



Members Handbook

This Handbook is for all Members and Coaches, within the Club.

It is imperative 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 that you contact one of the Welfare Officers or Committee Members as soon as possible.

As part of joining the Club you will be signing up to these Codes of Conduct.

The Club Policies and Procedures are all in line with England Athletics Policies and Procedures.

The following documents can be found on the Club Website:

- Equity Statement
- Codes of Conduct
- Welfare Policy
- Anti Bullying Policy
- Disciplinary Procedure
- Grievance Procedure
- Facebook and Social Networking Policy

Welcome from your Club Chair

Thank you for choosing to join MK Lakeside Runners.

We are a small and friendly running club in Milton Keynes and we promote running for fun and fitness in a safe and supportive environment.

Achieve Goals

Whatever your running goal, we will help you to achieve it, whether you are new to running and just want to get fitter or whether you are aiming for a specific goal such as Race for Life events, or wanting to aim for a 10k, half or full marathon. Some of our member have also taken part in multiple triathlon, and duathlon events all the way up to Ironman level.

We pride ourselves in being welcoming to new members whatever your goal. There will always be someone in the club wanting to support and help you, so you will never be left to struggle on your own and our Coaching Team will give you every help and assistance to enable you to achieve your ambition.

We have members who have been inspired by the encouragement and support of friends within the Club and have gone on to succeed in taking part in all distances of running that they had never thought they would be capable of achieving.

Variety

We also take part in relay and off road events like the Thunder Run, Squeaky Bone Relay and Greensands Ridge and arrange off road runs in Bow Brickhill Woods, Salcey Forest, along local canal paths and across the countryside including some night runs.

Club Nights

We meet at Willen Lake (beside the Premier Inn), Milton Keynes.

Tuesdays and Thursday evenings:	Beginners & Improvers at 6.15pm
	Advanced at 7.30pm (minimum 10K)
Saturdays mornings	Locations and times published on the website

If you are new to running you will no doubt have taken part in our 10-week programme to help you progress from hardly running or not running before to being able to run 5k in 30 minutes. Well done and we hope you enjoyed it and you will now have a great sense of achievement. Remember that is just the beginning of your running and we look forward to you joining our Improvers Group. We also have Step Up sessions for when you have completed the Beginners Programme to help you graduate to the Improvers although some people have no problems moving straight across. There is no pressure and you are always encouraged to run within your own capability.

If you are joining our Improvers Group make the most of getting to know as many of your fellow runners as you can. There is a vast amount of experience and we are all willing to chat about all things running and more besides.

Benefits

In addition to the fact that we are a long standing established Club, there are many benefits of joining MKLR not just keeping fit and running with like-minded people. We have qualified Leaders and Coaches taking the sessions. The Club is affiliated to UK Athletics (UKA), registration number 2658310.

We also have regular social events to give members a chance to chat to one another, relax have a drink and a bite to eat. You can also receive 10% discount from many local sports shops including the Sweatshop in Milton Keynes. We have a lively secure Facebook site where

members can organize meeting up for races and training, compare notes, ask for advice on all things related to running.

We are a great club for meeting new friends and running buddies

If you have any questions please do not hesitate to speak to me or any of your Club Committee. We are all more than happy to help.

Welcome and enjoy your running!

Dionne Whelan
Club Chair
MK Lakeside Runners

Content:

Section	Page
Equity Statement	6
Codes of Conduct	7
Club Committee	10
Welfare	10
Coaching Team	11
Club Constitution	14

EQUITY STATEMENT

MKLR recognises the importance of affording equity, equal opportunity and fair treatment to all members.

MKLR aims to ensure that all people irrespective of their age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation have a genuine and equal opportunity to participate in running at whatever level and in all roles. That includes Beginners, Improvers, Coaches, Leaders and all Committee Members. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

It is the aim of MKLR in its relationships with members, not to disadvantage any individual by imposing any conditions or requirements that cannot be justified. Failure to comply may result in disciplinary action being taken.

Committee
MK Lakeside Runners

CODES OF CONDUCT

1. Code of Conduct for MK Lakeside Runners Running Club

As a responsible Running Club we will:

- Ensure that all Coaches and Leaders in Running Fitness (LiRF) operating within the Club environment hold the appropriate qualifications and have undertaken the appropriate checks e.g. DBS/Disclosure Scotland, licences.
- 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.

