



HANDBOOK

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About the Club

Welcome to Lowestoft Road Runners, Britain's most easterly running club. We pride ourselves on being a friendly club and welcome runners both male and female from 18 years old and of all abilities from complete beginners to the fastest in the county.

For those who are a little more competitive we encourage our runners to represent the club in local races, relay events and Suffolk championships. Our Leadership in Running Fitness (LiRF) and Coach in Running Fitness (CiRF) qualified coaches are available for beginners to marathon training.

In this pack we have tried to give you all the information that you may need when joining the club. You will find information about training, races, club kit and social events.

We have also included for you the club codes of conduct as well as our data protection statement.

If you have any queries please contact a member of the committee. Their names appear on our web page at: <https://www.lowestoftroadrunners.co.uk/> . Contact can also be made through our club Facebook page or informally at training sessions.

Vicki Grice
Lowestoft Road Runners Chairperson
October 25, 2021

Training and Coaching

WHEN AND WHERE WE TRAIN

Training takes place twice a week on Tuesdays and Thursdays

Tuesday nights

Alternate weeks are used for a coached Hill or Speed session and every few months there will be an alternative fitness session. See the training page on the website for up to date details of the Tuesday Training session (<https://www.lowestoftroadrunners.co.uk/training>)

- Speed sessions begin from outside The Ark Children's Centre, just by the Water Lane Leisure Centre, at 6.20pm for a 6.30pm start.
- Hill sessions begin from outside The Ark Children's Centre, just by the Water Lane Leisure Centre, at 6.20pm for a 6.30pm start or from Clarkson Road, Oulton Broad, at the junction of Rock Road.

Thursday nights

A five mile run with summer and winter routes meeting outside the Ark Children's Centre, just by the Water Lane Leisure Centre. Due to the run being a non-coached session members are encouraged to stagger their starts from 6:20pm with the aim of all runners returning to the Ark at a similar finish time.

In addition to this, there can be some race-focused training for upcoming races such as the local Scores Race.

CLUB COACHES

Lowestoft Road Runners is committed to improving the running standard of its members by the use of qualified LiRF and CiRF coaches.

The club is constantly looking for members to get involved in coaching and take the formal qualifications. If you do have an interest in becoming a coach, which will benefit you and the club, please let a Coach know.

A list of the current Committee members and Coaches can be found on the Lowestoft Road Runners Website [Team \(lowestoftroadrunners.co.uk\)](https://www.lowestoftroadrunners.co.uk)

Races and Competing

CLUB COMPETITIONS

Lowestoft Road runners organises an internal Club Championship each year. A number of different official local races are chosen to be part of the Championship for which Club members can sign up for. An age graded points system is used for fairness. Please see www.lowestoftroadrunners.co.uk club championship web page for full details.

The club runs a yearly 5k handicap race using the Lowestoft Park Run route. Entry into the 5k handicap requires you to submit a recent best 5k time to the organiser before the day of the race. Participants are then set off at specific intervals (slowest first, fastest last) so in theory everyone should finish at the same time. Although it is a competitive race, it is also a lot of fun. Details of the Handicap race date will be on the website and Social Media. If not ask a committee member for details.

RACES

Members are encouraged to participate in local, national and even international running races. Many of our members have organised group trips to races as a social event.

As a club, Lowestoft Road Runners take part in team events each year including Ekiden Relays and the Suffolk Winter Cross Country League. These are not only great races but also a good social event. Please see www.lowestoftroadrunners.co.uk race calendar web page for race details.

Members must wear a Lowestoft Road Runners running vest when participating in official running events (except if running for charity). Club clothing can be viewed on the Lowestoft Road Runners Website [LRRClubClothing \(lowestoftroadrunners.co.uk\)](http://www.lowestoftroadrunners.co.uk)

CLUB STANDARDS

Each year club members can aim to meet a club standard and receive an award for their achievement. Three official race times (of three different distances) must be submitted to the committee to gain the award. See www.lowestoftroadrunners.co.uk club standards web page for full details.

PARKRUN

Parkrun organise free, weekly 5k timed runs around the country, all starting at 9am on Saturdays. Lowestoft and Gorleston hold very popular Parkrun's each week with many members taking part. Don't forget to update your Parkrun account with Lowestoft Road Runners as your running club. There is also an opportunity to help others at the Parkrun when Lowestoft Road Runners help with pacing.

