



RUNNING STRONGER TOGETHER

Welcome Pack



Contents

Introduction	3
Brief history	3
Club structure and governance	3
Club policies and procedures	3
Senior membership	4
Junior membership.....	4
Registering members on the EA Portal	4
Codes of conduct	4
Coaches and run leaders	5
Senior club training	5
Senior club runs	5
Junior training	6
Beginners course	6
Disclosure of medical conditions	6
The Physical Activity Readiness Questionnaire (PAR-Q)	7
Health and safety	7
Using training venues.....	8
Communications	8
Club kit.....	9
Competitions and team events	9
Social events.....	10
Club awards	10
Club welfare officers.....	11

Introduction

Welcome to Haverhill Running Club (HRC)!

As a new member you'll want to know how the Club operates and how you can make the most of your membership. In this document we provide some information to get you started, but you should ideally read this in conjunction with other information on the HRC website (www.haverhillrunningclub.com). Where possible, links are provided in this document to help you navigate to relevant information.

Brief history

Haverhill Running Club was founded in 1998 by a group of friends who all enjoyed running. Their aim was to create a friendly club, to enable runners to meet like-minded people through social runs and events. However, with an increase in running for fitness, fuelled by mass participation events, such as the Race for Life, the needs of runners began to change and so the club transformed from a social club to a competitive, coach-led club. This was made possible by financial support from the West Suffolk local Strategic Partnership, and training and development support from the Greater Cambridge Athletics Network and England Athletics.

Since then, the club has grown steadily and currently has around 260 registered members. Most members are registered as First or Second Claim competitive runners, but we also have a number of Associate Members who want to be part of the Club but who are not interested in training or competing with the Club. Critically, we continue to welcome runners of all ages and abilities, and we strive to be the best that we can be, and to help all our members do the same.

By far the largest number of members are adults. However, we also have a thriving Junior section, which caters to the needs of children and young people from 8 to 17 years of age.

Club structure and governance

HRC operates according to a written [Constitution](#) (agreed by members) and is run by a [committee](#) consisting of a Chairman, Secretary, Treasurer, Ladies Captain, Men's Captain and up to eight ordinary committee members. Committee members are elected at the AGM (usually in November/December). All members are eligible to put themselves forward for election.

The club is affiliated to [England Athletics](#) (EA) and operates according to their policies and procedures. This ensures that all members and coaches are covered by very generous public liability insurance.

The Club's Mission, Vision and Values are located [here](#).

Club policies and procedures

Club documents such as the Constitution, Public Liability Insurance, Volunteer Role Descriptions, and minutes of all AGMs and monthly committee meetings are held on the Club website [here](#).

Documents relating to Inclusion, Welfare and Child Protection, including adopted EA policies (Codes of Conduct, Safeguarding policies, Grievance and Disciplinary policy, and Self-Declaration Form) are also available on the club website [here](#).

Documents relating to health and safety, including Health and Safety Policy, risk assessments, medical conditions and incident reporting are located [here](#).

Any policies, procedures, or other documents that relate specifically to Junior members, where these exist, will be located [here](#).

Senior membership

There are three types of membership for seniors (18 years and over): First Claim Membership; Second Claim Membership; and Associate Membership. The benefits of senior membership, along with a description of the types of senior membership, the fees that apply to each, and the application process are shown in the [senior membership](#) section of the website. The vast majority of our senior members are First Claim and all members, except Associate members, are registered athletes with EA.

First and Second Claim members are entitled to a number of additional benefits as a result of their EA registration, including discounts for licensed races and selected products and services. Just remember to quote your unique URN when booking a race.

Junior membership

There are two types of membership for junior members (under 18 years): First Claim Membership and Second Claim Membership. The benefits of junior membership, along with a description of the types of junior membership, the fees that apply to each, and the application process are shown in the [junior membership](#) section of the website.

As with senior membership, First and Second Claim junior members are entitled to additional benefits linked to their EA registration, including discounts for licensed races and selected products and services. Just remember to quote your unique URN when booking a race.

Registering members on the EA Portal

As an EA affiliated Club, we are required to register the personal details of all First and Second Claim members on the [myAthletics portal](#). In addition, we have elected to use the portal to store the personal details of Associate members, as this avoids having to store those details in different places, thereby helping us to maintain confidentiality of member details, and comply fully with General Data Protection (GDPR) legislation.

The EA will issue each member with a unique URN and give them access to the [myAthletics portal](#), where members can review and update their personal information, as and when required.

