

Ponteland Runners Policy Statements

Policy statements

The Club's constitution is paramount but various policies have been developed in support of this. They usually cover more day-to-day matters and the latest version of this document is posted alongside the constitution on the club website.

Certain other, significant policies have been excluded from this document. They are available on the website at www.pontelandrunners.org.uk/..... and are as follows:

- Code of Ethics and Conduct (dated 17.9.19)
- Equity and Diversity Policy (dated 17.9.19)
- Anti-Doping policy (dated 17.9.19)
- Safeguarding and Protection of Children policy (dated 17.9.19)

Finance

Budgeting

A budget, covering the expected annual club income and expenditure, shall be prepared by the Treasurer and agreed by the committee before the start of each financial year (usually at the scheduled committee meeting in March). Other event or project budgets, for example for Tri activities, shall be presented to Committee for approval before any financial commitments are made.

The treasurer may also prepare budgets that look ahead to the next 2 to 3 years based upon the planned future activities of the club.

Reporting

At each committee meeting the Treasurer shall report on the bank transactions and present a set of accounts showing the main items of income and expenditure against budget to date and the balance sheet position.

The treasurer shall prepare detailed year end accounts for approval at the club AGM.

Making payments

The Treasurer shall only make payments from the club bank account based upon requests from committee members and in accordance with the following procedure:

Payment requests for budgeted expense items do not require committee approval.

Payment requests of amounts up to £50 for non budgeted expense items must be approved by two committee members (ideally including the treasurer). For amounts above this figure, approval is required by the committee by email or at meeting.

Minutes of committee meetings

A summary of the items discussed at each committee meeting and the resulting decisions and actions points are recorded by the secretary at each meeting. These are subsequently circulated to all other committee members for agreement/ amendment as appropriate. Any member can request a copy of the meeting notes by emailing secretary@pontelandrunners.org.uk

Juniors

The LiRF qualification allows leaders to take runners from age 12. So, this age acts as our minimum for membership. Where a parent is a member, their children over the age of 12 can run with the club without joining in their own name but they must run in the same group as the parent to enable the parent to exercise responsibility for the child. Once the child reaches the age of 18 they must become a member.

Juniors, under the age of 12, may participate in scheduled junior triathlon training sessions by application to the triathlon coordinator who is responsible for ensuring the sessions comply with the club's Tri Mark accreditation.

Member of the year awards

Four awards are made in respect of each year, the presentation usually occurring at the social event early in the New Year. There are separate awards for runners and triathletes. One award is for a man and one for a woman. Committee members are not eligible for these prizes. Nominations for the prizes are invited from paid up members and the awards are decided by the committee. The criteria against which judging takes place are: absolute performance; improvement; enthusiasm; and contribution to the club. A list of previous winners are included as Appendix A to this document.

Club Championship

This is run each year and consists of a number of (usually specified) races, performances in which are used to allocate points in a manner announced with the competition rules at the start of each season. The points system takes the member's time in each race and adjusts this for his/her age at the start of the calendar year, based on the widely used World Masters Association Age Grading system. Regular updates throughout the season are posted on the Facebook page and on the website. A list of previous winners are included as Appendix A to this document.

Clothing & Kit

We arrange the production and purchase of (and, for certain kit items, hold stocks of) various items of running and triathlon clothing. Since the introduction of the online 'club shop' most kit items can be purchased directly by members.

Our pricing policy is to 'round up' from the cost price, so that members pay very slightly more than the cost to the club.

Social events

The minimum number of social type events we aim to organise is two: the AGM (usually held in June/July) and a social evening (usually held in January). The club has been prepared to subsidise these events to a modest extent, recognising their importance to the spirit of the club. However, the committee recognises that not all members will want to (or be able to) attend these events and the subsidy has therefore been modest. There is no precedent assumed for the level of subsidy and a decision is taken afresh each year, first as part of the annual budget process in March and then revisited at the point at which a decision is taken on holding the particular event.

Other social events are more ad hoc in nature and are usually organised without subsidy from the club.

Races and Funding

Background Information

Ponteland Runners encourage all club members to take part in England Athletics affiliated, local club races and competitions.

Historically the club has partially or fully subsidised entry to the North East Cross Country Harrier League, and numerous road relay events such as: -

- Hetton Relays
- Good Friday relays
- Weetslade relays
- Gosforth road relays

Funding Policy

Wherever possible the club will continue to fund the entry fee for all members to take part in these events. Where it is not possible to fully fund entry fees then the club will seek to subsidise entry fees. The club will seek the balance of the entry fee from each runner wishing to take part and the payment should be made before the event takes place. Any such payment is non-refundable.

It should be noted that the club can only fund entry to these events when finances allow. The club is under no obligation to fund events – even when these have been funded in the past.

If a member loses their race number for the North East Cross Country Harrier League, it is the member's responsibility to fund their own replacement number if they wish to take part for the remainder of the season.

Process for Entering Races

If any member wishes to enter the club into any of the races listed in the background information or any other races a member would like to put forward for consideration, they should in the first instance check this with the club treasurer to verify that the event matches those described in the club constitution and that the necessary finances are in place. This should be done before details of the event are communicated to club members.

