the website or indeed any other committee member with their feedback. You are always welcome to chat to any of the committee members to express views.