Codes of conduct

All members MUST agree and abide by the relevant [Codes of Conduct](#) for the role(s) that they have within the club, irrespective of whether they are registered athletes with EA. For example, senior members (18 years and over) must agree to and abide by the Senior Athletes Code of Conduct, junior members aged under 18 must agree to and abide by the Children and Young People Code of Conduct, and parents of children under 18 must agree and abide by the Parent and Carer Code of Conduct. In addition, volunteers, coaches, and officials must agree to other relevant Codes of Conduct, dependent on the roles they perform for the club.

You will be asked to confirm your agreement to abide by the relevant Code(s) of Conduct and other adopted EA policies when you join the Club. You should also ensure that you have confirmed your agreement to all applicable Codes of Conduct on the [myAthletics portal](#). Simply log in to the portal then from 'My Profile' select 'Codes of Conduct' from the list on the right-hand side of the screen. From there, you can review and confirm your agreement to the applicable Codes by checking the appropriate box(es).

Coaches and run leaders

All structured training sessions are led by qualified Coaches and Run Leaders. Qualifications held by Coaches include Leadership in Running Fitness (LiRF), Coach in Running Fitness (CiRF), and Event Group Endurance. Further information about the senior coaches and their qualifications is located [here](#). Further information about the junior coaches and their qualifications is located [here](#).

In addition, we occasionally bring in experts to support the needs of runners and coaches. Experts may provide talks about their own experience and achievements or deliver sessions on areas such as strength and conditioning, nutrition, and injury prevention.

Senior club training

On Tuesday evenings, we hold training sessions for senior members who want to improve their running, or who just want some variety. The sessions focus on developing speed, strength, and endurance and include activities such as short reps, long reps, and hill work. You'll also get feedback on your running style and ways you can improve it.

Training sessions are offered in three ability groups (Blue, Green, and Yellow). Blue is generally for faster runners and yellow is generally for slower runners, or those new to running. This allows people to train with others of a similar ability, although members can decide for themselves, which group they attend each week, dependent on how they feel or how much they want to be challenged.

Groups meet outside the Leisure Centre at 6.30pm. In the summer months, training may be carried out at [Castle Manor Academy](#) or other locations and so meeting points may vary slightly, so it's important to keep a look out for communications about this each week.

On the third Tuesday of each month, we have access to the new Olympic standard athletics track located at Carver Barracks in Wimbish, near Saffron Walden (postcode CB10 2YA), about 25 minutes' drive from Haverhill. The track sessions are extremely popular with members as they add variety and allow members to challenge themselves in different ways.

Track sessions, which start at the slightly later time of 7pm are normally for mixed group abilities (including both Junior and Senior Club members) unless otherwise stated, but will be structured to ensure that everyone, no matter what group they normally train with, can engage fully with the training activity. However, we recognise that not everyone will be interested in training on the athletics track, so we'll make sure that the regular training sessions in Haverhill are still available for those who want it.

For further information about Tuesday training sessions, including which of the three groups might be best for you, visit the website [here](#).

Senior club runs

Club social runs take place every Thursday evening at 6,30pm, from Haverhill Leisure Centre. The only exception is the last Thursday of the month (some months excluded) when the [HRC Time Trial](#) is held at 7pm. Additionally, in the summer months, club runs are often replaced by pub runs or other events, such as the 5K Summer Series events, so keep an eye open for communications about this.

Members will normally run in groups according to their preferred running pace (8, 9, 10, 11 and 12+ minutes per mile), although summer runs may run as a single group.

Most groups run about 6 miles although the 12+ m/m group will normally run a shorter cut-off route (about 4 miles). Routes will either be around the streets of Haverhill (especially in the winter months) or along country lanes and trails (in the summer months). Details of some of the routes are located [here](#).

For further information about club social runs, visit the website [here](#).

RUNNING STRONGER TOGETHER

Junior training

Junior training sessions take place at 6.30pm to 7.30pm on Tuesdays and Thursdays. The age groups and venues for each day are as follows:

- Tuesdays (12-17 age group) at [Castle Manor Academy](#) on Eastern Avenue
- Thursdays (8-11 and 12-17 age groups) at [Samual Ward Academy](#) on Chalkstone Way.

The only exception is the last Thursday of the month (some months excluded) when the [HRC Time Trial](#) takes place at Haverhill Leisure Centre, at 7pm.