RACES AND COMPETING

LONDON MARATHON

For details about the Lowestoft Road Runners London Marathon Club place , see the Lowestoft Road Runners Rules section of this Handbook.

Club Management and Constitution

CLUB MANAGEMENT

The management of the Club is administered by a committee which is elected at the Annual General Meeting. The committee is responsible for the operation of the Club, providing oversight in the following areas: road running, cross country, coaching and coach development, maintaining accurate financial records, maintaining accurate membership records. The committee's actions are guided by the Club Constitution, Policies and Codes of Conduct.

VOLUNTEERS

Like many sports clubs we are run entirely by volunteers. The more volunteers we have, the better the club is run and the less the workload for those involved. We need people to help with a variety of jobs including: coaches, committee members and social event organisers. Whether you are a new or existing member we would love for you to get involved – speak to any of the committee if you are interested in helping.

LOWESTOFT ROAD RUNNERS CONSTITUTION

The aim of the club is to promote road and cross country running.

Membership is open to runners aged 18 years and over who wish to train for and/or participate in road and cross country running.

The Annual General Meeting (AGM) will be held in February of each year.

The club will be run by a committee, comprising Chairman, Secretary, Treasurer/Membership Secretary and up to 7 others all of whom shall be elected at the AGM.

After the Chairman, Treasurer/Membership Secretary or Secretary has served three years in any one post they shall automatically stand down and may only seek re-election to that post if no other nomination for that post is received. Only members who have been on the committee for at least a year can be elected to the position of Treasurer, Chairman or Secretary. After any other committee members have served two years they shall automatically stand down and may only seek re-election if no other nomination for that post is received.

A quorum of 4 is needed for committee meetings.

Notice of the AGM will be given to members at least one month in advance and nominations for the Committee should be received, in writing, by the secretary two weeks in advance.

Notice of an EGM will be given to members at last two weeks in advance.

Members will pay an annual subscription, agreed at the AGM the previous year, by the 1st April or membership lapses.

CLUB MANAGEMENT AND CONSTITUTION

Any members bringing the club into disrepute will be asked to meet the committee to explain their behaviour. In extreme cases the member might be asked to resign their membership.

The Committee shall control the finances, which shall be used solely for the furtherance of the aims of the club.

Club Bank Accounts will be held and the Committee will determine their nature and location.

The signatures of any two of the Club Officers shall be required to withdraw any monies from the accounts.

The accounts are independently examined by an independent accountant and presented to the Membership Secretary at the Annual General Meeting.

In the event of the dissolution of the Club, the Committee shall release the property and the assets, call in all monies due and, after discharge of all liabilities where possible, hand any surplus to such charities as shall be determined by the Annual General Meeting, or Extraordinary General Meeting called for the purpose.

The Constitution shall only be changed by a resolution submitted in writing to the Committee at least 14 days prior to an Annual General Meeting. No addition, alteration, or amendment shall take effect unless sanctioned by a two-thirds majority of the Members voting thereon.

LOWESTOFT ROAD RUNNERS - RULES

Lowestoft Road Runners - Rules

1. The club shall be known as Lowestoft Road Runners.
2. The club colours shall be a blue vest with two horizontal yellow bands on the chest.
3. Legwear shall be shorts, 3/4's, tights or any other suitable attire in black, blue or yellow or any combination thereof.
4. Members are expected to wear a Club vest when racing in all competitions, including cross country and club championships. The only exception to this is when running for a charity and wearing the charity's vest in place of a club vest.
5. The club shall comply with UK Athletics rules.
6. All members shall conduct themselves in a sportsman like manner and be a minimum of 18 years of age.
7. A committee of up to ten members shall be formed to undertake the administration of the club.
8. An AGM will be held in February each year and shall include the election of the committee. A quorum of 12 members is required for the AGM to be effective
9. For any EGM that is called a quorum of six members is required for it to be effective.
10. Every member shall pay to the club an annual subscription fee, the amount of which shall be decided at the club AGM. The subscription year shall end 31st March each year.
11. There shall be four grades of membership: -
 1. Associate membership (for non competing members) the fee for which shall be 50% of the standard membership fee.
 2. Concessionary membership (for full time students, unemployed, British Armed Forces and over 65's competing members) the fee for which shall be 50% of the standard membership fee.
 3. Honorary membership for which there will be no fee. Any honorary member who wishes to be eligible for affiliated entry to races is at their own discretion.
 4. Standard membership fee for all other members.
12. Lowestoft Road Runners is eligible to a London Marathon club place or places.

