



CENTURION RUNNING CLUB

HANDBOOK 2026

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SECTION 1

Club Information

Introduction & History

The club was formed in 1972 as Centurion Joggers by John Walker and others, along the way we became Centurion Running Club and absorbed Coleshill running group.

We take part in road and cross country (XC) competitions including the Birmingham Cross Country League and the Warwickshire Road Race League, but also major national events like the English National XC Champs.

We cater for any adults from absolute beginners to seasoned runners.

All training and racing is covered by governing body insurance.

Club Training

Club nights are Tuesday and Thursday based at North Solihull Sports Centre (NSSC), Conway Road, Chelmsley Wood B37 5LA. at 6:30pm

On Tuesdays, we have access to their running track that we use for coached speed work sessions.

Thursday nights are for longer runs – usually between 5 and 13km (3 to 8 miles) around the local streets and parks in various pace groups, with the quicker groups doing the longer distances.

Membership Renewal Details

Membership renewals are due to be paid by the end of March each year. If memberships have not been renewed by then, you will not be permitted to run for the club or take part in club events or internal races such as the Yacht race.

There will be 1 month's grace period where you can still train with the club. The committee will of course look at any extenuating circumstances regarding late payments. Late payment fees may apply after March which are £5 for singles, £3 for concession and £7 for couples.

Club Clothing

Club branded clothing (T shirts, hoodies, training tops etc) is available from

<https://hyperbole-ltd.co.uk/centurion-running-club-clothing/>

For the official Club vests/ T shirts that are required for some races, contact the Team Managers.

Races

Membership will give you the option of being entered into the following races (entry fees are paid by the Club)

- 4x Birmingham/Midland XC races
- 2x Area relays in Sutton Park
- Area XC Championships
- English National XC Championships

Warwickshire Road Race League races are entered individually and paid for by individual members though you will usually receive a discount for the entry fee as an affiliated member of England Athletics

Club Events (Races)

The club organises a number of events throughout the year...

- **Centurion Grand Prix Series** held over the winter usually on the first Sunday of the month from November to April. It is a 5 mile course around the lake at Babbs Mill and is open to the general public and other running clubs. *The best performing male and female Centurions from 4 out of the 6 races over the series are awarded the John Walker Trophy*
- **“Yacht” Race**. A monthly 2 mile handicapped race with staggered start times throughout the summer usually on the last Tuesday of the month from May to August.
- **Mick Hollis Relays**. A handicapped race with teams of 4 held at Elmdon Heath Recreation Ground, Damson Lane, Solihull in May. Trophies are awarded to the winning team.
- **Parkrun Cup**: A handicapped knockout competition held at Babbs Mill ParkRun in which participants are drawn against each other with one round taking place during each of the summer months. Handicap times are based on the official ParkRun records in the months preceding the first round.

Club Events (Social)

The club also organises a selection of social events including but not limited to...

- Pub Run held in December
- Halloween run
- Target Zero. A traditional Boxing Day 1 mile event. Participants predict their finish time and run without a watch. The closest to their prediction wins.
- Award Presentations combined with the AGM in late January / early February

Club Championships and Awards

Club members are encouraged to enter as many races as possible.

The championships run for a full calendar year and include the following race categories:

- Cross Country (XC) (4x Birmingham League races held in January February, November and December plus Warwickshire Championships and Midlands Championships. Six races in total)
- Road Relays (2 events usually held in March and September at Sutton Park)
- Warwickshire Road Race League (WRRL) 11 events between April and September

Points are awarded for each of the qualifying races based on the finishing positions for each Club member. The first Centurion receives 50 points, the second 49, the third 48 and so on.

At the end of the year, a trophy is awarded for the 1st 2nd and 3rd positions for the most points accumulated in the Cross Country and WRRL events for both Men and Women.

In addition there is an overall Club Championship Trophy for Men and Women for the combined points in each of the categories as follows...

- WRRL: the best 6 of 11 races
- XC: The best 3 of 4 League races plus the best of the Championship races
 - *NOTE: One of the League races was cancelled in January 2026. How many of the remaining 3 races will count towards the Championships is to be decided and advised in due course*
- Both Road Relay events

If the Club provides a volunteer for an race, whether it is a requirement of the event organiser or for other reasons eg VI guide, the club member volunteering will receive Championship points based on the average of their points over the course of the year for the category concerned.

Club Awards

The following awards are presented each year at the Award Presentations

Club Champion Shield (Men & Women)

As described above

Trophies for Champions plus 2nd & 3rd places

Warwickshire Road Race League Champion (Men & Women)

As described above

Trophies for Champions plus 2nd & 3rd places

Cross Country Champion (Men & Women)

As described above

Trophies for Champions plus 2nd & 3rd places

Club Member of the Year Shield

The Committee votes from a list of nominees received from members

Most Improved Runner Male and Female Trophies

Chosed by Club Captains and Managers

Best Newcomer Male & Female Trophy

Chosen by Club Captains and Managers

Parkrun Cup & Trophy

Junior Champion Trophy

Chosen by Club Captains and Managers

Target Zero Shield

Awarded to the winner of the Boxing Day Target Zero competition who also receives a trophy

There is also a monthly Runner of the Month trophy (Male and Female)

*Awarded for running achievement or services to the club each month. Nominations from the membership are collated and voted for on an online poll by members. **Subject to change***

Other Services

All training and racing is covered by governing body insurance

Sports Therapy



Club member Dan Wren is a Certified Sports Therapist who, offers discounted rates for club members for sports massage. His company, Dan's Health comes highly recommended by many members. Contact him on...