2. Code of Conduct for Coaches and Leaders in Running Fitness (LiRF)

As a responsible athletics Coach and LiRF 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 is expected of them and what athletes are entitled to expect from you.
- Try to observe a recommended maximum ratio of 1 Coach/LiRF to 12 athletes at a training session or work in partnership with another Coach/LiRF.
- 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 those athletes under 18 years or vulnerable adults.
- Do not exert undue influence to obtain personal benefit or reward.
- A Coach/LiRF **MUST** strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- Must be responsible for checking the monthly coaching schedules in advance to identify which dates you are leading and supporting the training sessions.
- As a Coach/LiRF you should arrive for the training session ahead of the start time, fully prepared to run the session and a clear understanding of the route and/or tasks to be undertaken.
- Endeavour to notify colleagues if you are unable to attend the session for any reason at the earliest opportunity to ensure alternative arrangements to lead or support the session can be made.

As a responsible Coach/LiRF, 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.
- Be aware that your attitude and behaviour directly affects the behaviour of athletes under your supervision.
- 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.

In addition, Coaches/LiRF 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.
- Avoid spending time alone with young athletes unless clearly in the view of others to protect both yourself and the young athlete. In special circumstances, for example when coaching elite young athletes, one to one coaching sessions may form part of the required training schedule. In this circumstance, parental/guardian consent must be sought and obtained prior to sessions taking place. The Coach/LiRF must inform the parent/guardian of the venue for training and an emergency contact number should be provided by both the Coach/LiRF and parent/guardian.
- Always explain why and ask for consent before touching an athlete.
- Report any accidental injury, distress, misunderstanding or misinterpretation to the Club Chairman and or Club Welfare Officers as soon as possible.
- Report any suspected misconduct by other Coaches/LiRF or other people involved in athletics to the Club Chairman, Club Welfare Officer or Regional, National or UKA Welfare Officer as soon as possible.

3. Code of Conduct for Club Members

As a responsible Club Member you will:

- Respect the rights, dignity and worth of every athlete, Coach/LiRF, 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/LiRF, technical officials, representatives of the governing body in the best interests of you 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.

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.
- Listen to and follow the instructions of the Club Coaches/LiRF.
- 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.

In addition, athletes, especially young athletes and 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/LiRF or technical official.
- Never accept lifts in cars or invitations into homes on your own without the prior knowledge and consent of your parent/carer.
- Use safe transport or travel arrangements.
- Report any accidental injury, distress, misunderstanding or misinterpretation to your parents/carers and Club Welfare Officer and/or Chairman as soon as possible.
- Report any suspected misconduct by Coaches/LiRF or other people involved in athletics to the Head Coach, Club Chairman or Club Welfare Officer as soon as possible

CLUB COMMITTEE

The Club Chair and Committee will:

- Deal with confidential matters that may arise related to athletes and have an understanding and an appropriate way to such matters.
- Be responsible for the promotion of codes of conduct to members.
- Recognise the difference between poor practice in according to club rules and matters that would be seen as welfare issue.

The Club Committee are: (2017/18)

Chair	Dionne Whelan
Vice Chair	David Lewis
Secretary	Susie Sanchez-Garcia
Treasurer	Andrew Rose
Head Coach	Richard Tearle
Membership Secretary	Jayne D'Silva
Social Secretary	Simon Stimpson
Events Co-ordinator / Normal Member	Julian Holden
Normal Member	Julie Dell

WELFARE

MKLR takes the welfare of its members very seriously. We are obliged through our affiliation to various governing bodies to implement the policies and procedures that they have established.

The Welfare Officers will listen confidentially to any issue that may arise, and endeavour to support your individual needs and well being. However in order to provide the support for your needs and well being, the information shared with a Welfare Officer may be shared with other Welfare Officers and/or the Committee, but only on a need to know basis. Exceptions are also made, for example if you may present a danger of violence to others; or if there is a reasonable suspicion.

The Welfare Officers also ensure that the Coaches and Leaders and others as appropriate have completed any necessary checks and are properly licensed.

