



Plymouth Musketeers Running Club

Handbook

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Contents

About the Club	1
Why join?	1
How do I join?	1
Training and Coaching	1
When and where we train	2
Training Fees	2
Training Tips	2
Health & Safety in Training	2
Club coaches	3
Races & Competing	3
Club Competitions	3
Timed Runs and Races	3
London Marathon	3
Club Management & Communication	4
Club Management	4
Communication	4
Club Welfare	4
Volunteers	5
Membership	5
What's included in your membership?	5
Fees and subscriptions	5
All members need to know	
Resignation from the club	6
Meetings	6
Management committee meetings	6
Coaches meetings	6
Annual General Meeting (AGM)	6
Plymouth Musketeer Committee & Contact Information	7

About the Club

Starting with less than a dozen members in November 2007 the club has steadily grown over the years with the current membership around 160..

The club prides itself on being "Plymouth's friendliest running club". All members are very supportive and encouraging to each other, whether at club nights or while competing in races. The club has a very active membership that participates in many races, however there is absolutely no pressure on members to compete in races.

The club has steadily and regularly made steps to improve standards and coaching, for the safety and improvement of its members and visitors. It became affiliated to England Athletics in 2008 and is an accredited club with England Athletics. The Club is also a member of the Armada Athletics Network.

Over the years we have won several awards, including "Development Club of the Year" from England Athletics in 2012, "Most Inspiring Club" as part of the Plymouth Herald's 2012 loveLIFE Campaign, and were chosen as "Running Club of the Year 2014" by the organisers of Plymouth's Half Marathon.

Why join?

The benefits of club membership are:

- You're able to train with members of a similar ability.
- You're able to train under the guidance of qualified coaches and leaders.
- You'll be registered with England Athletics which allows you to compete for the club in any competition and obtain a reduction in your entry fees for most competitions.
- You'll have limited insurance cover whilst training and competing.
- You'll have access to track training at Brickfields.
- You'll have the opportunity to qualify as a leader or coach.

How do I join?

Anyone wanting to join the club should come along to our Thursday club night to try us out for free (for two weeks). If you decide to join please fill out a membership form available at club or via the club website: www.plymouthmusketeers.org.uk/docs/PMRC_Membership_Form.pdf and pass it to the Membership Secretary paying the membership fee via BACS with the form.

Training and Coaching

When and where we train

Thursday nights

Club night at Kings Tamerton Community Centre, Newton Road, Plymouth PL5 2BU

The room is open from 6:30pm, announcements start at 6.45pm. After a full group warm-up everyone is divided into pacing groups. At present we have 8, 9, 10, 11, 12 and 13+ minute mile groups. We now have a walkers group as well. We also organise an off-road run on the last Thursday of the month (summer time only) and hold C25K (couch to 5K) programmes during the year.

Monday nights

Circuit training at 7pm at Kings Tamerton Community Centre, Newton Road, Plymouth PL5 2BU.

Tuesday nights TERM TIME ONLY

Groups run from Crownhill shoppers' car park at 6:30pm. This run tends to be made up of a 4 to 4.5 mile loop with an additional 1 to 1.5 mile loop (4 to 6 miles total).

Saturday

Interval training from 10am to 12pm at Brickfields running track, Madden Road, Plymouth - free for members

Training Fees

At present we charge on Monday & Thursday nights.

- First two sessions: Free
- Subsequent sessions: Members £1.00/Non-members £2.00

Training Tips

- Be suitably dressed as we train in all weathers and during the day and evening. You will need high-vis clothing in winter (we do have some high-vis bibs that are available to borrow on club nights). Bring a change of clothing and shoes for changing into afterwards.
- Don't eat a large meal before training (preferably 1 to 2 hours before)
- Tap water, tea, coffee & squash are available at the club house, bring a drink of water to training sessions that are not at the club house.

Health & Safety in Training

Conduct in training sessions

During training, everyone is expected to behave responsibly and to co-operate with others. Please follow the instructions of the coach or leader running your group. We do not allow the wearing of earphones during our training sessions. If you behave unacceptably during training, you may be asked to leave the session, and you may no longer be allowed to participate in club activities. Please see the Code of Conduct, which can be found at www.plymouthmusketeers.org.uk/docs/PMRC_Code_of_Conduct.pdf for more information.

At track training sessions:

- Look out for others on the track
- Look both ways before moving across lanes
- If someone shouts "TRACK", move to the right and let them pass you on the inside or step off into the middle area.
- Don't stop suddenly on the track.

First Aid Policy

The club has several first aiders and their details are displayed on the club notice board.. We have a policy on dealing with incidents and accidents:

- Each group leader must ensure that they, or a member of their group, have a mobile phone.
- If there is an accident/incident, and a first aider is not present within the group, then one should be contacted to see if they are available to assist. If no first aiders are available then the emergency services should be called.
- After the accident/incident has been dealt with the first aider/group leader must complete an accident/incident report form.