Phone / text:

Email

Website:

07747 552657

info@danshealth.co.uk

danshealth.co.uk

Committee Members

Chairman: Peter Thomas – chairman@centurionrc.org.uk

Responsible for leading the club strategy, chairing committee meetings and AGM

Secretary: Steve Brough – secretary@centurionrc.org.uk

Responsible for club correspondence and committee management.

Treasurer: Paul Cornock

Accounts manager for the club. Also acts as DBS verifier

Membership secretary: Louise Johnson – membership@centurionrc.org.uk

Responsible for collecting membership subscriptions and registering members with UKA

Men's Team Manager: Iain Bowes

Liaise with event organisers for Cross Country series and Relays. Also Run Director for the Grand Prix series and other events.

Women's Team Manager: Clare Colquhoun

Liaise with event organisers for Cross Country series and Relays

Men's Team Captain: Simon Gilson

Assists team manager and substitutes if required.

Women's Team Captain: Kira Bowes

Assists team manager and substitutes if required.

Club Facilitator/Coaching Coordinator: Nikki Beech

Co-ordinating coaches for the Tuesday coaching sessions

Publicity/Promotions Secretary: Kira Bowes

Promoting the club via various means including Social media platforms.

Club Records Keeper: Steve Brough

Responsible for recording club data regarding club competitions

Club Records Keeper: Mark Mclachlan

Organising Runner of the Month nominations and ballots

Social Secretaries Richard Buchanan & Denise Makepeace

Organising various social events.

Welfare Officer 1 (Male): Lee Caves

Welfare Officer 2 (Female): Louise Johnson

Deals with confidential matters that may arise related to athletes.

Club Coaches & Qualifications

Awarding Body	England Athletics					British Triathlon
Qualification	Safeguarding in Athletics	Leadership in Running Fitness	Coach in Running Fitness	Event Group Endurance	Coaching Assistant	Level 1
Nathan Beard	✓	✓				
Nicola Beech	✓		✓		✓	
Richard Buchanan	✓	✓				✓
Clare Colquhoun	✓	✓	✓			
Michael Price	✓	✓				
Eric Robathan	✓	✓	✓	✓		

Allocation of London Marathon Place

The club is usually awarded at least 1 club place in the London Marathon.

The allocation of the place or places is administered by the Club Secretary who will issue an invitation to apply shortly after the results of the public ballot have been announced.

Club members applying for the place should meet the following criteria...

- They have unsuccessfully applied for a public ballot place.
 - A copy of the rejection email should be forwarded with the application
- They have not previously been awarded a club place for at least the last 3 events.
- They have been a fully paid-up member for at least 12 months from the date of the invitation to apply.

The successful member will be determined at random by drawing names out of a hat or similar.

The draw will take place at a place and time determined by the Club Secretary either on a club night or suitable event with at least 3 club members in attendance who will act as witnesses.

A second name will be drawn as a 1st reserve in case the successful member is forced to pull out for any reason. However, this will only apply for the period between the draw and the date that the application is processed with the London Marathon organisation. (Approximately 8 weeks before the event)

After this time, the club place is locked in and the normal rules apply for deferring.

The successful member is expected to run the race whilst wearing a club vest, UNLESS they are running and raising money for an official charity in which case a charity vest or shirt will be acceptable.



SECTION 2 Constitution

Constitution

1) Name of Club

- a) The club will be called *Centurion Running Club* and may also be referred to as Centurion RC or CRC. *Centurion Running Club* will be affiliated to *UK Athletics/England Athletics*.

2) Aims and Objectives

- a) The aims and objectives of the club will be
- b) To offer coaching and competitive opportunities in *Running*. To promote the club within the local community and *Running*.
- c) To ensure a duty of care to all members of the club
- d) To provide all its services in a way that is fair to everyone

3) Membership

- a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in *Running*, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- b) The membership shall consist of the following categories:
 - i) Full membership
 - ii) Couples membership
 - iii) Junior membership
 - iv) Student (& other concessions) membership
 - v) Life membership
 - vi) Non-UKA Membership (associate)
 - vii) Second Claim membership
- c) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- d) Members in each category will pay membership fees, as determined at the Annual General Meeting.
- e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.
- f) Members may resign at any time by giving notice to the membership secretary but there is no legal entitlement to a refund of part or the entire membership fee. Membership will cease immediately on the giving of such notice, upon death, and upon the failure of the member to comply with any condition of membership set out in this constitution.

4) Competition

- a) The club colours comprise a vest or T shirt with blue and white hoops (horizontal stripes). Unless changed by consent of UK Athletics.
- b) Members competing in official races representing the club must wear the specified club colours. Official races are any races directly administered by UK Athletics bodies, such as Midland Counties Athletics, England Athletics etc. For other races such as those administered by local clubs it is not mandatory but it is strongly encouraged if entered as a CRC member.
- c) If you are first claim to Centurion RC you must wear club colours in area and national races, although out of area and local races you can wear 2nd claim colours.

