

General Club Activities

- Coaches Meetings and Committee Meetings
- Association of Running Clubs (& Scottish Athletics)
- Website
 - SRC Programme
 - Session types
 - Preferences for Sessions
 - Coaches Area on Website
- Runner Expectations
- Coach Guidelines
- Emergency Action Plan

Coaches Meetings

- Held on ad-hoc basis about 4/5 times a year
- Discuss
 - Training Sessions
 - Programme
 - Coach Training
 - Club Championships/Improvers cup/standards
 - Miscellaneous
- Feed into committee meetings

Committee Meetings

- Held 4/5 times a year
- Responsible for:
 - Finances
 - Membership
 - Club kit
 - Health and Safety
 - Social Events
 - Club Races
 - Club Championship/improvers/standards
 - Feed-in from coaches meeting
 - Approval new coaches
 - AGM
 - Other ancillary actions as the need arises
- Currently about half the committee are also coaches

Association of Running Clubs

- ARC not Scottish Athletics
- Provides insurance at a much lesser cost
- Allows the SRC committee to appoint/approve coaches
 - Over 18 years of age
 - Been training with the club
 - Have previous club/coaching experience
 - Coaches do not need to have carried out UKA/SA prescribed training
- Coaches still encouraged to go on Assistant Coach (probably all that's needed for SRC) and Coach training courses operated by SA; SRC pays for these courses
- Club is also a member of NESAP (North East Scotland Athletics Partnership) advantages:
 - Organise local training courses (through SA)
 - Organise other local events (Grampian)

Website

- SRC Programme
www.stonehavenrunningclub.co.uk
- Session types
www.stonehavenrunningclub.co.uk
 - Speed – Long & Short
 - Hills – Long & Short
 - Tempo
 - Novice Sessions
- Preferences for Sessions
https://docs.google.com/spreadsheets/ccc?key=0AkV75M_BWxohdE5OdGxVHBSb015RTNnV3JOYmxWaGc
- Coaches Area on Website
www.stonehavenrunningclub.co.uk
- Other websites of interest in relation to planning:
 - <http://www.gmap-pedometer.com/>
 - <http://www.fetcheveryone.com/>
 - <http://www.mapmyrun.com/>
 - <http://www.runningmap.com/>
 - <http://www.favoriterun.com/>

Communications

- committee@stonehavenrunningclub.co.uk is a distribution list to send anything to the committee
- coaches@stonehavenrunningclub.co.uk is a distribution list to send anything to the coaches
- everyone@stonehavenrunningclub.co.uk is an email address which is currently sent to Frances and Iain Shanks who then forward the message to the current membership list. This allows messages to be checked before sending to members
- Other useful email addresses:
 - treasurer@stonehavenrunningclub.co.uk
 - secretary@stonehavenrunningclub.co.uk
 - membership@stonehavenrunningclub.co.uk
 - webmaster@stonehavenrunningclub.co.uk
 - clubkit@stonehavenrunningclub.co.uk
 - clubstandards@stonehavenrunningclub.co.uk
 - info@stonehavenrunningclub.co.uk

Runner Expectations (1) - General

- Safety is of paramount importance; each member is expected to take responsibility for their own safety and act accordingly, although members are expected to concern themselves with the safety of others and take immediate action if they believe a fellow member to be at risk.
- Wear something white, bright or fluorescent so you can be seen.
- Make sure you know where the run is going.
- Always run with a group of at least one other person.
- Use pavements wherever possible and when waiting for other group members be aware of the public who also use pavements.
- If you start a session then have to leave early then always let the leader know as they will do a head count at the start of a session.
- SRC tries to cater for runners of various abilities and coaches will normally set a minimum and a maximum route. Please try to keep within your ability and be aware that other runners may become cold if they are waiting around too long for everyone to finish.
- On your very first session please talk to the leader and let them know your abilities.

Runner Expectations (2) - Injury Prevention

- Try not to get carried away with the competitive element of the club in the first few sessions, the easiest and most prolonged injuries are those caused by doing too much too soon.
- To prevent injuries SRC advocate a warm up at the start of the session followed by cool down and stretching at the end.
- Warm up is normally a brisk walk (to end of Beach Road), followed by a short very easy jog (to tennis court), then easy jog to start of session.
- Cool down is normally a minimum of (from finish point) easy jog (to tennis court) then brisk walk to finish (leisure centre).
- SRC will try to provide communal stretching at the end but this isn't always possible – please remember to stretch on your own if not.

Coach Guidelines (1) - General

- Always take a head count at start and finish and in the middle if you are doing a route that risks losing people – ask another coach to check as well
- Make sure everyone knows the planned route / session (especially other coaches present)
- Good practice is to carry a phone with you with other coaches contact details in case of an accident and need to get hold of family or ambulance
- Each session should cater for all abilities of runner there should be a minimum route with an add on for faster runners
- If you are being experimental with your sessions, try them out before hand. G-map pedometer is really good and even does some off road stuff too.
- Although we all want to train as well as coach, we need to be more of a coach. That means sometimes sacrificing the run to make sure everyone is doing OK. Some tips picked up from other coaches are to run the route backwards, find shortcuts so you can see the whole group. Generally it's those in the middle / back of the pack that need support / directions.
- Planning of a session is essential. Be prepared to alter a session if the weather changes or conditions are bad. Always bear health and safety in mind.
- If there is an accident please follow the 'Emergency Action Plan'
- Coaches should be aware of the codes of practice as detailed by UK Athletics.
<http://www.uka.org.uk/governance/health-safety/code-of-practice/?locale=en>

Coach Guidelines (2) – Injury Prevention

- There should always be a warm up run with a minimum route (shorter one for all runners) and a possible extended one for faster runners.
- Warm up should always start with a brisk walk (to end of Beach Road), followed by a short very easy jog (to tennis court).
- Need to tell everyone to be aware that it is their own responsibility to stretch at the end as there is not always the opportunity any more to do stretching communally, and this is necessary to prevent injury

Emergency Action Plan

- Sets out what you need to do in case of an accident
- As a coach you need to sign the form to say that you have read and are aware of the document