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Abbey Runners shall be managed by a Committee consisting of the President, the Secretary, the Treasurer and not more than 12 other Members elected at the AGM.

Key functional roles for the smooth and safe functioning of club are noted below.

The Committee may also nominate additional functional roles to be carried out by members of the Committee or other club members (e.g. Kit Manager, Website Coordinator) as appropriate, the number of such roles may from time to time be increased or decreased, and functions may be allocated or reallocated as the Committee shall from time to time decide.


Details of current committee members and their roles are available on the Abbey Runners Website (<https://www.abbeyrunners.co.uk/membership/your-team/>)

1. Club President

The Club President is the most senior official role at Abbey Runners and fulfils a range of duties dealing with overall management of club affairs. The President leads the club in achieving its vision, short-term and long-term goals.

The President is responsible for:

- (a) Leadership on all aspects of the club from training to competition, fundraising and social activities.
- (b) Strategic planning and key decision-making duties.
- (c) Forming a team so that all the officer and committee positions are filled, taking into consideration skills, experience and diversity.
- (d) Delegating, leading and motivating club members towards club goals/objectives.
- (e) Upholding the club constitution and conditions of England Athletics affiliation.
- (f) Ensuring an understanding of the legal responsibilities of the club.
- (g) Leading in the enforcement of the club's code of conduct.
- (h) Assisting the club to fulfil its responsibilities regarding club welfare and safeguarding.
- (i) Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- (j) Chairing regular committee meetings and the Annual General Meetings (AGM).
- (k) Being actively involved in creating and following a Club Development Plan.
- (l) Representing the club at local and regional events.
- (m) Arranging handover or succession planning for the position

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2. Club Secretary

The primary role of the Club Secretary is to provide administrative support to the President. Much of the hands-on administrative effort may be delegated to other club officers and volunteers, but responsibility for ensuring the overall, well-run club administration lies with the Secretary.

The Club Secretary is responsible for:


- (a) Planning club committee meetings with the President and agreeing an agenda with the committee members and as appropriate other interested parties.
- (b) Circulating details of meetings (date, time, location, agenda etc.) to club members
- (c) Taking minutes and circulating to meeting attendees
- (d) Following-up with relevant parties on key actions arising from meetings
- (e) Ensuring meetings adhere to procedures of the club constitution (e.g. quorums and election procedures)
- (f) Being the first point of contact for club enquiries
- (g) Receiving, sending and logging correspondence on behalf of the Club
- (h) Delegating tasks to club members
- (i) Attending to affiliations
- (j) Ensuring insurance is up to date and relevant
- (k) Maintaining up to date records and reference files
- (l) Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- (m) Managing club grievance and disciplinary correspondence.
- (n) Ensuring the club applies for and receives its London Marathon club places.
- (o) Arranging handover or succession planning for the position.

3. Membership Secretary

The primary role of the club Membership Secretary is athlete registration. It is important that competing athletes are registered with the club as well as England Athletics.

The Membership Secretary is responsible for:

- (a) Managing the club affiliation renewal.
- (b) Managing the athlete registration renewal process.
- (c) Progressing athlete registrations for new members.
- (d) Sharing National Governing Body (NGB) registration numbers with members
- (e) Maintaining records of all club members.
- (f) Working with the club Treasurer to reconcile membership payments.
- (g) Contacting members in payment arrears to pay club membership dues
- (h) Managing transfer requests to other clubs.
- (i) Reporting to the committee on who has paid their membership
- (j) Reporting to the committee on the progress of memberships (growth/decline) etc.
- (k) Ensuring data privacy and meeting GDPR obligations as an officer of the club who is a data controller
- (l) Arranging handover or succession planning for the position

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4. Treasurer

The Club Treasurer is responsible for the managing the flow of money into the Club and for allocating and recording how Club funds are spent to carry out the Club's activities. This is a vital role as the Treasurer works to ensure the Club is able to meet its day-to-day expenses.

The Treasurer works in conjunction with the Committee in planning the development of the club e.g. drafting annual budgets and projecting membership and income for future periods and contributes towards prudent planning of the Club's future.

The Treasurer is responsible for:

- (a) Managing the Club's income and expenditure and safeguarding its assets and liabilities
- (b) Maintaining bank account(s) in the name of the Club in accordance with mandate ratified by the Committee
- (c) Producing an end of year financial report
- (d) Identifying a suitably trained and qualified individual to independently review the annual accounts (such individual may be a Member but should not be on the Committee)
- (e) Regularly reporting back to the Club Committee on all significant financial matters
- (f) Reporting information to any relevant bodies as required and appropriate.
- (g) Timely payment of invoices and bills
- (h) Proposing amendments to annual subscriptions as appropriate
- (i) Depositing any non-electronic funds that the Club receives
- (j) Keeping up to date financial records
- (k) Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately
- (l) Arranging handover or succession planning for the position

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5. Club Welfare Officers


Club Welfare Officers ensure that members have a trained and trusted person to speak to about a concern either within the club or at times outside of athletics. A Welfare Officer is the lead person who has the skills and knowledge to manage any concern raised in an appropriate way that would not hamper any investigation and shares information accordingly.

