



Ivanhoe Runners Club Handbook 2023

Welcome to Ivanhoe Runners!

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This handbook aims to provide newcomers with all the information needed to get the most out of running with us, and to settle quickly into the Club, as well as acting as a reminder for our existing members. For all our members, new and old, we hope it will act as a single resource to answer those tricky questions on etiquette and detail that inevitably crop up from time to time. For each section we have provided a summary of the latest information followed by a series of Frequently Asked Questions (FAQs), which should hopefully cover all your queries.

Ivanhoe Runners are governed by a short constitution (included as Appendix 1). The ethos of the Club is centred on encouraging the enjoyment of running for personal satisfaction, friendship and the achievement of individual and team goals. We hope that you find this handbook useful; if you have any questions not answered here then please contact a member of the committee and we will be happy to help.



History

Ivanhoe Runners was started in 1985 by a small group of runners in Ashby-de-la-Zouch, several of who are still active members of the club today. We are a friendly club who cater for a wide range of abilities, and club nights often consist of many different paced groups, ranging from over 10-minute to sub 6-minute mile runners, as well as coach-led “quality sessions”.

Membership

To become a member of Ivanhoe Runners, you will need to complete the membership application form which is found on our website. Once completed, the form should be emailed to the club secretary. Your subscriptions should be paid by March each year and fees are £37.50 per year. If you join after December 31st you currently pay only two thirds of the fee (£22.50) and then you need to renew your membership from 1st April for the following 12 months for £37.50. Note that approximately £15 of the membership fee, regardless of the time of year paid covers England Athletics membership, which is compulsory. A reduced fee for student membership is also available. Your subscription should be kept up to date if you wish to enter any race and claim affiliation to Ivanhoe Runners. When your membership expires, you will also be de-registered with England Athletics, and will no longer be able to claim affiliation.

Ivanhoe Robins



Children are catered for by a closely related junior Club, the Ivanhoe Robins. The Ivanhoe Robins is “Club Mark” accredited and is aimed at children from the age of 7 – 17 (although note that 16 and 17 year olds also have the option to join the main Club). This popular Club has a waiting list for membership, but children of Ivanhoe Runners are often given priority. Should you have children who are interested, or would like to try running, then the Robins could well be for them. Please ask a member of the committee for details, visit the Ivanhoe Robins website at <http://ivanhoerobins.weebly.com/>

Training

We meet every Wednesday evening at 7pm at the front of Hood Park Leisure Centre (LE65 1HU) for a variety of routes including road and cross-country. More details of training night routine including etiquette and FAQs is given below, and details of specific sessions can also be found on our Facebook site.

Be ready to run at 7pm.

Training night etiquette and FAQ

Wednesday evening – winter

We offer a coached structured session for those that want to improve for example their speed, strength, running technique. There will also be a group of runners who will run the standard “winter route” (approximately 7.5 miles) and you will be organised into groups depending on your running pace. Once a month there is also a training session held at the Tamworth Athletics Club track (details available on Facebook or from a Committee member).

Wednesday evening - summer

During the summer months the coached sessions continue and are often held at different venues e.g. Hicks Lodge and Sence Valley. As well as the coached sessions there is usually the opportunity

to run off-road on footpaths and trails for a variety of distances. Often everyone will run together as there are natural opportunities to stop and re-group at stiles and gates. Further information about summer training will be given nearer the time.

Training nights FAQs

1. What should I wear?

Road shoes and bright, reflective high visibility gear to ensure that you can always be safely seen by traffic.

2. What if I am faster than the group that I set off with?

Faster runners are encouraged to loop back at suitable intervals to ensure the group keeps together, and to pause at set points to re-group. For Quality sessions, which are generally laps or out & back repeats, faster runners will simply do more laps/repeats over the same route (everyone warms-up/runs out as a group and returns together).

3. What if I am struggling to keep up with the group?

The group leader will wait at set points along the route to re-group. If you are unable to keep up then you may prefer to drop back and run with a slower group (or in the Case of a Quality session, do fewer laps or repeats).

4. What if I don't want to do the full route?

There will usually be others within the group who are looking to run a similar distance or pace. Talk to those that you are running with and work out between you who will return to Hood Park at which point. Try to always ensure that no one is left to run alone.