5) Sports Equity

- a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:
- b) Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to

- c) ensure it becomes equally accessible to everyone in society.
- d) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- e) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- f) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- g) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

6) Application of Funds

- a) The club is a non-profit distributing organisation. Surplus income or profits after maintaining prudent reserves are to be used to maintain or improve the club's facilities and/or to further the club's aims and objectives above;
- b) For the avoidance of doubt the club may sell and supply food, drink and related sports clothing and equipment, remunerate members for the bona fide provision of tangible goods and services for the benefit of the club provided that such arrangements are approved by the management without the member being present and are agreed on an arm's length basis, pay interest on money lent by a member to further the aims and objectives of the club at a commercial rate of interest, reimburse any member for reasonable and proper out of pocket expenses incurred on club business, insure against any liability which the management considers appropriate and pay for reasonable hospitality for visiting teams and guests;
- c) No member, however, shall be remunerated for serving on the management, undertaking club duties or competing for or on behalf of the club;

7) Committee

- a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, Secretary and other elected voting positions, as determined at the Annual General Meeting.
- b) Elected voting positions are as listed here:
 - i) Chairperson
 - ii) Secretary
 - iii) Treasurer
 - iv) Membership Secretary
 - v) Men's Team Captain
 - vi) Women's Team Captain
 - vii) Men's Team Manager
 - viii) Women's Team Manager
 - ix) Promotions Officer
 - x) Club Records Officer(s)
 - xi) Welfare Officers (Male and Female)
 - xii) Coach Co-ordinator
 - xiii) Social Secretary(s)All committee members must be members of the Club.
- c) If required, the committee shall elect a Vice Chair from among its members.
- d) The term of office shall be for one year, and members shall be eligible for re-election.
- e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- g) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- h) The Committee will be responsible for disciplinary hearings of members who infringe the club code of conduct. The Committee will be responsible for taking any action of suspension or discipline following such hearings
- i) The committee meetings will be convened by the Secretary of the Club and aim to be held every first Thursday in the month, with no less than 8 times per year.

- j) Only the posts listed above will have the right to vote at committee meetings.
- k) The quorum required for business to be agreed at Committee meetings will be 5.

8) Finances

- a) The club treasurer will be responsible for the finances of the club.
- b) The financial year of the club will run from 1st January and end on 31st December
- c) All club monies will be banked in an account held in the name of the club (currently HSBC Bank) Access to Online Banking should be available to the Treasurer plus at least one other out of the Secretary or Chairman.
- d) At least one auditor will be appointed each year by the Treasurer with the approval of the Chairman. The appointed auditor will usually be to a Club member but this is not mandatory.
- e) An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- f) Any cheques drawn against club funds should hold the signatures of the Treasurer plus one of up to two other officers.

9) Annual General Meetings and Extraordinary General Meetings

- a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- b) The Club shall hold the Annual General Meeting (AGM) in late January or early February to:..
- c) Approve the minutes of the previous year's AGM.
- d) Receive reports from the Chairman and Secretary.
- e) Receive a report from the Treasurer and approve the Annual Accounts.
- f) Receive a report from those responsible for certifying the Club's accounts.
- g) Elect the officers on the committee.
- h) Agree the membership fees for the following year.
- i) Consider any proposed changes to the Constitution.
- j) Deal with other relevant business.
- k) Notice of the AGM will be given by the club secretary with at least 28 days' notice to be given to all members.
- l) Nominations for officers of the committee will be sent to the secretary prior to the AGM.
- m) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
- n) All members have the right to vote at the AGM.
- o) The quorum for AGMs will be a minimum of 20 persons or 25% of current membership whichever the larger number is.
- p) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- q) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- r) All procedures shall follow those outlined above for AGMs.

10) Amendments to the constitution

- a) The constitution will only be changed through agreement by majority vote at an AGM or EGM.

11) Discipline and appeals

- a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Chairperson is the lead contact for all members in the event of any child protection concerns.
- b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary or other committee member if the complaint is regarding the Secretary.
- c) The Management Committee will meet to hear complaints within 7 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 28 days of the hearing.
- e) If a complaint is upheld the committee will refer to the disciplinary procedure.

- f) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

12) Dissolution

- a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- b) In the event of dissolution, all debts should be cleared with any club's funds. Any assets of the club that remain following this will become the property of *UK Athletics*