Details of training sessions for the 8-11 year olds can be found on the website [here](#). Details of training sessions and venues for the 12-17 year olds can be found on the website [here](#). Don't forget that hi visibility (Hi Viz) MUST be worn for all training sessions.

The Junior section has a WhatsApp group for parents to communicate last minute changes, and to aid communication between parents for races. Otherwise, the main communication is via email.

Beginners course

We know that those new to running can find running clubs intimidating. They may instead try running on their own, but this can often lead them to giving up at an early stage, without achieving the benefits to health which running can offer. To help address this HRC delivers a [10-week beginners' course](#) for adults.

The course offers training and support to new adult runners from the local community, enabling them to achieve their goals safely and with enjoyment. The course has proved to be extremely successful, with many beginners going on to successfully compete in local and national events. New members do not of course need to enrol onto the beginners' course and are welcome to jump straight into our training and club run nights.

Existing members often find it useful to join the beginner's course (at no additional cost to them) if, for example, they have been prevented from running due to injuries and want to start back slowly to regain their confidence.

Disclosure of medical conditions

All members are required to provide details of any medical conditions, including injuries or serious allergies, when they join the club. These details are then held on the EA portal and may be confidentially shared with coaches to ensure they are aware of, and can respond appropriately to, any issues that occur during training activities. We encourage members (or their parents/carers in the case of juniors) to ensure that the medical information held on the EA portal is up to date, and that HRC is informed promptly of any new conditions if and when they arise.

We won't turn anyone away because they have a medical condition, but we need to be aware of it. If you rely on medications, such as asthma inhalers it is your responsibility to have them available. Run Leaders or Coaches may be willing to look after them while you train, but they can't administer them.

If you have a more serious medical condition, please complete the Physical Activity Readiness Questionnaire (PAR-Q) below before running.

The Physical Activity Readiness Questionnaire (PAR-Q)

Being physically active is very safe for most people. Some people, however, should check with their doctors before they increase their current level of activity. The PAR-Q has been designed to identify the small number of adults for whom physical activity may be inappropriate or those who should have medical advice concerning the type of activity most suitable for them.

Answer yes or no to the following questions:

1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor?
2. Do you feel pain in your chest when you do physical activity?
3. In the past month, have you had chest pain when you were not doing physical activity?
4. Do you lose your balance because of dizziness, or do you ever lose consciousness?
5. Do you have a bone or joint problem that could be made worse by a change in your physical activity?
6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
7. Do you know of any other reason why you should not do physical activity?

If you answered YES to one or more questions, are older than age 40 and have been inactive or are concerned about your health, consult a physician before taking a fitness test or substantially increasing your physical activity. You should ask for a medical clearance along with information about specific exercise limitations you may have. In most cases, you will still be able to do any type of activity you want as long as you adhere to some guidelines.

If you answered NO to all the PAR-Q questions, you can be reasonably sure that you can exercise safely and have low risk of having any medical complications from exercise. It is still important to start slowing and increase gradually. It may also be helpful to have a fitness assessment with a personal trainer or coach in order to determine where to begin.

When to delay the start of an exercise program

- If you are not feeling well because of a temporary illness, such as a cold or a fever, wait until you feel better to begin exercising.
- If you are or may be pregnant, talk with your doctor before you start becoming more active.

Health and safety

We take health and safety very seriously. Apart from considering any medical conditions, as stated above, there are some simple rules that we ask all members to consider when training and running with the Club. These are covered in [Safety Tips for Training Sessions and Club Runs](#), but the following points are especially important:

- Hi viz vests must be worn, especially during the winter months so you can be seen by other road users. If you have head or body torches, we encourage you to use these too.
- If you are ill or injured, think very carefully about whether you are well enough to run. We all get the occasional sniffle that's annoying but not debilitating. But if you have a hacking cough, don't try to pretend that it's just a sniffle. You'll probably make your illness worse and last longer by running, and you are putting the rest of the group in a difficult situation if you get worse during the run. The same goes for injuries - decide whether your muscles are just tight because of the hill session you did two days ago, or whether you have an actual injury that needs to be rested. If you have a minor injury or illness but think you're okay to run, please inform the Run Leader or Coach at the start of the session and make sure that they are happy for you to take part.

RUNNING STRONGER TOGETHER

- If an accident occurs during training or a run, irrespective of how serious the accident was, an Incident and Accident Form (see link on website [here](#)) must be completed and submitted to the Health and Safety Officer.