Members need to fulfil these following conditions to be eligible for the Lowestoft Road Runners Club draw:

1. They must have been a fully paid member at the time of entering the ballot of the London Marathon
2. They must keep the London Marathon rejection slip or email and provide evidence of it to the club secretary.
3. They must not have received the club place(s) for the previous year.

If successful in the draw and receive the club place for the London Marathon, the member(s) must pay the following years club membership before receiving the place.

Communication

We have several communication pathways so you can keep informed of everything that is happening in the club

WEBSITE

[Lowestoft Road Runners](#) – Check our club website to keep informed of club matters, learn of upcoming events and get the latest news

FACEBOOK

Lowestoft Road Runners has its own private Facebook page which it uses to notify current members of news, events, races and weekly training. Members can join in group discussions and post anything running related or club related. Members wishing to join the Facebook page should request access through Facebook.

EMAIL

For all club matters email lowestoftroadrunners@gmail.com

If you have given your email address to the club, you will receive regular emails on club matters or up-coming events

STRAVA

Lowestoft Road Runners has its own private Strava Club. Any member who would like an invite to join the Strava Club please email lowestoftroadrunners@gmail.com

TRAINING NIGHTS

At certain times Club Coaches or Committee members may informally notify members of recent club news or information.

Lowestoft Road Runners and Social Media

Social media is a cheap and effective way of reaching out to club members and the running community, sharing information and ideas with members and others. All messages should be treated as public, and are open to responses from people with different views and agendas. Sometimes this can be positive, but it can also result in unwelcome criticism.

Unlike a telephone conversation or email, it is a broadcast medium - messages are likely to be viewed by a wider range of people than just the intended recipient. There is no delete. Even if you delete something from a social media site, it's likely that other people will have already seen it; eg. on their mobile phone. Someone may already have posted it elsewhere online, or shared it with their friends.

Using Social Media is no different from talking loudly in a public place: you can expect other people to hear what you are saying, including some who like to gossip! Praise and criticism can have a positive impact and both can be healthy ways of helping the club move forward. However, criticism is not best dealt with through social media. A quiet personal conversation can be more effective or, when more appropriate, the LRR committee can be approached.

While adopting an informal style, the LRR Facebook accounts should:

Treat all individuals with respect.

Not be used to criticise members, other individuals or organisations, even if invited to. LRR reserves the right to remove any comments on the LRR Facebook pages that are disrespectful or critical of individuals or organisations.

Some useful dos and don'ts:

- Do try to make timely and relevant comments that you think other people will be interested in.
- Do take a moment to think before you respond to a comment – comments once made, leave a digital footprint for ever.
- Do be aware of the privacy settings on the site you are using.
- Do include photos and web links to help make your points.
- Don't "share" anything you do not know to be true.
- Don't comment in haste, particularly when you are angry.
- Don't post comments that you would not be prepared to make on paper or face-to-face.
- Don't give out personal details such as your address or phone number.

Membership

MEMBERSHIP

Club membership is open to anyone aged 18 and over interested in running. You can join as a full(competitive) member, a second claim member, or as a social member.

The full and concessionary membership fee includes your England Athletics affiliation fee of £15 which allows you to race and claim the affiliated price for race entry.

If you are already a member of another running club you can join us as a second claim member. Check the with the Membership Secretary or the LRR Website for the updated cost of becoming a second claim member.

If you wish to change your club affiliation to us please contact the membership secretary who will guide you through the transfer process.

As a full member of Lowestoft Road Runners it will entitle you to an entry fee discount on most official races. The discount may vary but is typically £2.

FEES

Each member shall pay a membership fee on joining and subsequently annually by 31st March each year. Membership will be deemed to be cancelled if the membership fee is not paid within one month of the renewal date – if you are an UKA affiliated member you will lose your license number.

Lowestoft Road Runners has no control over the England Athletics affiliation fee.