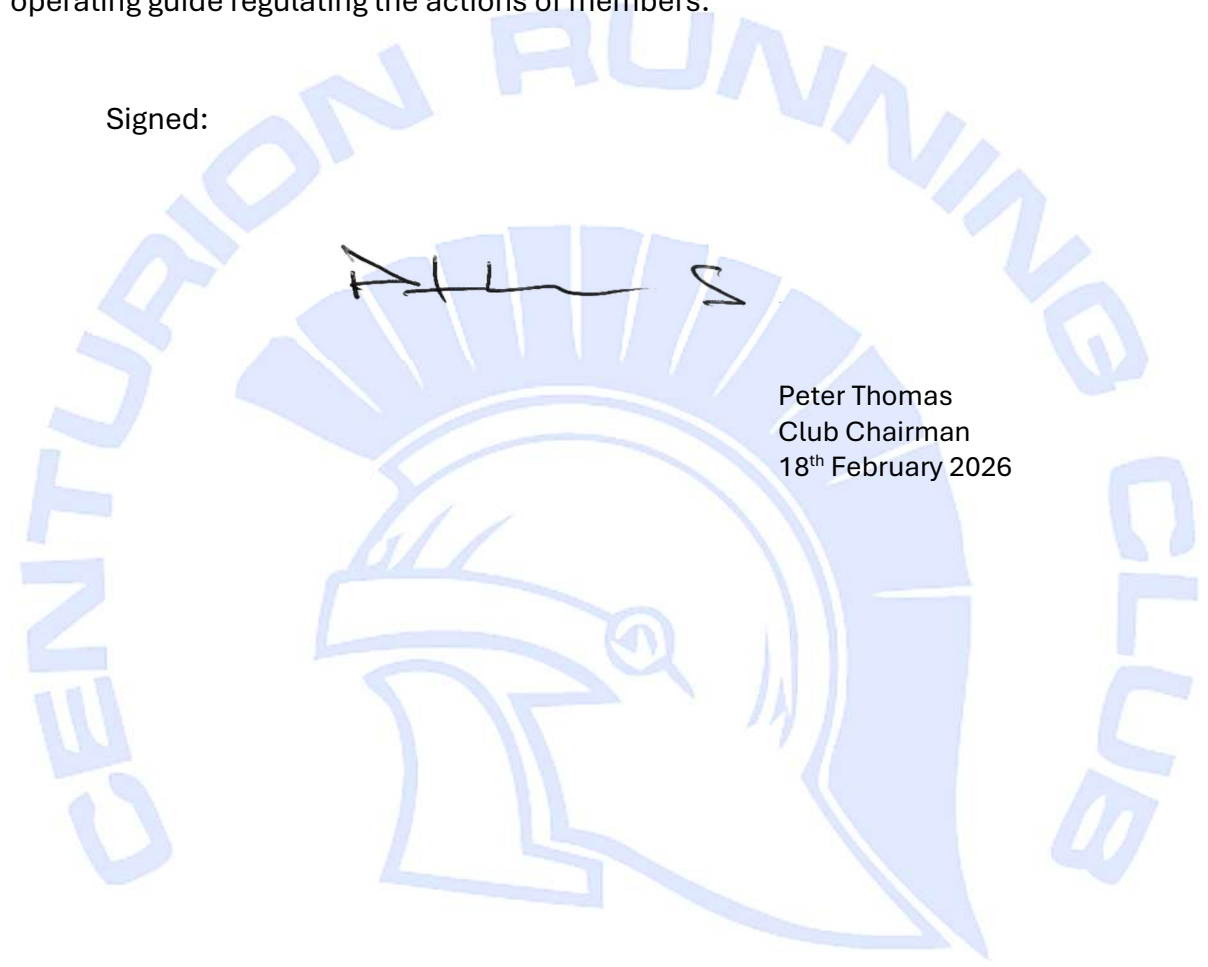
13) Declaration

Centurion Running Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:



Peter Thomas
Club Chairman
18th February 2026





SECTION 3 Codes of Conduct

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Codes of Conduct - Centurion WhatsApp Community

General

- New members are encouraged to accept the invitation to join the Centurion WhatsApp community at least in the 'General' group chat. There are a number of groups that are available covering various other topics which can optionally be joined.
- This code of account applies to all Groups that have been set up as part of this Community

Respectful Communication

- Treat all fellow members with respect, kindness, and encouragement.
- Avoid any form of abusive, offensive, or discriminatory language. Bullying, insults, or harassment will not be tolerated.
- Everyone is at a different stage in their running journey—respect each person's progress and goals.
- Focus on sharing content relevant to running, fitness, health, and well-being.
- Avoid sharing:-
 - Profanities offensive jokes, or inappropriate language.
 - Non-running related content such as political, religious, or divisive topics.
 - Any form of explicit material, violent content, or anything unsuitable for a general audience.

Privacy and Confidentiality

- Do not share the personal details (phone numbers, addresses, etc.) of other members without their permission.
- Private conversations should remain private—don't post or discuss them in the group without consent.
- Refrain from sharing screenshots of group chats outside the community without approval.

Encourage and Support Each Other

- This is a positive and supportive space for members of all abilities. Cheer on your fellow members, celebrate their achievements, and provide helpful advice when needed.
- Be inclusive—whether someone is preparing for their first 5k or their next ultramarathon, offer encouragement!
- Negative or judgemental comments are not welcome; focus on building each other up.

No Spam or Unsolicited Promotions

- Please refrain from posting unsolicited advertisements or promotions for businesses, products, or services, unless approved by the group admins.
- Avoid sharing unrelated chain messages, memes, or forwards that don't align with this community's code.

Stay on Topic

- Ensure your posts are relevant to running, fitness, or club events. Off-topic messages can clutter the chat and distract from the group's purpose.
- Personal conversations (eg the arranging of lifts, birthday greetings etc) should be kept in direct messages (DMs) to prevent the group from being overwhelmed.
- Keep posts relevant to the Group concern

Codes of Conduct - Centurion WhatsApp Community - continued

Follow Admin Guidance

- Our admins are here to help maintain the community's positive spirit and ensure it remains an enjoyable space for all members.
- Please follow the guidance of the admins and respect their decisions regarding group management.
- If you encounter an issue, feel free to report it to an admin privately.
- Most committee members are admins.

Unofficial WhatsApp Groups / Communities

- If members wish to set up WhatsApp Groups / Communities independent of the official CRC Community, they should ideally not refer to the Club in the name or description.
- If they do refer to the Club in the name, it should be made clear in the description that they are not official or affiliated with Centurion Running Club regardless of whether the members predominantly belong to the Club or whether the topic concerned originated in the Official Community.

Reporting and Consequences

- If you see any behaviour that violates this code of conduct, please report it to the admins (committee members) rather than engaging in disputes.
- The admins reserve the right to remove any content or members that do not adhere to these guidelines, after appropriate warnings.
- Persistent violations may result in permanent removal from the group. Serious breaches may result in exclusion from the Club

Code of Conduct for Athletes

Centurion Running Club (CRC) is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the club Secretary or other committee member.

