

# Members Guide

## Carleton Running Community



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Carleton Running Community

The Carleton Pub

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Pontefract

West Yorkshire

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[www.carletonrunning.co.uk](http://www.carletonrunning.co.uk)

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Carleton  
Running  
Community

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## A Warm Welcome from the Chair

On behalf of our committee, I would like to extend you a warm welcome to Carleton Running Community. Whether you are a seasoned runner or a complete beginner, we hope we will be able to offer you the inclusive, friendly club environment that you are seeking.

Carleton Running Community was founded with the purpose to provide running options for runners of all abilities at an inexpensive membership fee offering value for money with no expectations placed on any member to participate in anything that they do not feel comfortable in doing so.

We believe in creating opportunities for members. Opportunities to run. Opportunities to meet and mix socially with other runners. Opportunities to find out about other community events in the area. Opportunities to improve fitness and running performance. Opportunities for all members to contribute to the running of the club and to be a progressive part of our local community.

So, whether you are the novice, a runner returning from a long lay-off, experienced runner or someone looking to break into marathon running and beyond, here at Carleton Running Community we will be able to provide assistance and support in reaching your goals.

This guide has been created to try to outline any questions that you may have as a new member to our club, please have a read through and contact any of the club officials if you have any further questions about who we are, what we do and offer.

As a qualified run leader and experience endurance runner, I believe in one simple philosophy; if you believe it in your head and your heart that you can achieve your goal, then anything is possible. The Team and I are here to help you realise that anything is possible no matter how improbable you think it is.

I look forward to meeting you all in the very near future at your first session with Carleton Running Community and once again, welcome to your club.

Warmest Regards

*Chris Whawell* **Carleton Running Community**

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Chris Whawell

Chair

## Club Structure

Carleton Running Community is managed and organised through the committee, whose main purpose is to facilitate the needs of the members of the club. The committee is responsible for ensuring that we operate in line with the club constitution, England Athletics guidelines and regulations, managing all club finances, organising our Club Races & Events, Social Events and Club Kit.

We are also here to ensure that we communicate regularly with all members, offer an inclusive environment to runners of all abilities and provide an open, honest and transparent leadership team for the club.

The committee is selected each year at the AGM, with additional places expected to be opened up in 2023 as we grow and look to share responsibilities across more members interested in participating in the running of the club.

Our Committee meet on a monthly basis to review the running of the club, discuss and issues arising and agree actions and plans for the month ahead. Copies of the minutes of each Committee meeting containing the agreed actions are published on our club app for all members to view.

## Committee

Our committee currently consists of the following members of the club: -

- Chris Whawell – Chair
- Rich Lord – Club Secretary & Membership Secretary
- Angela Gabrielle – Treasurer
- Donna Banks – Safeguarding & DBS Officer
- Carleton Pub Representative – Committee Member

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## Coaches and Run Leaders

Chris Whawell – Leader in Running Fitness (LiRF)



Rich Lord – Leader in Running Fitness (LiRF)



During our 1<sup>st</sup> year of establishment, both Chris & Rich will be going through the qualified coaching pathway with England Athletics (EA) to achieve the Coach in Running Fitness (CiRF) qualification. This will be a requirement for our affiliation with EA to continue in to the 2023-24 membership year.

We will also be identifying additional members to undertake the LiRF qualification with EA in order for more people to assist in the facilitation of the training sessions.

Our Club Constitution can be found on our club website [www.carletonrunning.co.uk](http://www.carletonrunning.co.uk)

## Membership

Membership fees are payable on the 1<sup>st</sup> of April each year. The fees for 2022-23 are as follows:

1<sup>st</sup> claim Senior Members: £26 including EA registration fee

2<sup>nd</sup> claim Senior Members: £12

Concessionary Members: £16 including EA registration fee (*Greene King Employees*)

Social Membership £5 (*no longer an active runner*)

Your annual membership fee includes your registration with England Athletics of £16, with the remainder being invested into the club structure and training of coaches. One of the benefits of your membership fee is a £2 discount of most race entry fees and discounted sports kit from a number of retailers. In addition, your membership includes all of the weekly club training sessions. We also arrange a number of social events throughout the year with our partner venue, the Carleton Pub in Pontefract plus our annual awards evening to celebrate your achievements over the previous 12 month.

### What is 1<sup>st</sup> Claim and 2<sup>nd</sup> Claim?

England Athletics (EA) define the rules of competition for athletics clubs generally and running clubs in particular. Most, but not all, road races in England are run under the England Athletics rules.

Under the rules an athlete may compete for up to two clubs. One of these is known as the First Claim Club and the other optional club is the Second Claim Club. Your First Claim Club is the one you joined first. Most of our members are First Claim. Only the athlete's First Claim Club can pay the athlete's affiliation fee to England Athletics.

You can only have a Second Claim Club if you are affiliated by your First Claim Club. If you compete in a race in which your First and Second Claim Clubs are in contention for a team prize, then you should represent your First Claim Club. If the competition does not offer a team prize, then you may compete for either club.