It is desirable for a Club Welfare Officer to:

- (a) Have an interest in safeguarding and welfare matters.
- (b) Be friendly and approachable with the ability to communicate well with adults and children.
- (c) Be willing to challenge opinion, where necessary, and to drive the safeguarding agenda.
- (d) Have strong listening skills and the ability to deal with sensitive situations with empathy and integrity.
- (e) Have an understanding of the importance of confidentiality and when information may need to be shared in
- (f) Be prepared to take action to protect the best interests of a child or an adult at risk.
- (g) Have the confidence and ability to manage situations relating to the poor conduct/behaviour of others towards
- (h) A child or an adult at risk and know when to ask for support.

A Club Welfare Officer (CWO) with the support of the club committee has the responsibility for:

- (a) Completing the England Athletics online safeguarding and Time to Listen training
- (b) Implementing effective Child Safeguarding Policy and Child Safeguarding Procedures and keeping them up to date
- (c) Implementing effective Adult Safeguarding Policy and Adult Safeguarding Procedures and keeping them up to date
- (d) Promoting safeguarding at the club and encouraging good practice
- (e) Responding appropriately to safeguarding concerns
- (f) Regularly reporting to the committee on safeguarding matters
- (g) Ensuring that members of the club who are working with children and/or adults at risk are interacting safely and in line with legal requirements
- (h) Maintaining records of safeguarding training attended by club members
- (i) Maintaining records of club coaches and officials' licences and criminal record checks
- (j) Making sure the sports volunteers/staff, parents/carers, adults and children are aware of:
 - how to contact the CWO
 - the codes of conduct for working with children/adults at risk
 - how to respond to safeguarding concerns
- (k) Dealing effectively with breaches of the codes of conduct, poor practice, or allegations of abuse
- (l) Keeping up to date with developments in safeguarding
- (m) Attending the relevant safeguarding courses for the role of CWO
- (n) Completing a criminal record check through the relevant Home Country procedures
- (o) Maintaining confidential records of reported safeguarding concerns and action taken
- (p) Liaising with the HCAF Welfare Officer and/or statutory agencies if/when required.

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(q) Arranging handover or succession planning for the position.

6. DBS Verifier

The DBS Verifier is responsible for verifying the identity of all DBS (Disclosure and Barring Service) applicants.

DBS checks cannot be completed without a Verifier. The role of the DBS is to support safer recruitment decisions and prevent unsuitable people from working/volunteering with vulnerable groups, including children.

The DBS Verifier shall be appointed by the club committee and be registered with England Athletics by the Club Secretary.

The DBS Verifier shall also hold a valid DBS check and ensure that all confidential information is carefully handled throughout the process, disclosing information to UK Athletics only where appropriate or necessary.

The Verifier's responsibilities are:


- (a) To physically verify the DBS applicant's identification
- (b) Confirm verification online
- (c) Work with the club welfare officer to ensure the club is up to date with UKA/EA and DBS/ government guidance around DBS and to ensure all relevant individuals hold valid DBS checks
- (d) Arranging handover or succession planning for the position.

7. Health and Safety Coordinator:

The Health and Safety Coordinator is responsible for overseeing the implementation of the club's Health and Safety Policy and associated risk assessments.

The Health and Safety Coordinator is responsible for:

- (a) Developing with the committee a Health and Safety Policy
- (b) Implementing the Health and Safety Policy by;
 - Managing hazards and removing/minimising/isolating hazards by carrying out risk assessments
 - Ensuring all club members and other interested parties are aware of the Health and Safety Policy and how to adhere to the health and safety/emergency procedures.
 - Sharing with the committee any major health and safety issues on a regular basis.
 - Communicating all reportable incidents and accidents to UK Athletics
- (c) Working with the Treasurer to develop a budget for implementing the Health and Safety Policy
- (d) Overseeing the implementation of the strategies in the Health and Safety Policy
- (e) Submitting regular reports to the club/group committee.
- (f) Arranging handover or succession planning for the position.

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8. Coaches:

Coaches play a crucial role in the development of athletics and in the lives of the athletes they coach.

They have a unique position of trust in athletics and the need for coaches to understand and act on their responsibilities is vital, as is the need to promote participation for fun and enjoyment.

Responsibilities of the Coach are:

- (a) Professional Standards
 - To maximise the benefits and minimise the risks to athletes, coaches must attain an appropriate level of competence through qualifications, and a commitment to ongoing training to ensure safe and correct practice.
- (b) Personal Standards
 - Coaches must demonstrate proper personal behaviour and conduct at all times.
- (c) Coaches must respect and champion the rights of every individual to participate in sport and physical activity.
- (d) Coaches must develop a positive relationship with their participants (and others) based on openness,
- (e) Honesty, mutual trust and respect.

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Document revision history

Rev.	Date	Description of Change	Reviewer	Approver
01	6/6/22	New Document Created	A Ellis	J Whittaker