5. Who will be leading the groups?

Club members who are familiar with the routes will volunteer to lead a group, and this does work best if different people volunteer each week to share the responsibility. For Quality sessions, these will be led by our Run Leaders.

Racing and Leagues



Run in the Forest 5 mile, April 2018

We participate in various leagues principally the Leicestershire Road Running League LRRL (winter and summer), the Derby Runner Cross Country League (winter) and the Burton and District Summer League (BDSL). You don't have to commit to participating in races, but all are very welcome, whatever your level of experience. You will find that taking part in races is a great way to have fun, bond as a team and improve your running ability so we would encourage you all to have a go. Here you will find details of racing etiquette and FAQs.

LRRL - Winter

These races take place on Sunday mornings at various venues across the county. These are closed races only available to members of Leicestershire running Clubs. You will need to enter the race online (we will make you aware of when these races open in advance: it is important to do this promptly, as the Winter races have a finite number of places and often sell out in a matter of hours).

LRRL - Summer

These are held mainly on Sunday mornings with an occasional evening race. The summer races are open to all runners and you will need to enter the race online. Like the Winter races these races tend to sell out quickly and race details will be posted on the club Facebook page. More details on the LRRL Rules, including scoring systems can be found [here](#).

Derby Runner Cross Country League

These races are held in winter at various venues across the region. The routes are good old-fashioned cross country, often hilly and muddy, and of around 5-6 miles in length. Once again these are closed races for Club members only and the entry fees for these races are fully subsidised by the Ashby 20 for all Ivanhoe Runners. We would encourage all members to have a go - the races are again good fun but also great for improving strength and stamina.

You will need to wear your Club vest and appropriate shoes - either cross country spikes, fell shoes or cross country shoes with moulded studs: speak to your Captain if you are unsure. When you arrive at the cross country starting point look out for the Ivanhoe Runners Club flag and tent, or for your Club-mates. Our cross country Captains will mark you off on their list. Race numbers or chips are not required. Along the cross country routes there may be hazards such as gates or stiles - you are required to queue at these and anyone jumping the queue will be disqualified along with the whole of their team.

At the end of the race you will be directed into one of two finishing funnels (male or female) and will be handed a disk with your finishing position on it. Please return the disc to the cross-country Captain who will record your position on the results sheet and help yourself to the legendary post-race cakes and refreshments available in the club tent.



Grace Dieu cross country February 2020

Burton and District Summer League

We are also members of the Burton and District Summer League, which is a series of around 8 races that take place between April and September over a range of distances up to half marathon. For these races we need 6 men to count for the team score and 4 ladies. One of the races is a relay event and they are all good fun and open to all members. Most of the races are on Sundays or on a weekday evening e.g. the Worthington 6 (usually on a Tuesday in July) which is our own event organised by the Club. We need volunteers to help marshal this event, please look out for details nearer the time. To take part in these races you will need to complete an entry form (usually online) and pay the entry fee yourself. Details of the fixtures will be given below and on the website and Facebook page.

Races - FAQs

1. How do I travel to a race?

Car parking is often limited so we encourage runners to car-share, meeting at Hood Park on the morning of the race. Details of car sharing are usually announced each week on the Facebook page.

2. What do I wear?

A Club vest or tshirt is needed for all races. If you don't yet have a Club vest/tshirt then contact your Captain as a number of vests are held in stock but if your size isn't in stock then an order will have to be placed. Road shoes are needed for the road races and cross country spikes, moulded studs or fell shoes for the XC league. Bring warm dry clothing to change into after the race in winter.

3. Am I allowed to wear headphones/ MP3 players?

No. For safety and insurance purposes headphones are not permitted in the majority of races and you will be disqualified if found wearing them.

4. I am a slow runner is there any point me taking part?

We encourage all members to participate in races - they are fun, a great way to meet and bond with your Club-mates and one of the best ways to improve your own running ability. As well as running to improve your individual time, your performance will contribute to the score of the team. For example, in the LRRL races the first 8 male and first 6 female finishers for the Club will score for the team and there are also vets teams for those over the age of 40. Even if you don't come amongst the scorers, your efforts will contribute to the team position - each time you beat a runner from another Club they will be pushed down the rankings. We also have the Club Standards Scheme to provide additional incentives to race (see below).