As a responsible athlete 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 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
- Members should keep to agreed timings for training and competitions or inform their team manager if they are going to be late.
- Members must pay any fees for training or events promptly.
- Inform your coach of any other coaching that you are seeking or receiving
- 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)

Code of Conduct for Athletes - continued

- 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



Code of Conduct for Coaches

As a responsible athletics Coach you will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete above the development of performance
- Be appropriately qualified including obtaining CRB clearance, update your licence and education as and when required by UKA and adhere to the terms of the coaching licence
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
- At the outset clarify with athletes (and where appropriate, with parents or carers) exactly what it is that is expected of them and what athletes are entitled to expect from you
- Never try to recruit, either overtly or covertly, athletes who are already receiving coaching. If approached by an athlete receiving coaching refer immediately to the coach currently providing coaching support.
- 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.
- Cooperate fully with others involved in the sport such as technical officials, team managers, other coaches, 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
- Encourage and guide athletes to accept responsibility for their own performance and behaviour
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or vulnerable adults
- Do not exert undue influence to obtain personal benefit or reward
- A coach MUST strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- In particular, you MUST NOT allow an intimate personal relationship to develop between yourself, and any athlete aged under 18 years. Any violation of this could result in a coach licence being withdrawn. It may also be a criminal offence to conduct a relationship with an athlete aged under 16 years. It may also be a violation of your coaching licence to form an intimate personal relationship with a vulnerable adult coached by you.
- It is strongly recommended that you do not allow intimate relationships to develop between yourself and athletes coached by you aged over 18 years.

Code of Conduct for Coaches - continued

As a responsible coach, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Be aware that your attitude and behaviour directly affects the behaviour of athletes under your supervision
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

In addition, coaches 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
- Never share a bedroom with a child
- 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
- Work in same-sex pairs if supervising changing areas
- Respect the right of young athletes to an independent life outside of athletics
- 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

Code of Conduct for Technical Officials

As a responsible technical official, you will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete above the development of performance
- Be appropriately qualified including obtaining CRB clearance, update your licence and education as and when required by UKA and adhere to the terms of the technical officials' licence
- Keep up to date with any changes in the relevant competition rules and seek the advice of others if necessary
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
- At the outset clarify with athletes (and where appropriate, with parents or carers) exactly what it is that is expected of them and what athletes are entitled to expect from you
- Cooperate fully with others involved in the sport such as other technical officials, competition providers/organisers, team managers, coaches, and representatives of the governing body in the provision of fair and equitable conditions for the conduct of athletics events under the relevant rules of competition.
- Act in a decisive, objective but friendly manner in your interaction with other officials, athletes, coaches and spectators and carry out your duties in an efficient and non-abrasive manner.
- 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 smoke whilst officiating or consume alcoholic beverages to a degree that it affects your ability or competence to undertake your officiating duties.
- Be fully prepared for the officiating task that is assigned to you
- Dress appropriately, to the standard and nature of the competition as outlined by the relevant officials' committee
- Arrive in good time for the competition and report to the official in charge
- Conduct the event in accordance with the rules and with due respect to the welfare of the athlete
- Work in a spirit of cooperation with other officials and do not interfere with their responsibilities
- Offer guidance and support to less experienced officials whenever appropriate
- 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 with vulnerable adults
- Do not exert undue influence to obtain personal benefit or reward

- A Technical Official **MUST** strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other athletes, coaches and team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- In particular, you **MUST NOT** allow an intimate personal relationship to develop between yourself, and any athlete aged under 18 years. Any violation of this could result in a technical official's licence being withdrawn. It may also be a criminal offence to conduct a relationship with an athlete aged under 16 years. It may also be a violation of your technical official's licence to form an intimate personal relationship with a vulnerable adult judged/officiated by you

Code of Conduct for Technical Officials - continued

- It is also strongly recommended that you do not allow intimate relationships to develop between yourself and athletes judged by you aged over 18 years.

As a responsible Technical Official, 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, technical officials should follow these guidelines on best practice, in particular with young athletes or 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
- Avoid taking young athletes alone in your car
- Never invite a young athlete alone into your home
- Never share a bedroom with a child
- 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
- Work in same-sex pairs if supervising changing areas
- Respect the right of young athletes to an independent life outside of athletics
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and Club/Regional/National or UKA Welfare officer as soon as possible.
- Report any suspected misconduct by other technical officials, coaches or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

Code of Conduct for Team Captains and Managers

As a responsible Team Captain / Manager 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
- 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
- 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 the athletics activity

In addition, Team Captain / Manager should follow these guidelines on best practice, in particular with young athletes and vulnerable adults

- Take reasonable care in all circumstances of any athlete under 18 years who is at an event without a parent or person with parental responsibility
- Provide the appropriate ratio of staff for the age and ability for athletes travelling away from home. The recommended ratio is one adult to ten children
- Provide staff of the same sex to undertake chaperoning duties
- Check that all volunteers have been through the appropriate recruitment and selection checks and have attended the appropriate training e.g. CRB and self-declaration, safeguarding awareness training
- Notify all parents / people with parental responsibility / carers of athletes under 18 years of the times and venues of any competitions and the appropriate contact telephone numbers
- Ensure that written consent has been obtained from all persons with parental responsibility for athletes under 18 years prior to the competition
- Liaise with the parents / person with parental responsibility of an athlete under 18 years if the athlete becomes involved in an accident or serious breach of health and safety or discipline whilst under your care
- Comply with welfare policies and procedures and any local authority or school procedures or any other policies and procedures that might apply to a particular venue, group of athletes, or competition.
- Report any suspected misconduct by coaches, technical officials or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

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.
- Take an active interest in your child's participation
- Attend training or competitions whenever possible
- 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
- Return any necessary written consent forms to the club/team manager or appropriate person, including next of kin details, health and medical requirements before your child goes to any away events or trips
- 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