Details of our trained First Aiders are located [here](#).

Using training venues

When attending training please help us maintain a good relationship with the venues that we use. For example, if attending senior training or club runs on Tuesday and Thursday from Haverhill Leisure Centre, please avoid congregating in the entrance or reception area. We usually meet outside the front entrance, but if it's cold or wet we will meet in the café just inside and to the right of the entrance.

Communications

We aim to keep members informed about Club activities. Our main forms of communication are:

- **Website:** The [HRC website](#) includes a range of information about the Club and club activities, so we encourage all members to familiarise themselves with it and use it as a first port of call.
- **Facebook:** HRC has a very active [Facebook group](#) which you can ask to join. It's very well used and is very useful if you want to ask a question, find someone to run with, or just see who's been doing what. We also use the group to communicate general news and information, such as details of the weekly club training and runs, upcoming team races, etc.
- **Website Newsfeed:** We know that some of our members do not use Facebook, so we replicate any important news or other information on Facebook through the website newsfeed. To receive updates via the newsfeed simply click on the 'News' tab from the top of the main screen on the website, enter your e-mail address under 'Subscribe to New Posts via E-mail' (on the righthand side of the screen) and press submit.
- **Newsletter:** We send out a monthly newsletter, by e-mail, which provides information such as current news items, latest results, details of club training and club runs, and upcoming fixtures and other activities that are planned for the month ahead. Members can also submit articles for inclusion in the Newsletter by sending these to newsletter@haverhillrunningclub.com at least a week before the end of the month. Back copies of Newsletters are located [here](#).
- **Direct email to members:** Any critical information that is relevant to you as an individual, your membership of HRC, your EA affiliation, or to the whole club, may be sent out via direct mail. This might include, for example, information about membership renewals, notice of the AGM, and changes to Club policies and procedures.
- **WhatsApp groups:** These may be set up and used by the parents of junior members and other member groups, as agreed from time to time, to communicate informally about training etc.

If you have a question, problem or suggestion that is related to club activities you can contact the club secretary by emailing secretary@haverhillrunningclub.com. If they can't answer your question, they will forward it to a person who can. Or if you're a junior member, contact juniors@haverhillrunningclub.com.

Club kit

Club vests or T-shirts must be worn if participating in an individual or team race as a HRC First Claim member. Second Claim members must also wear HRC club kit if participating as part of an HRC team event and providing their First Claim club is not involved in that event. We'd also encourage members to wear club kit at other times, as this is good for promoting the Club.

Primary club colours are black vest with silver side panels and black shorts. There are also secondary club colours, which are a reversal of the primary colours, i.e., silver vest with black side panels and black shorts. Members can choose which Club colours they wear for individual races. However, if participating in ANY team events, or events which score points for the Club, then the Primary Club colours MUST be worn by all team members, otherwise we risk disqualification.

Vests and T-shirts, along with other club merchandise, can be purchased via the online [Club Shop](#).

Competitions and team events

Practically every weekend of the year, someone from the club will be competing in a race somewhere. Quite often there will be several club members taking part in the same race! In addition, members can (and are encouraged to) participate in club competitions and team events, including the following:

- **HRC Time Trials**

The club organises a [5K Time Trial](#) on the last Thursday of the month. These start and finish at the Leisure Centre and start at 7pm. It's not a competitive race but allows you to compare your running times each month over a fixed course. It's all about personal best and seeing your efforts pay off.

- **5K Summer Series**

These are fun and friendly 5K events that take place during the summer, with each participating club hosting one event. Every runner for the club scores a point, with the top six men and top four ladies for each club scoring additional points. There's always a great atmosphere and plenty of support for nervous first timers! See further information [here](#).

- **Friday 5 Series**

The [Friday 5 Series](#) is a popular series of 5-mile races and accompanying junior races held on Friday evenings between May and July, across Suffolk and Essex. The races are always family friendly and are a great way to spend a summer's evening. Prizes are awarded to individuals and teams at each race, and also for the series as a whole (based on a points system).

- **Suffolk Grand Prix**

The Suffolk Grand Prix series is organised by the Suffolk County Athletics Association (SCAA) and is open to all affiliated Suffolk clubs. A selection of Suffolk races are chosen from the racing calendar each year. All competitors belonging to affiliated clubs are automatically awarded points based on their finishing position in these races; there is no need to enter separately for the Grand Prix competition. For full rules of the series visit the [SCAA website](#).