Allocation of London Marathon places derived from our England Athletics affiliation

We receive one or more places as a result of having a particular number of EA affiliated runners. We conduct a ballot to determine who gets the place. EA affiliated members may enter the ballot provided they have been EA affiliated members of the club since 1st April of that year. Priority is given to those members who can provide proof that they have been unsuccessful in the general London Marathon ballot. Only if no-one has been unsuccessful in the general LM ballot do we open our ballot up to other EA affiliated members. Once a member has won the club place they are ineligible for the ballot for another five years (three years until – and including - the ballot for the 2020 places). A list of previous winners are included as Appendix A to this document.

Club Sessions

Ponteland Runners will organise, advertise and run “Club Sessions”, these are distinctly different from casual runs where a number of club members meet to run together.

A club session is defined as follows

- Scheduled within the “Session Schedule” shown on the club website at <http://www.pontelandrunners.org.uk/run-schedule-publish/>
- Led by a suitable qualified session leader (LiRF, CiRF or BTF coach) on behalf of the club.
- Is a structured session, with defined actions explained and delivered by the run leader.
- Usually includes a warm-up, main set and cool-down sections of the session.

A group of club members having organised to meet and run together, even when this includes qualified leaders, does not constitute a club session.

Club sessions are defined by both expectations of distance and pace for attendees. These definitions can be found at <http://www.pontelandrunners.org.uk/training/club-run-sessions/>

Session Leaders

Ponteland Runners maintain a set of qualified leaders to run sessions. Qualified leaders are covered by membership of one of the clubs affiliated governing bodies, and a suitable qualification, to deliver safe run sessions to club members and attendee’s at the sessions.

- Club Run Leaders and coaches can be found at <http://www.pontelandrunners.org.uk/about/liif-run-leaders/>

Session Scheduling

Ponteland Runners maintain a schedule of planned sessions so club members know what sessions will be available and which leaders will be delivering these sessions. This schedule is

- Available at <http://www.pontelandrunners.org.uk/run-schedule-publish/>
- Usually shows session content and leaders for 4 weeks ahead.
- Shows when Bank Holidays etc stop sessions being scheduled.

Any questions relating to club sessions can be addressed to the Club Running Coordinator who is responsible for maintaining the schedule and the availability of qualified leaders to deliver these sessions. Contact is via Running@pontelandrunners.org.uk

Club Leaders and Coaches

Ponteland Runners will maintain a suitable pool of qualified leaders and/or coaches to deliver sessions for the club. The qualifications that the club supports members to attain include the England Athletics Off-tack pathway qualifications, and the British Triathlon Coaching qualifications up to Level 2.

- England Athletics – Leader in Running Fitness (LiRF)
- England Athletics – Coach in Running Fitness (CiRF)
- British Triathlon – Level 1 Coach
- British Triathlon – Level 2 Coach

Other qualifications can be considered by the committee and added to this list as and when required. Any club member can be considered for club funding to become a leader or coach.

Funding of leader and coaching qualifications

Ponteland Runners will fully fund qualifications for members after discussions around expectations of delivery of sessions from the club member. Any club member interested in gaining a qualification can talk to any committee member. For specific questions it's worth contacting Chair@pontelandrunners.org.uk

Where possible Ponteland Runners apply for external funding sources to subsidise the expense of gaining qualifications.

Leaders/Coaches Expectations

Depending upon the expense of the qualification Ponteland Runners would expect delivery of a minimum number of sessions after obtaining the qualification. As an example to gain a LiRF qualification applicants are normally expected to deliver 24 club sessions over the 24 months after qualification.

Funding Leader Registration/Affiliation Fees

Background Information

Ponteland Runners relies on volunteers to facilitate and deliver sessions within the club and seeks to maintain a suitable pool of qualified leaders and/or coaches to deliver those activities. A separate policy document details the qualifications, the way in which these are funded, and the expectations placed on those volunteers.

The club recognises that in order to deliver sessions and to be compliant with the regulations of governing bodies, leaders and coaches are individually required to be affiliated to the appropriate sport's governing body (such as England Athletics and British Triathlon).

Payment of Registration/Affiliation Fees

It is the responsibility of every leader and coach to ensure that they maintain and pay for their affiliation with the appropriate sport's governing body. Only leaders and coaches that have the relevant and current affiliation are permitted to deliver club sessions and activities. The club will not be responsible for payment of leader or coach affiliation fees.

Appendix A

Club members of the year – previous winners

2018 Running

Men Paul O'Neil
Women Helen O'Neil

Triathlon

Men Mick Meaney
Women Elaine Stroud

2017 Men David Levison
Women Heidi Finlay

2016 Men Mark Kelly
Women Susanne Nicholson

2015 Men Martin Hallissey
Women Tina Kelly

Parkrun Challenge – previous winners

2018 Men Roland Brown
Women Laura Choake

2017 Men David Levison
Women Esme Stephenson

2016 Men Paul O'Neil
Women Helen O'Neil

Club Championship – previous winners

2018 First Ray Smedley
Second
Draw winner

2017 First John McGargill
Second
Draw winners Dario Neri?

2016 First John McGargill
Second James Leiper
Draw winners David Buffham?

2015 First John McGargill
Second James Leiper
Draw winners

2014 First Joanne Brown
Second David Buffham
Draw winners

2013 First David Buffham
Second John Parkin

London Marathon place draw winners

2021 xxxxxxxxxxxx)eligible for inclusion in this ballot again from that conducted in 2024 for the 2025
xxxxxxxxxxxx)race.

2020 Stuart Moor) eligible for inclusion in the ballot again from that conducted in 2022 for the 2023
John McGargill) race.

2019 Helen O'Neil

2018 Amelia Dakin

2017 Elliott Ward

2016 Bart

2015 Matty Bell