Code of Conduct for parents / people with parental responsibility - continued

- 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



Code of Conduct for Volunteers

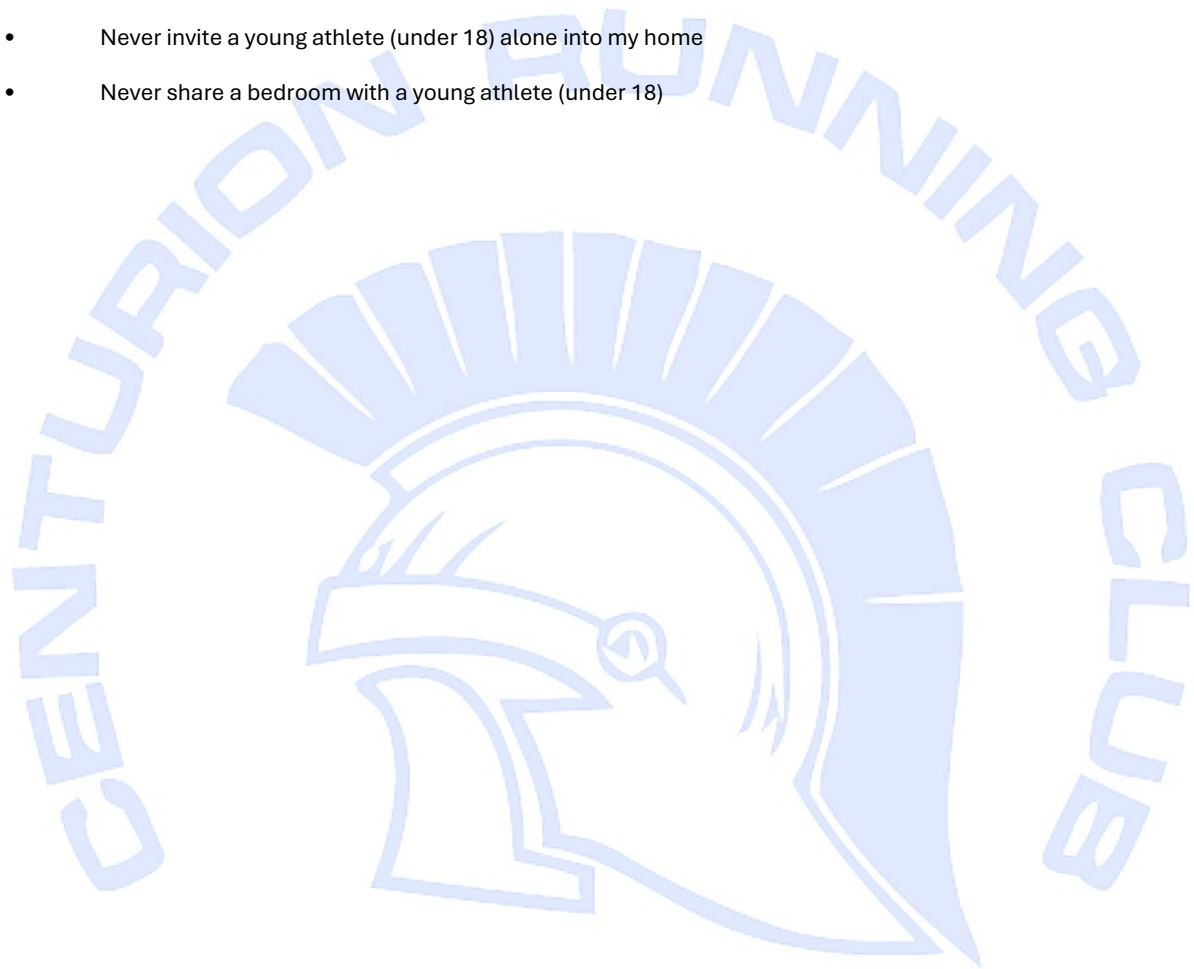
(Excluding Licensed Coaches and Technical Officials)

As a responsible volunteer, I will:

- Abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures
- Abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures
- Ensure that where my role requires, I have obtained an acceptable criminal record check (Access to particular roles will be denied to anyone who does not have an acceptable criminal record check or who refuses to share the certificate with UKA or the HCAF when required)
- Ensure that activities I arrange or support are appropriate for the age, maturity, experience and ability of the individuals involved
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers and representatives of the governing body
- In no way undermine, put down or belittle other officials, athletes, coaches or practitioners
- Consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or adopt or encourage the use of prohibited or age-inappropriate substances or techniques
- Never engage in the massage of an athlete under the age of 18 years. I understand that I require an up-to-date and recognised qualification in sports massage or another relevant qualification from a recognised body or authority to engage in the massage of an athlete over 18 years
- Follow the relevant guidance on social media use and not post on social media any content which is inappropriate or offensive
- Avoid swearing, abusive language and irresponsible or illegal behaviour, including behaviour that is dangerous to me or others, acts of violence, bullying, harassment and physical and sexual abuse
- Avoid destructive behaviour and leave athletics venues as I find them
- Not carry or consume alcohol or illegal substances while volunteering in athletics
- Avoid carrying any items that could be dangerous to me or others, excluding athletics equipment used in the course of my athletics activity
- Challenge inappropriate behaviour and language by others and report any suspected misconduct by other coaches or other people involved in athletics to the club, HCAF / UKA Safeguarding Team as soon as possible
- Volunteer my time without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference
- Respect the rights, dignity and worth of every person and treat everyone equally, regardless of background or ability
- Report any accidental injury, distress, misunderstanding or misinterpretation to the Club Welfare Officer as soon as possible
- Never exert undue influence to obtain personal benefit or reward
- Develop healthy and appropriate working relationships with athletes and other volunteers based on mutual trust and respect, especially with anyone under 18 years or who are adults at risk
- Never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with anyone under 18 years of age