5. What do I do at the end of the race?

In the spirit of the Club we encourage all runners to support each other - it gives Club-mates a great boost to see those faster than themselves cheering them on to the finish line. So, don't rush off home but go back to the route to shout for your team wherever possible. Don't forget to return your chip or cross country token.

6. Are there any prizes to be won?

The various leagues offer individual prizes for the highest finishers overall and in vet categories for men and women as well as team prizes. Full details can be found on the various league websites.

7. What if I was planning to race but am injured?

Even if you are injured you are welcome to come along to the races and cheer on your team-mates who will be very grateful for your support. In any case if you are injured it would help to let your Captain know - they can often provide support and advice whilst you recover.

Time Standards Award Scheme

What is it?

The main idea of the Standards scheme is to give runners in the club a goal as an incentive to improve their training, for which they will be awarded at the end of the year with a trophy appropriate to the standard achieved. The scheme starts on January 1st and usually finishes mid December.

How does it work?

Below are links to the time standards for each age group - these will remain your age group for that year. Your age group is based on your age on January 1st of the race year. You will see that there are 10 race distances for you to work at, ranging from 5k to Marathon. Use the grid to select the Standard and read off the corresponding time for that distance. This is the minimum required. (Note, only 2 out of the three distances 6 mile, 7 mile, and 8 mile, can be used to qualify for a Standard)

Website link to Standards: <https://www.ivanhoerunners.uk/Home/Stats>

Rules

To be awarded a certificate you must complete at least five of the distances of one standard. To gain a distinction you must qualify for NINE distances of that standard.

All times must be achieved at recognised athletic affiliated events with accurately measured courses i.e. RACES WITH A RACE PERMIT - no fun runs, off-road courses or cross country events. Exceptions to this are Ivanhoe 20 and Parkrun. Official times only. Proof may be required.

Awards

Record your times throughout the year via the website and submit your standard claim to your respective Captain by mid-December (date to be confirmed each year). Standard awards are presented at the annual celebration night.

Standards FAQ

1. Do parkruns count for the Club standards?

Yes. Although parkrun events don't have a race permit the courses are measured and timed and for many Club members this is the only 5k event that they run.

2. Can I count my time for the Ivanhoe 20 for standards?

Yes, runners completing the full 20 mile route the Saturday before the main Ashby 20 could count their time for standards. To do this, runners will need to have their finishing time verified by a member of the committee and the use of a GPS watch which will confirm the route taken and finishing time is recommended. The main reason for agreeing this was to encourage members to volunteer to help on race day yet still meet their own running goals.

3. Do cross country races count for standards?

No - these races are run over varying distances and terrain and therefore are unsuitable for comparing against standards.

Ashby 20 Road Race

The Ashby 20 is the flagship event for the Club, having been run successfully for over 20 years. The race is a popular pre-London marathon training run and is highly regarded by the running community, with places selling out quickly.

It has been awarded the British Association of Road Races (BARR) gold standard for its excellent quality and the 2014 race was voted the 13th best in the country overall. The BARR Committee has also just awarded the Bill Reynolds Trophy for 2017 (this is for excellent race organisation and continual improvement). This means that it really is one of the TOP races in the country and it takes a huge amount of organisation and effort to reach these standards.

All Club members are expected to help with the organisation of the race, either in the weeks building up to the event but particularly on race day itself. There are many jobs that need to be filled including baggage collection at Hood Park, filling goodie bags, marshalling, water stations etc. Don't forget that the Ashby 20 raises £1000s for the Club and for local charities and subsidises many Club events including all LRRL winter and XC race fees and many social events. So, make sure that you offer your services as a volunteer.