- **Club Grand Prix**

The Club Grand Prix Series is intended as an added incentive to run in club races and have some fun at the same time. It uses the WAVA age grading system - a method of working out a % score for a performance based on the world record at a particular distance for a particular age and is a way of seeing "where you are" compared with other runners of different ages, or for comparing your current times with previous performances set at a younger age. Awards are given to the top male and female athletes, based on their WAVA score. For further information about the Grand Prix rules and current standings, visit the website [here](#).

RUNNING STRONGER TOGETHER

- **Club PB Leage**

HRC maintains a record of members who achieve PBs (personal bests) over the course of the year, providing these have been achieved according to Club rules. The member who achieves the most PBs in that year will qualify for an award. For further details of the PB rules and current standings, visit the website [here](#).

- **Suffolk Winter Cross Country League**

This consists of five cross country races (normally around 5 miles), which take place across Suffolk between November and March. The races are great for building strength, stamina, and co-ordination. So, if you like off-road and don't mind a bit of mud, then these races are definitely for you. For further information visit the website [here](#).

- **Round Norfolk Relay**

This is a team relay covering 194 miles around Norfolk, which usually takes us about 24 hours to complete. Held on the second weekend in September it starts in Kings Lynn at first light on the Saturday morning and ends there at breakfast time on the Sunday. A great team event and certainly a bit different to the norm! For further information about the Round Norfolk Relay, visit the RNR website [here](#).

- **Ekiden**

This is another great team relay, which is organised by Ipswich Jaffa RC and takes place in the grounds of a school in Ipswich. Teams of six run a total of 26.2 miles, with each team member running a different distance: 7.2k (x1), 5k (x3), and 10k (x2). It's a very different event and great fun from a social perspective. For further information, visit the Jaffa RC website [here](#).

- **Suffolk Cross Country Championships**

Organised by SCAA and held in January each year, these are team races covering varying distance, age, and gender categories. There are also separate races for juniors, which are shorter in distance. For further information visit the SCAA website [here](#).

- **Suffolk Road Relay Championships**

Organised by SCAA and held in April each year, these are team relay races covering varying distances, age, and gender categories. For further information, visit the SCAA website [here](#).

Social events

Aside from competitive running, we're a very social club and try to get together as often as we can. Examples of social events include, but are not limited to, drinks after HRC monthly time trials, summer pub runs, the annual summer BBQ, Christmas Santa run, and the annual Christmas Party and Awards night. Junior members may also have specific social events that are relevant to them and their parents. Look out for social events via the various communication channels.

Club awards

At the end of year Christmas Party we include an awards section where members receive awards for their individual achievements. This includes winners of the Club Grand Prix and PB League, as well as other awards such as Best New Member, Most Improved, Best Performance, Volunteer of the Year, Member of the Year, and Special Recognition Awards. Details of these awards and who has achieved them over the last few years can be found [here](#).

Additionally, each month members get to vote for someone who has made exceptional progress in their running, achieved something very special, or made an outstanding contribution to the Club. Details of members who have been voted Member of the Month (and who would then be eligible for nomination as Member of the Year) are shown on the website [here](#).

Club welfare officers

The Club has three Welfare Officers (**Tracy Pelling, Suzanne Pattinson, and James Minnette**) who can be contacted by e-mail at: welfare@haverhillrunningclub.com

The Welfare Officers 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, parents and young people;
- Receive, record, and pass on to the NGB Child Protection officer, any concerns relating to the welfare of young people and vulnerable adults;
- Provide advice on the development of activities for young people within the club/organisation;
- Support the registration of all personnel involved in activities for young people with the club/organisation (DBS checks); and
- Recognise the difference between poor practice in according to club rules and matters that would be seen as a welfare issue.

Other points of contact for Welfare issues are as follows:

- For advice and support regarding Club and Athlete Compliance and Wellbeing, contact England Athletics via welfare@englandathletics.org or call 07464 522426.
- For advice and support regarding Safeguarding/Child Protection concerns or UKA Licensed Coach/Official concerns, contact safeguarding@uka.org.uk or call 07785592860.
- For further information on abuse and neglect in relation to children, contact the [NSPCC](https://www.nspcc.org.uk) (NSPCC Helpline: 0808 800 5000)
- For information and advice about adult safeguarding, contact the [Ann Craft Trust](https://www.anncrafttrust.org.uk)
- Suffolk Police Child Protection: 01473 613500
- Suffolk Children's Services: 0808 800 4005