If you are a qualified first aider (through work or privately) and would like to offer your services then please contact the club secretary.

Club coaches

The Club is committed to improving the standard of its coaching and is constantly looking for members to get involved and take formal qualifications. All club coaches must have a valid UKA Coach licence. Additionally, all the coaches and volunteers undergo an Enhanced Criminal Bureau Check (DBS) in line with UK Athletics practice.

Races & Competing

Club Competitions

To encourage members to take part in races, the club holds an annual Grand Prix competition with various awards.

More details can be found on our website at: www.plymouthmusketeers.org.uk/club-grand-prix.

Timed Runs and Races

Summer 5K & Winter 3K Series

The Armada Athletics Network holds monthly time trials throughout the summer at Saltram Park (5K) and in winter at Central Park (3K). Further information can be obtained from the club captains or www.armadaathletics.co.uk.

Parkrun

Parkrun organises free, weekly 5k timed runs around the country, including at Plymbridge Woods, Tamar Trails and Mount Edgcumbe, all starting at 9 am every Saturday. More details can be found at www.parkrun.org.uk/plymvalley, www.parkrun.org.uk/tamartrails or www.parkrun.org.uk/mountedgcumbe

London Marathon

Athletics clubs associated with British Athletics can apply for club entry places into the London Marathon. The number of entries given to each club is based on the number of first claim members over the age of 18. In recent years the club has received 1 place to give out to members. This place is awarded to eligible club members using a ballot system. To be eligible to enter the club ballot you:

- Must be in the second year as a fully paid up club member
- Must have entered the London Marathon public ballot and been unsuccessful (i.e. have the London Marathon rejection slip / letter or email).
- Must not have run in the London Marathon using a club ballot place in the previous 3 years.
- “Demonstrate a physical and moral commitment to being an active runner and club member” - either provide race results (excluding Parkruns) or attend club organised runs/sessions (this includes circuits) on at least 10 separate occasions. Any combination of races or club sessions is accepted as long as they total at least 10 occasions. These 10 occasions must take place in the six months preceding the date of the ballot results being released.

The club ballot will take place as soon as the exact number of places has been confirmed. To enter the ballot you must pass or send your rejection slip/letter/email to the club secretary, your eligibility will

be checked. Names will be pulled out of a bag by an independent person until all available places are filled. If you are successful you will be sent a registration link by email by the club secretary, and you will need to register and pay (club places are the same price as public ballot places) for your place by the specified date or the place will become void. Once you have registered and paid, the same London Marathon terms and conditions apply as for public ballot places.

Club Management & Communication

Club Management

The management of the Club is administered by a committee which is elected at the Annual General Meeting, held every May. The committee is responsible for the operation of the Club, providing oversight in the following areas: road running, cross country, coaching and coach development, officials, maintaining accurate financial records, maintaining accurate membership records etc. The committee's actions are guided by the Club Constitution, Policies and Codes of Conduct.

Communication

We have several communication pathways so you can keep informed of everything that is happening in the club.

- **Website:** www.plymouthmusketeers.org.uk - Check our club website to keep informed of club matters, learn of upcoming events and get the latest results.
- **Facebook:** facebook.com/groups/58219881673 - Catch up with your fellow Muskies.
- **Email:** If you put your email address on your membership form, you'll receive club-related notices and information.
- **Announcements:** Held at the start of Thursday club nights.
- **Noticeboard:** Available at Thursday club nights.
- **Club Meetings:** The club holds regular meetings throughout the year. These include the management committee, coaches and leaders meetings, race committee meetings and the Annual General Meeting (AGM). For more details of club meetings please see the Meetings section in this document.

If you have any questions, please ask a coach or committee member. If they do not have an answer then they will refer you to someone who does.

Club Welfare

The club has two Welfare Officers, one male and one female.

The Welfare Officers' role is to advise and support the club to adhere to codes of conduct and good practice. They will also respond to suspected breaches of the welfare policies and procedures and will advise committee members and club officers how to respond appropriately. The Welfare Officers are the first point of contact for everyone who has concerns about welfare, poor practice or abuse. See Welfare Officers' Contact Information within this document to get the Welfare Officers' contact information.

The club fully subscribes to the UKA welfare policy, see www.plymouthmusketeers.org.uk/docs/Welfare_Policy.pdf for more information.

Volunteers

Like many sports clubs we are run entirely by volunteers. The more volunteers we have, the better the club is run and the less the workload for those involved. We need people to help with a variety of jobs including: coaches, group leaders, committee members and social event organisers. We also need

fundraisers and a variety of helpers with our annual road race (Muskie Madness). Whether you are a new or existing member we would love for you to get involved – speak to any of the management committee if you are interested in helping.