Code of Conduct for Volunteers continued

- Never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with an athlete who is an adult at risk coached by me or under my supervision
- Not use my position as a volunteer to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with athletes under my supervision who are aged over 18 years
- Avoid spending time alone with young athletes (under 18) unless clearly in the view of other adults
- Never take young athletes (under 18) alone in my vehicle
- Never invite a young athlete (under 18) alone into my home
- Never share a bedroom with a young athlete (under 18)



Code of Conduct for Welfare Officers

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

- Implement effective Child Safeguarding Policy and Child Safeguarding Procedures and keep them up to date
- Implement effective Adult Safeguarding Policy and Adult Safeguarding Procedures and keep them up to date
- Promote safeguarding at the club and encourage good practice
- Respond appropriately to safeguarding concerns
- Regularly report to the club's organising committee on safeguarding matters
- Ensure that members of the club/volunteers/staff who are working with children and/or adults at risk are recruited safely and in line with legal requirements
- Maintain records of safeguarding training attended by club members
- Maintain records of club coaches and officials' licences and criminal record checks
- Make 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
- Deal effectively with breaches of the codes of conduct, poor practice, or allegations of abuse
- Keep up to date with developments in safeguarding
- Attend the relevant safeguarding courses for the role of CWO
- Complete a criminal record check through the relevant Home Country procedures
- Maintain confidential records of reported safeguarding concerns and action taken
- Liaise with the HCAF Welfare Officer and/or statutory agencies if/when required.

PERSON SPECIFICATION

It is desirable for a Club Welfare Officer to:

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



SECTION 4 Data Protection Policy

Privacy Notice

Centurion Running Club are committed to protecting your privacy. For any personal data you provide for the purposes of your membership, Centurion Running Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health information,

Why we need your personal data

The reason we need your Athletics Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events;
- sharing personal data with leagues, county associations (and county schools' associations) and other competition providers for entry in events.

For funding and reporting purposes

- analysing anonymised data to monitor club trends; and
- sending an annual club survey to improve your experience as a club member

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- publishing of race and competition results

The club has the following social media pages [include all that apply e.g. Facebook, WhatsApp, Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

Who we share your personal data with...

When you become a member of the Club, you will also automatically be registered as a member of England Athletics Limited. We will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact dataprotection@englandathletics.org.] The Club does not supply any personal data it holds for this purpose to any other third party.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data. As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

If you wish to view the information that we hold on you (Subject Access Request), please email secretary@centurion-rc.com

SECTION 5 Inclusion Policy

Inclusion Policy

For the purposes of this policy 'inclusion' means access for all. It means recognising differences between individuals / groups and providing opportunities for them to participate in Athletics and Running regardless of those differences, whether this is as a participant, coach, leader, official, volunteer or member of staff.

Centurion Running Club embraces diversity and difference and is committed to providing opportunities that are safe, inclusive, accessible and equitable. We want our club to be equally accessible to all members of society, whatever their age, disability, gender, race, ethnicity, sexuality or social/economic status.

We will develop a focus on inclusion, not exclusion, and ensure that we provide appropriate advice to members and volunteers to ensure that everyone can participate as fully as possible.

The Inclusion Policy is intended to promote a change in attitudes and perceptions and to improve opportunities for everyone to participate at our club.

We will seek to ensure that we comply with the [Equality Act 2010](#) and the characteristics protected by it (age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity) and encourage our members to do so. We will seek to include everyone regardless of whether they have a protected characteristic or not.

Our aim is to provide an environment where everyone feels:

- Welcome
- Represented
- Included in decision making
- Able to participate
- Safe and free from discrimination, bullying, harassment and vilification.

Aims

The aims of the Inclusion Policy are:

- To promote the development of knowledge and understanding of disability, equity and inclusion amongst our participants, leaders/coaches, officials, volunteers and competition/event organisers by the provision of appropriate guidance and training. To guide and support the integration of inclusive practice into our core club/group programmes and activities.
- To contribute towards growing and sustaining numbers of people from under-represented groups participating within our club.
- To promote inclusion within Athletics and Running wherever possible and in accordance with the provisions of the Equality Act. The chairperson is typically the most senior official role in a club and fulfils a range of duties dealing with overall management of club affairs. The chairperson leads the club to achieve their vision, short term and long-term goals.
- To adopt inclusive practice within our competition and events.
- To promote close working partnerships with relevant groups and organisations to support the development of inclusive practice within our club.

Inclusion Policy continued

Commitment

We will;

Not tolerate discrimination, harassment, bullying or victimisation.

Actively identify and reduce barriers to participation for under-represented groups.

Consult with expert partners and other organisations to facilitate inclusive practices and remove barriers to participation.

Ensure under-represented groups are given the opportunity to participate in all aspects of our club.

Provide opportunities for all in coaching, officiating and leadership positions.

There are a number of measures that we will take to ensure that we are working under the guidance of the Policy and within the requirements of the [Equality Act \(2010\)](#).

We will provide a welcoming environment

We will think positively about how we can include people rather than focusing on potential barriers to participation.

We will consider how our club/group is promoted. For example, by providing information in formats which are accessible and by using appropriate imagery.

We will encourage people to contact us to discuss their needs and requirements to facilitate inclusion and we will ensure we consider what reasonable adjustments could be made to enable them to participate.

We will develop the knowledge and understanding of key officials, coaches, leaders and other volunteers, of disability, equity and inclusive practice by providing appropriate guidance and training.