RESIGNATION

To resign from the club you must inform the Lowestoft Road Runners Membership Secretary in writing. No refunds will be given in respect of any un-expired period of membership. If you wish to change you affiliation from us to another club you will need to fill out a “Change of First Claim Club” form - contact the Lowestoft Road Runners Membership Secretary for more information.

Social Events

Lowestoft Road Runners organise both running and formal social events throughout the year.

These events include Club award nights, Christmas parties or Club anniversary celebration nights.

As a club, Lowestoft Road Runners take part in team events each year including Ekiden Relays and the Suffolk Winter Cross Country League. These are not only great races but also a good social event.

In recent years the popularity of virtual social races has encouraged club members to compete teams with fellow members as an inter club competition or competition against other Clubs, both of which encourage a great social club atmosphere.

Virtual challenges can also set throughout the year and often promoted on Facebook.

Events will be notified to members, through Email, Facebook, and Face to Face at club. Please feel free to contact the Social Secretary – should you wish for further information on upcoming events.

Club Clothing

A full range of Club Clothing is available to purchase. Contact the Membership Secretary for more details and see website [LRRClubClothing \(lowestoftroadrunners.co.uk\)](http://LRRClubClothing(lowestoftroadrunners.co.uk)).

Remember , it is mandatory to wear the Lowestoft Road Runners Club Vest in official race competitions unless running for a charity.

The running Kit that can be purchased include:

- Club Vest in Ladies and Mens fitting and Sizes
- Club Training T-Shirt in LRR colours and Hi-Vis
- Club Training Long Sleeve shirt in LRR colours and Hi-Vis
- Club Hoodie
- Club running cap and winter Beanie Hat

Code of Conduct

This pack is given to all new athletes, coaches and volunteers within the club. The Codes of Conduct, recommended by England Athletics, may seem prescriptive and forbidding but they are in place to protect the club and, more importantly, the members of Lowestoft Road Runners. Consequently, it is important that you read and abide by all appropriate codes of conduct. If you feel in any way that others within the club are not following these codes of conduct then you should contact a member of the committee as soon as possible. (A list of committee members can be found on our web page.)

CODE OF CONDUCT FOR ATHLETICS CLUBS

As a responsible Athletics Club we will:

- Adopt national welfare policies and procedures, adhere to the codes of conduct and respond to any suspected breaches in accordance with the Welfare Procedures
- Ensure that all staff and volunteers operating within the club environment hold the appropriate qualifications and have undertaken the appropriate checks e.g. DBS, licences, qualifications such as massage, sports nutrition etc
- Ensure that coaches, technical officials and club officers attend recommended training in welfare and safeguarding as appropriate.
- Liaise appropriately with officials, coaches, sports scientists, national governing bodies and other relevant people/organisations to ensure that good practice is maintained
- Ensure that information is available at the club and to all club officers, team managers, coaches and officials regarding contact details for local social services and the police
- Ensure that club officers and volunteers always act responsibly and set an example to others including younger members.
- Respect the rights, dignity and worth of every club member and others involved in athletics and treat everyone equally.
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances.
- Challenge inappropriate behaviour and language by others
- Place the welfare and safety of the athlete above other considerations including the development of performance
- Report any suspected misconduct by club officials, coaches, technical officials or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

CODE OF CONDUCT

CODE OF CONDUCT FOR COACHES

As a responsible athletics Coach you will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete above the development of performance
- Be appropriately qualified including obtaining DBS clearance, update your licence and education as and when required by UKA and adhere to the terms of the coaching licence
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
- At the outset clarify with athletes exactly what it is that is expected of them and what athletes are entitled to expect from you
- Never try to recruit, either overtly or covertly, athletes who are already receiving coaching. If approached by an athlete receiving coaching refer immediately to the coach currently providing coaching support.
- Try to observe a recommended maximum ratio of 1 coach to 12 athletes at a training session or work in partnership with another coach/coaching assistant.
- Cooperate fully with others involved in the sport such as technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete.
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances.
- Encourage and guide athletes to accept responsibility for their own performance and behaviour
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with vulnerable adults.
- Do not exert undue influence to obtain personal benefit or reward.
- A coach **MUST** strictly maintain a clear boundary between friendship and intimacy with athletes and not conduct inappropriate relationships with athletes. Relationships with athletes can cause significant problems for other team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- It is **strongly recommended** that you do not allow intimate relationships to develop between yourself and athletes coached by you.