Ashby 20 FAQ

1. I'm running a spring Marathon myself - can I enter the Ashby 20 instead of helping?

We organise a training run version of the race, the Ivanhoe 20, on the Saturday before the main Ashby 20 race, and encourage you to participate in this to leave you free to volunteer on Sunday's race day. The Ivanhoe 20 run will be started by a committee member and follows a different traffic-free route (normally along the Cloud Trail), but the route won't be fully marked or marshalled so you should familiarise yourself beforehand and you will need to record your own time and should carry your own drinks/gels. However, in the spirit of the Club, many members turn out to support providing drinks, jelly babies, moral support along the route and/or a welcome at the finish. There is an award for the fastest male and female finisher and there is nothing more satisfying shouting on Sunday's runners knowing that you completed 20 miles the day before. If you aren't ready for the full 20 miles then many members run a single lap of around 10 miles.

2. I still really want to run the official race on Sunday, is that okay?

If you still want to run on Sunday (e.g. because you are busy on the Saturday or have a special reason for running) then of course you are welcome to enter the Ashby 20 in the usual way, but we would ask that you find another way to contribute to the organisation of the race. This may be by nominating a friend or family member to take over your volunteering role or by taking on a role in the run up to race day, helping to prepare the goody bags or send out race day packs for example.

3. I'm busy on race weekend is there any other way I could help?

The Ashby 20 race committee starts to plan the race in autumn and there are many jobs that they need help with in the run up to race day. Contact the Race Director with your offers of help.

4. Do I get an Ashby 20 hoodie if I run the Ivanhoe 20 or volunteer?

Over recent years there have been hoodies left over from the Ashby 20 and these have been available to purchase at a discounted rate by members. There is a significant cost to providing the hoodies, and since the funds of the race go to support the Club over the year or are donated to charity, the Ashby 20 committee reserve the right to review this on an annual basis.

London Marathon Club places

Each year, due to our membership of UK Athletics along with the quality of the Ashby 20 race, the Club is awarded a number of places for the London Marathon, typically 2 or 3. These will be awarded by a Club ballot; criteria for entry into the ballot are as follows:

- At least 10 points must be achieved from any of the following categories:
 - 1 point per marshalling at Ashby 20, Worthington or Adrian Smith
 - 1 point per committee post held on either Ivanhoe Runners or Ashby 20
 - 1 Point for making a significant contribution to the club (to be agreed by the committee)
 - 1 point for each league race (LRRL, BDSL or XC) competed in from 1st January to 1st October
- Points must come from a mix of volunteering and racing
- Not to have been awarded a Club ballot place in the last 5 years

You must have a combination of racing AND marshalling points and you are not able to enter the ballot if you have had a Club place in the last 5 years. One discretionary place may be decided by the Chairman/committee, but this person must have also met the criteria for the Club ballot.

If you meet the above criteria and would like to be entered in the Club VLM ballot you must contact the Club secretary providing the list of racing and marshalling points that you have achieved along with your **VLM rejection email** (because that proves it is you who applied) before the end of October. The date of the Club draw will be confirmed nearer the time and will be published on the website, by email and on the Facebook page.

London Marathon FAQ

1. I won a Club ballot place but am now injured can I defer?

If you get a Club place, fill in the paperwork and receive your number or a confirmation email but then cannot run for any reason, you can defer it until the next year (otherwise the place just gets wasted). If you become injured in between winning the ballot place and actually filling in the forms you may wish to contact the Club secretary so that the place could be offered to someone else (in the general spirit of the Club), although you still have the right to enter and then defer until the next year.

2. I won a place in the Club ballot 3 years ago, am I eligible to enter again?

No. You cannot enter the Club ballot if you have had a Club place in the past 5 years.

Awards night

Each year, usually in the first week in January we hold our annual celebration party night. Below are examples of some of our awards:

Standards: see standards section for details.

BDSL prizes (individual, team, 100% attendance)

Ivanhoe 20 winners (male and female)

The Adrian Smith Handicap trophy

Ironman trophies (for those completing their first full ironman distance triathlon)

Most improved runner (male and female)

Team player award (male and female)

Margaret Hibell Trophy for endeavour

Brian Gough award

Best newcomer award (male and female)

Club member of the year – voted by all members of the Club

Chairman's award – decided by the chairman, at his/her discretion

Awards Night January 2019



History of the awards and biographies

Adrian Smith 10k Handicap

This race is held every year in memory of Adrian Smith, a founder member of the Club who was a keen beginner, like many and inspired by the running boom of the 1980's. Tragically, Adrian collapsed and died from a heart attack while running in a Club handicap race in September 1986 aged just 43. In his memory the Club has held a 10k handicap race every year, with the modest entry fee being donated to the British Heart Foundation.