Membership

Club membership is open to anyone aged 16 and over interested in running. PMRC is committed to a policy of inclusiveness - please see sections 2-5 in our constitution, which can be found at www.plymouthmusketeers.org.uk/docs/PMRC_Constitution.pdf.

We also welcome anyone aged 15 and over, as long as they are accompanied by an adult club member. You can join as a full (competitive) member, a second claim member, or as a social member.

If you join as a full competitive member your membership fee will include registration with UKA and you will receive a competition licence that will entitle you to a £2 discount to most UK races. If you have any questions about your competition licence please contact the membership secretary.

Social members can enter races, but are not entitled to the race discount for affiliated runners.

If you are already a member of another running club you can join us as a second claim member. If you wish to change your club affiliation to us please contact the membership secretary who will guide you through the transfer process.

Membership Fees per year:

- £35 affiliated member
- £15 non affiliated member / 2nd claim club
- £15 transfer fee

What's included in your membership?

First Claim Perks:

- Points on Club Grand Prix
- Club Records
- London Ballot Place

Second Claim Perks:

- Points on Club Grand Prix

Non Competitive:

- Access to social and friendly runs with trained leaders and coaches.

Each member shall pay a membership fee on joining and subsequently annually by 31st March each year. Membership will be deemed to be cancelled if the membership fee is not paid within one month of the renewal date – if you are an UKA affiliated member you will lose your licence number.

For certain training sessions there will also be a session subscription fee, as set by the management committee. See training fees in this document for our current session fees.

All members need to know

- Code of conduct for the club, coaches, officials, athletes etc:
www.plymouthmusketeers.org.uk/docs/PMRC_Code_of_Conduct.pdf

- Who the club welfare officers are: Welfare Officers
- Who the club first aiders are and the first aid procedure: First Aiders & First Aid Policy
- Who the club officers are: Committee
- Who the club coaches and leaders are: Coaches & Leaders
- Emergency procedures - displayed on the notice board and part of the Joiners information.

Details of the above are contained within this document and/or can be found on our website.

Resignation from the club

To resign from the club you must inform the membership secretary in writing. No refunds will be given in respect of any unexpired period of membership. If you wish to change your affiliation from us to another club you will need to fill out a UKA "Change of First Claim Club" form - contact the membership secretary for more information.

Meetings

Management committee meetings

The management committee will hold meetings throughout the year as per the constitution's requirements. The meetings will be formally minuted by the secretary and the minutes distributed to the membership. All members are always welcome to attend committee or coaches meetings should they wish to do so.

The secretary will issue a request for items to be included onto the agenda two weeks before the meeting. If you have a question or concern you wish discussed at a committee meeting please ask for your topic to be added to the agenda, or raised on your behalf by your chosen committee member. You can attend the committee meeting to observe or participate in the discussion of your raised topic.

Coaches & Leaders meetings

The coaching co-ordinator will arrange for regular meetings during the year. The meetings will involve all coaches, leaders and assistant leaders and anyone who is interested in qualifying as such. The meetings will be minuted and the minutes distributed to the membership. The coaching co-ordinator will also ensure that a report regarding development, events or issues are reported to the management committee at their next meeting.

Annual General Meeting (AGM)

An annual general meeting will be held once a year. See section 9 of the constitution (which can be found at www.plymouthmusketeers.org.uk/docs/PMRC_Constitution.pdf) for the rules in place for the AGM.

In cases where there is more than one nominee for a committee position, each nominee will be given time to make a short presentation to the membership. All nominees will leave the room while a vote takes place by way of a ballot. The President and independent helper(s) will count the ballot papers and announce the result.

Plymouth Musketeers Running Club

Committee and Officers

Committee Positions		Contact
President	Bryan King	
Chairperson	Sharon Dunridge	sharon.adams12@btinternet.com
Secretary	Suzanne Vosper	pmrcclubsec@gmail.com
Treasurer	Luke Elliott	
Membership Secretary	Louise King	
Coaching Coordinator	Sarah Robinson	
Lead Welfare Officer	Claire Herbert	pmrcwelfare@gmail.com
General Committee	Kelly Brumhead	
General Committee	Kris Jones	
General Committee	Matt Vosper	
General Committee	Kathy Weaver-Gore	

Non Committee Positions	
Club Captains	Mark Sinclair Sarah Robinson
Club Deputy Captains	Barrie Christian Emma Alee
Welfare Officer	Jonathon "Robbie" Roberts
Health and Safety Officer	Darren Dunridge
Kit Coordinator	Mark Sinclair
Muskies Madness RD	TBC
Social Team	Kelly Brumhead and Vicki Meldrum-Dunn