If you have any queries or concerns, we encourage you to contact one of the Welfare Officers and discuss your concern directly with them.

The Club Welfare Officers are Val Hall and Mark Atkinson and they are available to offer help and advice.

Val can be contacted on: veh997@hotmail.com

Mark can be contacted on: Mark@atko.co.uk

COACHING TEAM

We have a wealth of knowledge and experience within the Club.

For those of you who wish to improve their running and would like some help, the Coaching Team is introduced below.

Head Coach	<p>Richard Tearle</p> 	<p>I began Running in 2007 when my wife Jeanette joined MK Lakeside Runners and completed the Beginners program. Although I didn't officially complete the MKLR beginner's course I did follow the program and eventually joined the club after Jeanette had qualified. I ran my first race (Flitwick 10k) in April 2008 and completed my first half marathon at St Neots later that year.</p> <p>Became a UK Athletics Jog Leader in 2009 and completed my Coach in Running Fitness qualification in December 2012.</p> <p>I am proud to lead a dedicated team of Coaches and Leaders for this friendly club that, I hope, caters safely for all runners, no matter what their ability.</p>
Assistant Coach	Debbie Coolman	<p>I joined MKLR in 2007 as a Beginner looking to get fit and make some new friends. A few 10k's, Half Marathons and Marathons later I am a lot fitter than I was, I have some great friends and I am qualified as a Leader in Running Fitness and a Coaching Assistant. Running is definitely addictive.</p>
Coach	Dionne Whelan	<p>Dionne is Club Chair and coach for the Late Group.</p>
Beginners Coach	Keith Bedford	<p>I started running in 1990 , initially to help keep my weight down but got hooked.</p> <p>I joined MK Lakeside Runners in 2008. After helping with the Beginner group as part of a return from injury, I was asked to do the Leader in Running Fitness course and have held a licence as a Leader since 2010. I joined the club committee in 2013 as Membership Secretary.</p> <p>I really enjoy leading the Beginner Courses and the biggest thrill is seeing the Cheshire cat grins as folk achieve their 5K goal at the end of the course.</p>
Leader	Chris Brookman	

Leader	Andy Gower	
Leader	Kevin Kemp	
Leader	Brian White	
Leader	Norman Baker	
Leader	Martin Storer	
Leader	Julian Holden	
Leader	Simon Stimpson	
Leader	Caroline Ford	
Leader	Terry Siggins	
Leader	Conor Whelan	
Leader	Emma McMillan	
Leader	Rak Patel	
Leader	Natalie Settle	
Leader	Richard Litwinczuk	Currently Training – June 2017
Leader	Helen Rojczyk	Currently Training – June 2017

MK Lakeside Runners (MKLR) Running Club Constitution

1. Club Name

The name of the Club is MK Lakeside Runners, hereafter referred to as 'the Club'.

2. Objectives of the Club

The objectives of the Club shall be:

- To encourage the participation, development and promotion of amateur athletics in the Milton Keynes area.
- To provide training and coaching for members.
- To safeguard the rights and interests of members in accordance with guidelines laid down by the Committee and recommended athletic practice and to provide a social, safe and enjoyable running experience.
- While looking after the individual needs of the runner, will also seek to foster a positive club spirit through running events and social activities.
- To do all such things as the Committee sees fit to further the interests of the club or to achieve the objects above.

3. Membership

Membership of the Club shall be open to persons who are amateurs as defined by UK athletics governing bodies at the time regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. Children under the age of 16 attending training, races or any club activity must be accompanied by their parent or guardian who shall be entirely responsible for them. For young people age 16 or 17 a parent or guardian is to be entirely responsible for their attendance at all club activities.

Individuals wishing to become members of the club must complete a membership application form and health information form and forward it to the Club Membership Secretary accompanied by the appropriate subscription fee.

Membership assumes members wish to be a First Claim member of the Club for road running, cross country and trail running. Those wishing to run for the Club as Second Claim must inform the Club Secretary at the time of their application for membership.

Running as Second Claim for another club is allowed in events where either the organisers state second claim runners are allowed or the Club is not participating, or in a League in which the Club does not participate. In either case, prior permission is required from the Committee of the Club.