Margaret Hibell Endeavour Award

This Club award is made every year to a Club member who has achieved something particularly significant - for example, past winners have completed the legendary Bob Graham Round in less than 24 hours, completed the London Marathon at the age of 80, run over 50 marathons, completed the Ironman triathlon.

Margaret was an early member of the Club and whilst not in the flush of youth provided a fantastic example to other Club members. Not owning a car and not wanting to "put on" others, Margaret was known to walk to races (she was a keen race-walker), run the race then walk home again, often refusing lifts. She completed the London Marathon on several occasions and her passing away was a sad day for the Club.

Paul Enion Ashby 20 Prize

Paul Enion was an early member of the Club and a big character. A tough man but with a big heart, Paul was very competitive and never gave up, not appearing to feel pain. One example of that was when training for one event he broke his toe; not wishing to miss any mileage he simply cut a hole in his trainers and carried on running.

He was a keen and successful triathlete and was tragically killed when training on his bike in August 1992, having been selected to compete for Great Britain in the World Triathlon Championships in Canada in the vet 40 category. Paul was also the inspiration behind the Ashby 20 Road Race, having decided with others to create it after running in a very uninspiring three-lap 20 mile race at Stafford as part of his training for the London Marathon. The Paul Enion prize will be given for the first time to the fastest local runners (male and female) in the Ashby 20.

Brian Gough award

The criteria for this award is decided each year by the committee and can be for anything from an outstanding running performance to contribution to the club over the year. Brian Gough joined Ivanhoe Runners in 1986 and over the years was a huge part of the club having been both Chairman and the Ashby 20 Race Director. In recognition of this he was one of the few people to be made an Honorary Life Member of the club. He was an inspiration for new club members and well known for encouraging them to recognise their running potential and would often pace them round their first few races to build their confidence. Brian was a running coach; he coached the beginners and established a group to help beginners progress to confidently run with the rest of the club. Sadly Brian passed away in 2017 and is much missed by the club. His name lives on with the annual bluebell run through Willesley Woods which was one of his favourite runs.

Club News

The club's Media Officer publishes regular updates on achievements, races, and other club activity to both the public, and members only Facebook pages, and the club Instagram (@ivanhoerunners). The committee meeting minutes are published on our website.

The Facebook page is a good source of news and information. Important information will also be sent out to the email address that you gave when you registered with the Club (for example. Membership information). Please email the Club secretary if you change your email address (or other personal details).

News FAQ

1. The Ivanhoe Runners Facebook group is closed how do I join?

Please request, via Facebook, to join the group; the club secretary will get in touch and accept your request on a trial basis. If you choose to join the club you'll then pay your subs and complete your membership form. If you decide not to join, or if you leave the club then your access to the Facebook group is removed,

2. I don't do Facebook am I missing out on any information?

All-important fixtures, results, social events etc. will be uploaded to the Ivanhoe Runners website however Facebook is our preferred communication channel. Important announcements and reminders are emailed to members.

Club Kit

You'll need a Club vest to participate in league races - these are available from Club Captains and currently cost £17 for a vest and £20 for a tshirt. You can also purchase hoodies for £23, as well as Hi-Viz long sleeved tops (pre-order only). Local running shops sometimes offer a discount to Ivanhoe Runners Club members – you may have to show your England Athletics Membership card. These include Derby Runner (Spondon, Derby), Running Fox (Loughborough), Leicester Running Shop & Running Form (Burton).

Annual Club Trip

Each year we organise a Club Trip abroad which of course involves some running! We generally try to find locations that host a "Running Festival" (several distances e.g. 10K, half-marathon and marathon ideally all run on the same day) so that as many of our members can take part as possible. Past trips have included Majorca, Amsterdam, Lanzarote and Budapest, and as well as enjoying running in different locations, we've had some great fun socialising and partying!

