



## **Spirit of Monmouth Running Club**

### **Club Objectives**

### **June 2021**

This document has been developed using World Athletics (formerly known as the International Amateur Athletic Federation – IAAF), UK Athletics (UKA) and Welsh Athletics (WA) guidance in respect of operating an amateur sports club.

The purpose of this document is to set out the club objectives, which have been designed to support both the effective running of the club and the sporting success and enjoyment of its members.

#### **The overall objectives of the Club, as stated in the Constitution, are:**

- a. To promote and encourage in a fully inclusive manner all forms of running (that is, Recreational Running, Cross Country Running, Road Racing and Track Athletics) at all levels in Monmouth and the local area.
- b. To encourage and assist each and every member to achieve his or her maximum potential and enjoyment in running.
- c. To co-operate, one member with another, for the promotion of the best interests of the Club.
- d. To provide members with team and individual competition in running and to promote running competition in Monmouth and the local area generally.
- e. To provide members with the opportunity of meeting together socially from time to time.
- f. To uphold, among members and between the Club and all other persons and organisations, a spirit of good sportsmanship, honest and honourable dealing, friendship and maximum assistance and co-operation.

#### **For the year 2020/21 the committee have agreed the following specific objectives:**

- To continue to encourage (within the constraints of the Covid-19 pandemic) participation in and enjoyment of running and racing at all distances
- To provide club organised opportunities for social running (“club nights/days”) in a safe environment
- To provide opportunities for competition (in physical and/or virtual events) for members and to celebrate achievement at both individual and club level
- To plan a structured approach to preparation, coaching and training for running and racing for all members
- To develop the Leadership and coaching of the club by funding 6 additional LIRF courses and the completion of the 2 outstanding CIRF courses
- To develop approaches to Spirit of Monmouth races so that they can safely take place in 2021
- To provide social opportunities, whenever possible, given the constraints of the pandemic.

These objectives will be met through the following individual objectives of each Committee member:-

#### **Chair**

- Provide leadership to the Committee and all members of Spirit of Monmouth Running Club on all aspects of “club life”
- Lead plans to ensure the club meets constitutional and in-year objectives
- Be final decision maker on club issues



- Chair Committee meetings, Annual General Meetings (AGM), and any Extraordinary General Meetings (EGM)
- Represent Spirit of Monmouth Running Club at any external meetings, where required

### **Club Secretary**

- Act as the main communication link between the Committee, club members, other clubs and leagues. This includes ensuring all relevant details and paperwork are shared with the right people in a timely manner
- Manage and record all inward and outward club correspondence, making sure the necessary actions are taken and followed up, where appropriate
- Provide the necessary details to Welsh Athletics regarding affiliation
- Organise AGMs, EGMs and Committee meeting, preparing agendas, paperwork and taking and issuing of minutes
- Communicate any important matters from Welsh Athletics, UK Athletics, leagues and other partner organisation with the Committee and club members
- Support the Membership Secretary with the safeguarding of members information specifically in relation to retention/storing and sharing with authorised bodies / affiliations
- Support Membership Secretary with the maintenance of member emergency contact details

### **Treasurer**

- Look after the club's finances
- Know where the club stands financially at any time and keep the committee informed of the club's financial cash flow, income and expenditure
- Plan and monitor a budget for the club each year
- Prepare and present the end of year accounts at the annual general meeting
- Deposit money and issue receipts promptly
- Renew insurance annually
- Make sure the club has paid relevant affiliation fees
- Research and implement Community Amateur Sports Club (CASC) or charitable status where appropriate ([www.cascinfo.co.uk](http://www.cascinfo.co.uk));
- Ensure the accounts are audited for the annual general meeting

### **Membership Secretary**

- Process new memberships, membership renewals, and any extraordinary payments (Subs), where required by ensuring that all forms, monies and notifications are received from / provided to the member and Welsh Athletics to complete the process
- Maintain member information and ensure they are kept up to date
- Communicate any membership related matters to members via email and on the Spirit of Monmouth Facebook page
- Work with the Treasurer to ensure all payments are made to Welsh Athletics and invoices are received to tally the accounts
- Provide relevant details of members to leagues and events, as appropriate, for example GLCL/GLVL
- Ensure the safeguarding of members information specifically in relation to retention/storing and sharing with authorised bodies / affiliations. Supported by the Club Secretary
- Maintenance of member emergency contact details, supported by Club Secretary

### **Coach**

- Assisting members to be the best runners they can be
- Leading coached sessions, as scheduled and ensuring these are delivered safely and in line with any government and governing body guidelines at the time, for example Covid-19 restrictions
- Building member's confidence in, and enjoyment of running by ensuring that every member has an opportunity to improve their running by attending a variety of training sessions



- Increasing members knowledge of how to train to achieve their goals. This includes listening to feedback on each coaching session and making adjustments, where appropriate
- Administration and mentoring for Leaders in Running Fitness (LiRFs)

### **Communications Secretary**

- Raise the profile of the club to internal and external audiences
- Maximise the club's achievements and activities through all sources of the media
- Liaise with the local media – TV, papers, radio and web, etc
- Oversee internal channels of communication - for example, club newsletters, website, and information on notice boards
- Write detailed reports on competitions and good news stories

### **Fixtures Secretary**

- To manage the annual Club Championships and the Gwent Leisure Centre League (GLCL) champions competition (with separate competitions for male and female runners)
- To select a number of events of varying distances and terrains which are appropriate for the annual club championships and advertise them to members in advance
- To ensure members are familiar with the scoring system employed in both competitions
- To organise events which re part of the club championships but are not events organised by another club (such as time trials)
- To ensure an accurate record is kept of all relevant events so that the two competitions are fair
- To propose the winners of the two competitions to the committee
- To award the trophies to the winners at the awards dinner

### **Social Secretary**

- Plan, organise and lead a team to deliver social events for your club
- Organise an annual awards evening
- Consult with other club officers and review success for each event in terms of increased participation, funds raised, rewarding volunteers or simply having more fun
- Put in place a calendar of social events to maintain momentum and awareness
- Appoint a sub-committee for specific events
- Motivate members to attend events



### **Version Control**

<b>Ref</b>	<b>Author</b>	<b>Details</b>	<b>Date</b>
1.0	Louise Camacho - Secretary	Initial draft	October 2020
2.0	Stuart Penny - Chairman	Amended to reflect Constitution	October 2020
3.0	Stuart Penny - Chair	Amended to reflect constitution changes at AGM and for new committee	June 2021

### **Document Approval**

<b>Ref:</b>	<b>By Whom</b>	<b>Date</b>
1.0	Review by Club Chairman	October 2020
2.0	Review and sign off by Committee	October 2020
3.0	Agreed at committee meeting	6 June 2021

### **Document Maintenance**

This document forms part of the operating principles of Spirit of Monmouth Running Club and, as such, will undergo an annual review.

**The date of the next review is April 2022.**