Membership rules are those laid down by the governing bodies of the associations and organisations to which the Club maintains membership and/or is affiliated to, or is otherwise subject to, the rules of the said governing bodies. The Club is affiliated to UK Athletics (UKA).

Any member wishing to resign from the Club must do so in writing to the Club Secretary with one month's notice. No refund of subscriptions relating to the remaining period will be given.

Any person shall, upon ceasing to be a Member, forfeit all rights to and claims upon the Club and its property and funds.

The Committee shall have the power to suspend or exclude any member for contravention of this Constitution, documented rules or UKA published codes of conduct that may exist at that time.

4. Subscriptions

The Club may as a condition of membership, require annual or periodic subscription fees to be paid by Members of the Club. The subscription will be set by the Committee and ratified by the membership at the AGM. The fees shall be set at a level that does not preclude open membership of the Club.

Members shall pay their annual subscriptions (for the year 1st April to 31st March) by cash or cheque, or bank transfer into the Club account by 31st March.

Members having arrears of subscriptions greater than 6 weeks will have their membership automatically terminated and will not be eligible to participate in the affairs or activities of the Club, including voting at a General Meeting. Payment of the full subscription at a later date will enable the individual's full membership to be reinstated.

Members facing financial difficulty should approach the Treasurer and Secretary in confidence and may agree an alternative means of paying their subscription.

5. Management

The management of the Club shall be vested in a Committee consisting of a Chairman, Vice Chairman, Treasurer, Secretary, Membership Secretary, Head Coach and at least three other elected ordinary Committee members (the maximum being at the discretion of the Annual General Meeting (AGM), all of whom will be elected annually at the AGM.

The Committee has the power to co-opt any member to the Committee as it deems necessary for a specific task. The Committee shall also have the power to establish any sub Committee deemed appropriate to assist in meeting objectives of the Club and to delegate to these sub Committees such duties as may be considered appropriate. Co-option may be used to ensure representation of all groups on the committee.

Any committee member failing to attend three committee meetings in a single annual period of election will be obliged to offer to resign from the Committee.

5.1 Election of the Committee

Any Member may be nominated by any two members (with his/her approval), as a candidate for any of the posts by notice in writing (including e-mail) to the Secretary at least two weeks before the AGM.

If the number of candidates for a post (as each falls for election) is one, that candidate shall be elected unopposed. If the number of candidates is more than one, every eligible member present at the meeting may vote for each office with the candidate receiving the largest number being elected.

If the number of candidates for the post of Ordinary Committee Members is equal to or less than the number of vacancies those candidates shall be elected unopposed. If the number of candidates is more than the number of vacancies, every eligible member present at the meeting may vote for as many candidates as there are vacancies with the candidates receiving the largest number of votes being elected.

5.2 Proceedings of the Committee

The Committee shall meet at least four times each year in person and as often as may from time to time be necessary. Any meetings may be held in a manner agreeable to the Committee (including by telephone conference call).

Fifty per cent of the members of the Committee shall be the quorum necessary for the transaction of business. A meeting of the Committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the Committee by these Rules.

The Committee may regulate their meetings and proceedings as they think fit. The Committee shall, within two weeks of each meeting, record the decisions that it has taken and publicise these to Club Members.

The Committee may invite persons who are not members of the Committee to address a meeting of the Committee.

5.3 Powers of the Committee

The Committee shall be responsible for the management of the Club and shall have the following specific powers to:

- (a) make Club Rules and regulations to allow for the effective day to day operation of the Club and its activities. Such Club Rules may not supersede or contradict provisions of the Constitution and must be reasonably available to Members
- (b) operate a Member's Welfare policy in accordance with the Policy and Procedures issued by UK Athletics.
- (c) make and give receipts, releases and other discharges for any amount payable to the Club and for claims and demands of the Club.

- (d) invest, place on deposit and deal with any finances of the Club not immediately required upon any investments or securities which the Committee thinks fit.
- (e) issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts, promissory notes, securities and instruments, negotiable and non-negotiable, to operate on the Club's banking accounts.
- (f) enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things in the name of, and on behalf of, the Club as they may consider expedient.
- (g) pay all the costs and expenses of, and incidental to, any of the aforesaid matters and things.
- (h) determine how and by whom any such power shall be executed, operations effected and documents signed or things done.
- (i) organise Club activities.