Details of the location and suggested hotels, along with the race distances offered are sent out to members and individuals are then responsible for booking their own flights and accommodation.



Ivanhoe Club Trip 2018 to Budapest

2023 Committee List

At the Annual General Meeting the Club elected the committee for 2023:

Chairman: Nick Rowles

Secretary: Amelia Wilden

Treasurer: Kim Harris

Men's Captain: Louis Barnes

Ladies' Captain: Gemma Shaw

Fixtures Secretary: Ramzi Sidani

Race Results Officer: Mark Parker

Media Officer: Emily Partridge

Social Secretary: Victoria Smith & Nancy Bennion

Special Events Organizer: Matt Pleass

Welfare Officers: Carolyn Osborne femalewelfareofficer@ivanhoerunners.uk
Damon Bland malewelfareofficer@ivanhoerunners.uk

Ashby 20 Race Director: Richard Bebbington

Cross Country league:

Men's Captain: James Cox

Ladies' Captain: Fiona Betts



Ivanhoe Runners Welfare and Safeguarding Policy – Code of Conduct



This code of conduct applies to all athletes, coaches, volunteers, parents of 16/17 year old members, and officials within the club. Please read and abide by it, and if you feel in any way that others within the club are behaving inappropriately, please contact Carolyn Osborne or Damon Bland (Welfare Officers) as soon as possible (see bottom of this document for contact details)

Contents:

1. Club: Code of Conduct.
2. Coaches/Volunteers: Code of Conduct.
3. Athletes/member: Code of Conduct.
4. Parents: Code of Conduct.
5. Anti bullying policy
6. Club Welfare Officers

1. 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
- Appoint a welfare officer, preferably two, one male and one female, and ensure that they are provided with appropriate training to act as a first point of contact for concerns about welfare issues

- Liaise appropriately with parents/persons with parental responsibility, officials, coaches, sports scientists, national governing bodies and other relevant people/organisations to ensure that good practice is maintained
- 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

2. Code of Conduct for Coaches and Volunteers

As a responsible athletics Coach/Volunteer 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
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
- 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
- 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
- You **MUST NOT** allow an intimate personal relationship to develop between yourself and any athlete aged under **18 years**
- 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/volunteers 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 must inform the parent/guardian of the venue for training and an emergency contact number should be provided by both the coach and parent/guardian.
- Avoid taking young athletes alone in your car
- Never invite a young athlete alone into your home
- Always explain why and ask for consent before touching an athlete
- Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and club Welfare officer 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

3. Code of Conduct for Athletes/members

As a responsible athlete/member 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
- 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

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 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 as soon as possible.
- Report any suspected misconduct by coaches or other people involved in athletics to the club welfare officer as soon as possible

4. Code of Conduct for parents/people with parental responsibility

As a responsible parent/person with parental responsibility or other supporter you will:

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
- 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 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
- Never place undue pressure on children to perform, participate or compete
- Check out the qualifications and licences of people who are coaching or managing your child or offering a service connected to athletics such as physiotherapy, massage or nutritional advice.
- Know exactly where your child will be and who they will be with at all times
- Never make assumptions about your child's safety
- Ensure that your child does not take any unnecessary valuable items to training or competition
- Inform your child's coach or team manager of any illness or disability that needs to be taken into consideration for athletic performance
- Provide any necessary medication that your child needs for the duration of trips
- Assume responsibility for safe transportation to and from training and competition
- Report any concerns you have about your child's or any other child's welfare to the Club Welfare Officer, Regional, National or UKA Welfare Officers. (This does not affect your right to contact your local social services or the police if you feel it is necessary)

As a responsible parent/person with parental responsibility or other supporters for a young 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
- Be aware that your attitude and behaviour directly affects the behaviour of your child and other young athletes
- Avoid destructive behaviour and leave athletics venues as you find them
- Never engage in any inappropriate or illegal behaviour
- Not carry or consume alcohol to excess and/or illegal substances.
- Not carry any items that can be dangerous to yourself or to others excluding athletics equipment used in the course of your child's athletics activity

5. Anti Bullying Policy

We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all athletes or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING club*. This means that *anyone* who knows that bullying is happening is expected to tell the club welfare officer or any committee member.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically) sending hurtful text messages, tormenting, (e.g. hiding kit/clothing, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing

Any member, or parent of member, who considers they, or someone else within the club, is being subjected to any kind of bullying, should report it to the Welfare Officer, who will take appropriate action.