In addition, coaches should follow these guidelines on best coaching practice, in particular with young athletes or with vulnerable adults:

- Avoid critical language or actions, such as sarcasm which could undermine an athlete's self esteem.
- Always explain why and ask for consent before touching an athlete
- Work in same-sex pairs if supervising changing areas
- Report any accidental injury, distress, misunderstanding or misinterpretation to a member of the committee as soon as possible.
- Report any suspected misconduct by other coaches or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

CODE OF CONDUCT

CODE OF CONDUCT FOR ATHLETES

As a responsible athlete you will:

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally.
- Uphold the same values of sportsmanship off the field as you do when engaged in athletics
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the yourself and other athletes
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Anticipate and be responsible for your own needs including being organised, having the appropriate equipment and being on time
- Inform your coach of any other coaching that you are seeking or receiving
- Always thank the coaches and officials who enable you to participate in athletics

As a responsible Athlete, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

CODE OF CONDUCT

In addition, athletes, especially vulnerable adults, should follow these guidelines on safe participation in athletics

- Notify a responsible adult if you have to go somewhere (why, where and when you will return)
- Do not respond if someone seeks private information unrelated to athletics such as personal information, home life information
- Strictly maintain boundaries between friendship and intimacy with a coach or technical official
- Use safe transport or travel arrangements
- Report any accidental injury, distress, misunderstanding or misinterpretation to a member of the committee as soon as possible.
- Report any suspected misconduct by coaches or other people involved in athletics to a member of the committee as soon as possible.

GENERAL DATA PROTECTION REGULATION (GDPR) STATEMENT

General Data Protection Regulation (GDPR) Statement

GENERAL DATA PROTECTION REGULATION (GDPR) STATEMENT

GDPR is an important change in government legislation regarding data protection and stands for The General Data Protection Regulation. It effectively provides an update to the Data Protection Act, bringing in new requirements and increasing the penalties for breaches.

YOUR DATA

When you apply for membership of Lowestoft Road Runners you complete an application form. In doing this you give us your personal data: your name and your email address and emergency contact details. These forms are secured and deleted when you leave the club.

Members' personal data is stored in a database accessible only by Lowestoft Road Runners' management committee. Members' emergency contact details are distributed to Run Leaders via a secure (password-protected) spreadsheet maintained at least twice annually. This data is used only for the purpose for which it is collected.

When you become a member of or renew your membership with Lowestoft Road Runners you will automatically be registered as a member of England Athletics. We will provide England Athletics with your personal data which they will use to enable access to an online portal for you (called MyAthletics). England Athletics will contact you to invite you to sign into and update your MyAthletics portal (which, amongst other things, allows you to set and amend your privacy settings). If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics, please contact dataprotection@englandathletics.org.

Whether you are a member or a guest, Lowestoft Road Runners makes an anonymous 'head-count' totals for each run session.

HOW LOWESTOFT ROAD RUNNERS WILL USE THIS DATA

The head-count totals will be used to:

- Monitor numbers attending so we can plan future sessions (i.e. try to ensure sufficient numbers of run leaders are available according to numbers participating).

Your personal data will be used to:

- Alert your emergency contact(s) if we have concerns for your welfare.
- Contact you with important club updates/newsletters, safety information and membership renewals.
- Help us plan for future training sessions and events (i.e. we will try to respond to your needs in terms of your stated motives and goals).

GENERAL DATA PROTECTION REGULATION (GDPR) STATEMENT

PHOTOGRAPHS & RUNNING RESULTS

Photographs are sometimes taken at Lowestoft Road Runners training sessions. In addition, photographs are often taken of Lowestoft Road Runners members taking part in running events. The photographs are used by the Club on its website, on Facebook and in club publicity and promotion.

Results – including full names – of Lowestoft Road Runners who have taken part in races and running events are often posted on the website and Facebook Please be aware that when you participate in any sporting event, your results will be published on the organiser's site and numerous other race results sites. In many cases photographs are posted with runners and individuals are identified.

OPTING OUT

If you are unhappy about the use of your data or photographs as described in this statement please notify any of the club Committee with your concerns.

LIST OF CLUB DOCUMENTS

List of Club Documents

LRR01 - Constitution

LRR02 - Club Rules

LRR03 - Handbook

LRR04 - Club Standards

LRR05 - Membership Form