6. Annual General Meeting (AGM)

An AGM will be held in May each year as dictated by practical circumstances at that time.

At the AGM the meeting will:

- receive the annual report from the Club Secretary
- receive the Treasurer's Annual Report, balance sheet and statement of accounts for the preceding financial year;
- to elect the Officers and the Committee
- to consider and decide any amendment to the Constitution of which due notice has been given to all members. Any proposed change to the constitution must be received by the Club Secretary at least 14 days preceding the meeting in order that all members shall have sufficient notice of the proposal.
- Transact any other notified business. Any business must be notified to the secretary at least 14 days prior to the AGM.

At least 21 days' notice of an AGM shall be given to members specifying the place, day and time of the meeting.

All registered members of the Club at the meeting shall have one vote. In the case of an equality of votes the Chairman will have a casting vote. Voting shall be by a show of hands except where the Chairman decides voting shall be by ballot.

7. Extra Ordinary General Meeting (EGM)

An EGM may be called by the Committee to discuss changes to the Constitution and Rules or any other Club business too urgent to wait for the AGM. (For example this would be any business that prevents the Club meeting its commitments under Paragraphs 3 and 5.

An EGM must be called if 30% of voting members submit a petition to the Club Secretary clearly stating the business to be brought before such a meeting and reasons why this cannot wait until an AGM.

The petition may be submitted in the following ways:-

- A single document with the wet signatures of 30% of the voting members.
- Individual wet signed documents.
- Individual personal e-mails.
- A combination of the above.

No other business except for the notified business as set out in the above paragraph will be discussed at the EGM.

8. Finance

The financial year of the Club shall end on 31st March.

All funds belonging to the Club shall be deposited with a bank or building society in accounts that shall carry the Club title. All accounts shall operate on two signatories, one of whom will be the Treasurer and the other either the Chairman or Secretary.

Expenditure above agreed budget levels may only be authorised at a Committee Meeting.

Any expenses relating to the Club business must be authorised by the Club Treasurer and Secretary or Chairman in advance of said expenses being incurred and all receipts must be available at the time of reimbursement

The Treasurer will ensure proper accounts are kept and provide Committee Members with accurate financial reports on at least a quarterly basis. The Club's financial records shall always be open to inspection by the Committee.

The Treasurer shall present accounts for the previous Financial Year to the Annual General meeting for consideration and copies of these will be available to Members at the meeting. The accounts must be inspected by an independent competent person prior to presentation at the AGM. If the Accounts are not accepted at the Annual General Meeting, a qualified Accountant may be appointed to investigate members' concerns.

9. Property and Funds

The Club is a non-profit making organisation.

The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the Club.

The Club may also in support of the objectives of the Club:

- sell and supply food, drink and related sports clothing and equipment.
- remunerate members for providing goods and services, provided that such arrangements are approved by the Committee (without the Member being present) and are agreed on an arm's length basis
- pay for reasonable hospitality for visiting guests.

Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

10. Interpretation of Club Constitution and Rules

The Constitution can only be altered or amended by resolution passed by two thirds of those present and voting at an AGM, or an EGM that has been specifically called for that purpose.

The Committee shall be empowered to rule on any dispute regarding the interpretation of the Constitution and such judgements shall be formulated at the first available AGM.

11. Dissolution

The members may vote to dissolve the Club if three quarters of those present at a properly convened General Meeting vote to support the resolution.

The Committee shall be responsible for the timely and orderly winding up the Club's affairs. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

1. to another Club with similar sports purposes which is a registered charity and/or
2. to another Club with similar sports purposes which is a registered Community Amateur Sports Clubs (CASC) and/or
3. to the Club's national governing bodies for use by them for related community sports.

12. Other Matters

The Committee, whose decision shall be deemed final, shall deal with any matter not provided for in the Constitution.

Revision History

This Constitution was formally adopted at the AGM held on 10 September 2012 and replaces the Club's original Constitution used since its formation in 2005.