9. Club Welfare Officer Details

Name : Carolyn Osborne

Email: femalewelfareofficer@ivanhoerunners.uk

Name: Damon Bland

Email: malewelfareofficer@ivanhoerunners.uk



- 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 England Athletics Child Protection officer, any concerns relating to the welfare of young people and vulnerable adults
- To 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)
- Recognise the difference between poor practice in according to club rules and matters that would be seen as welfare issue

Appendix 1 – Club Constitution

IVANHOE RUNNERS ASHBY DE LA ZOUCH CONSTITUTION (last updated February 2017)

1. The name of club shall be “Ivanhoe Runners”.
2. The object of the club shall be to promote interest in road and cross country running.
3. Full membership of the club shall be open to everyone over 16 years of age.
 - i) Members of 7 years of age but under 16 years of age may join the junior section (Ivanhoe Robins) at the nominated membership fee set by the Ivanhoe Robins Committee. Junior members will be limited to attending only those activities which the Committee consider appropriate. Admission to be allowed for 16 and 17 years old at the student membership rate.
 - ii) Student membership shall be offered to those members (new or existing) who are in full time education and in possession of a value NUS membership card.

Life membership shall be awarded to any member proposed by a fully paid up member of the club at the AGM, seconded by the committee, and voted by the membership. The number of life members shall be limited to 5% of the total number of full paid members.

All membership levels must be renewed every year.

All membership details must be updated every year.
4. Applicants for membership shall be proposed and seconded by fully paid up members (at least one of whom shall be a committee member) before their membership is accepted.
5. The membership fee shall be a sum agreed by the AGM and shall become due on March 1st of each year except that new members joining after 1st January will pay only two thirds of the fee for the remainder of the year.
6. The subscription shall be an amount determined by the AGM.
7. The officers of the Club shall be Chairman, Secretary and Treasurer. Other offices shall be filled where possible: 1 x newsletter editor, 1 x publicity officer, Male and Female Club Captains, Fixtures officer (who would normally be the UKA representative), 1x Race results officer, 2 x Social Secretaries and a Special Events Organiser. No Committee member can hold more than two offices. The Committee has the power to co-opt other officers to meet the demands of the Club
8. Officers will serve for a period of one year but may stand for re-election. The term of office shall run from AGM to AGM.
9. The Committee shall manage the affairs of the Club. The Committee will meet from time to time as it decides. The quorum for transaction of business shall be half of the Committee plus one.

10. The Committee shall have the power to terminate the membership of any member whose subscription is three months in arrears, provided a month's notice shall have been sent to such member either by post or email, addressed according to his or her last known details, informing him or her of the proposed action of the Committee. The member shall be deleted from the England Athletics Ivanhoe Runners membership list and will be deemed to no longer be a member of Ivanhoe Runners.
11. An Annual General Meeting shall normally be held on the 2nd Friday in January at such time and place as may be fixed by the Committee.
12. Extraordinary General Meetings shall be convened by the Secretary on request by either:
 - i) A majority of the Committee.
 - ii) A written request by not less than 10 ordinary members.
13. The AGM shall be quorate when the number of paid up members present equals twice the number of serving members of the Committee plus one. The quorum for an EGM shall be one half of the paid up membership plus one.
14. The AGM shall elect the Committee for the following year. All nominations must be proposed and seconded by fully paid up members of the Club. Voting, if necessary, shall be by secret ballot unless the AGM votes otherwise.
15. The AGM shall receive the audited accounts for the previous calendar year, the minutes of the previous AGM and reports of the previous years' activities.
16. The constitution can only be amended by an AGM or EGM; a simple majority of those present and eligible to vote shall be sufficient to carry any alteration.
17. The club may dissolve at any time by written consent of three quarters of the membership. After payment of all debts, the remaining assets shall be used to support the sport of road running in Ashby de la Zouch.