We will talk to people

We will, so far as is reasonably possible, consult with relevant groups and with prospective individuals about their needs and requirements.

We will not make assumptions and will try to speak to people about the reasonable adjustments they believe might be made to enable them to participate and to discuss how these could be made.

We will make reasonable adjustments

We will demonstrate that every effort has been made to enable everyone to participate and that inclusion not exclusion has been the priority.

If reasonable adjustments are required to make an event/activity accessible, then we will make those reasonable adjustments.

SECTION 6 Health & Safety Policy



Health & Safety Guidelines for members

Updated: 4th May 2022

Club Responsibility: As far as possible, the Club will aim to protect the health and safety of all members engaged in Club training and participating in Club competition.

Guidelines: The scope of the Health and Safety guidelines extends to training sessions and organised Club events. In order to achieve its aim, the Club will:

- Endeavour to provide helpful guidance to members verbally and make the Health and Safety Guidelines available on the Club website
- Ensure that Club coaches have appropriate training to lead Club training sessions, and provide details of the Club coaches on the Club website
- Provide suitable facilities and equipment for Club training sessions and Club events including First Aid and Welfare facilities.
- Ensure that any organised Club race or Club event is subject to a suitable and sufficient risk assessment.

Member Responsibility: Members should familiarise themselves with the Health and Safety Guidance located in the club handbook. This Guidance includes advice on weather, terrain, personal limitations and protecting your fellow Club members. As members you have a responsibility to do your best to prevent harm to yourselves, your running partners or members of the public. As members you should acknowledge that you owe a duty of care to not wilfully injure yourselves or others by your negligent acts or omissions.

Reporting: The Club relies on its members to report any problems encountered whilst running on training routes. For example, dangerous stiles, damaged pavements, potholes, poor visibility etc.

Guidelines Review: The Health and Safety Guidelines, Club procedures and any associated Health and Safety Guidance will be reviewed, at least on an annual basis, to ensure that they remain accurate and reflect the Club ethos.

The Guidelines:

All members agree to abide by the Club's Health & Safety Guidelines as follows:

Safety generally: All club members must take personal responsibility for their own safety, whilst keeping a watchful eye on others running in the same group, particularly new members. Consideration should be given to others, and common sense used. Members should be aware of the advice available through running magazines and other sources on issues including diet, dehydration and the treatment of strains and injuries due to participation in the sport. Advice should be sought from experts and professional practitioners outside the running club as appropriate.

Medical conditions: All members of the club declare themselves medically fit to run at their own risk and shall not hold the club responsible for any incident occurring through a personal medical condition or injury. As appropriate, members should request regular check-ups with their General Practitioner. Members with any medical conditions agree where appropriate to carry with them the relevant details of the condition and their name, address and emergency phone number contact details. Voluntary disclosure of medical conditions shall be the responsibility of the individual

member or their carer in circumstances where they consider an individual risk assessment approach to their welfare may be appropriate.

Appropriate clothing: Members should understand the value of wearing appropriate clothing for the time of year and appropriate shoes for the variations of terrain. When running in the dark members should take responsibility for making themselves highly visible by them wearing "Bright fluorescent clothing with reflective strips/shapes" and please be aware that drivers may find it difficult to see you.

Staying together: The group endeavour to stay together as much as possible. Members should take care to listen to the proposed route before setting off. The group leader should ensure that a head count is taken and that a tail runner (**back-marker**) has been assigned to ensure that no one individual gets left behind. Whenever mixed ability occurs within a group, regrouping should take place at appropriate times along the route to ensure that no one individual gets left behind. If anyone decides to leave the group whilst out on the run, they must inform at least one other runner in that group. Upon returning to the start the group lead should check that everyone who started out has returned or can be accounted for.

Road Sense: Routes shall be planned to avoid unlit roads at night during hours of darkness. Routes passing along roads without footpaths shall be avoided wherever possible and when this is not possible (on quiet roads) runners shall run to the right to face any oncoming traffic or to the left at bends where forward visibility to the right is limited.

First Aid: Members shall familiarise themselves with any individuals who have a recognised emergency first aid qualification within the club.

Run Leaders: Should ensure group management is followed and the each group has a mobile phone with them for emergencies.

Club Events: All sports events organised by the club shall be kept under review and if necessary allocated members shall undertake and record risk assessments and Event Health and Safety Plans. All events shall be staged in accordance with the rules and guidelines stipulated by England Athletics and their insurers.

At Races: All members should complete the medical information on the back of their race number. When at team events managers/captains/committee members should have a list of emergency contact details and medical details available for attending members.

Incidents: Whenever reasonably possible, one member of the group should carry a mobile phone. In the event of an incident, members should first check if anyone is injured and locate an emergency first aider. It is advisable for at least one member to stay with the injured person, who should not be moved unless their location is immediately life threatening. If appropriate, emergency services should be contacted using 112 from a mobile phone as it will record your location; alternatively use 999. Finally, a member of the committee should be informed as soon as is practically possible in order that relatives can be informed and incident records made.

Incident records: Any incidents should be reported to a club committee member for future reference, and for making known to all club members when appropriate. Actual incidents involving any member or third party shall be formally recorded with a **committee member in accordance with England Athletics** guidelines.

Centurion Known First Aiders:

- Ed Wallace
- Richard Buchanan
- Anna Hayton
- Clare Colquhoun
- Stephen Ranford
- Olivia Ellis-Myers
- Sarak Oakes



Revision History

Version	Date	Section	Details
220226	22 nd February	-	Original version
190326	19 th March 2026	Codes of Conduct	Extended version provided by Lee Caves
		Data Protection Policy	Contact email provided for SAR