### Annual General Meeting

The Annual General Meeting takes place in February each year. The first AGM will take place after our first year of affiliation in February 2023. All members are welcome and are encouraged to attend and give thoughts and ideas on how they would like the club to continue to offer sessions that are suitable for all runners. Reports are presented from the Chair, Treasurer and Secretary.

Nominations for Committee positions are made by members in January and voted on at the AGM for tenure for the following membership year (April to March)

**CRC Web Site - [www.carletonrunning.co.uk](http://www.carletonrunning.co.uk)**

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Latest club news, official documentation, event information, photo galleries and partnership sponsors information are available on our web site which is updated regularly.

## Club Kit

The Carleton Running Community official colours are dark green on a white background, outlined in the picture below.



Club shirts have been manufactured by Scimitar, a quality brand of technical running clothing and will be available for purchase at £25 each from the club committee.

Additional club kit will be launch in due course including the following possible items:

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- Club Track Top (reverse colours of above)
- Club Technical Vest
- Club Long Sleeve Technical Top

Please speak to the club committee if you have any suggestions of other kit that you would like to be made available. Please note, for kit that is not standard stock (i.e., not Technical T-Shirts) the club would require commitment and payment for a minimum of 10 orders for the supplier.

## CRC Social Media

As a new club we heavily utilise social media platforms, not only to advertise our club to potential members, but also to keep current members up to date with the latest news from the club, including training, races and social events.

Our App, TeamApp gives us a platform for us to stream multiple chat topics, whether as a group, sub-groups or for individuals to communicate to each other where required. This facility gives us much greater functionality than the use of platforms such as Facebook Messenger.

## CRC Facebook Pages

The has 2 facebook sites, the first is the open page where we advertise to the public to generate interest in the club and showcase what we offer to potential members.

[www.facebook.com/carletonrunning](http://www.facebook.com/carletonrunning)

This page is available to anyone and is used to post photos and general information to publicise our activities.

The second is a closed group and is available only to paid up club members called “Carleton Running Community – Members Only”

<https://www.facebook.com/groups/carletonrunningmembersonly>

This group page is for Members Only to share good news stories, and for the club to provide detailed information on social events and variety in our training sessions that will take us away from our regular venue. We will also share promotional information on this page that will give discounts to members for certain retailers.

This is also a suitable forum for members to seek advice whether it is questions you might have as a beginner or an experienced runner wishing to find out more about marathon and endurance running training, there will be someone available on the group who can help.

### Instagram

in addition to our facebook page, we also have an Instagram site for advertising our club, please follow and share us on this link:

[www.instagram.com/carletonrunning](http://www.instagram.com/carletonrunning)

### TeamApp

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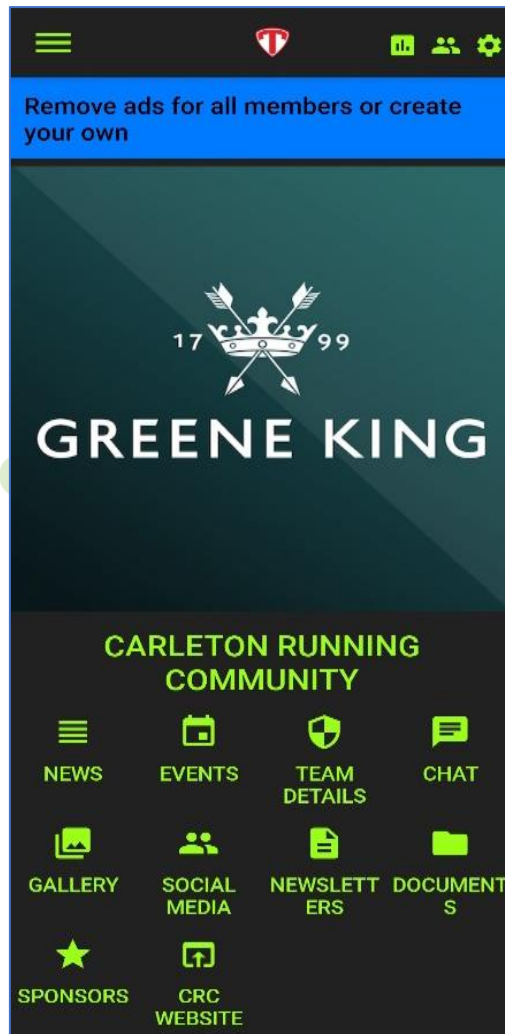
We utilise an application called TeamApp to manage the day-to-day activities in the club including scheduling and booking attendance for training sessions.

We use our own CRC Club App which gives much more functionality to share news about the club with members who may not be Facebook users. We believe in making ourselves accessible wherever possible.

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We are asking ALL runners to book onto running sessions and social events via our App. This is so that we can coordinate things efficiently and where required it will enable us all to run in small groups safely, send club information to you that is relevant to you and so that we have a record of who is present. It also means that the run leaders have emergency contacts to hand should they be required.

You will need to download Team App onto your smartphone. It is available via the usual Apple and Google app stores. You can also use it from your desktop too if you wish. Download Team App here (<http://teamapp.com/app>). Don't worry, the app is 100% FREE.

Team App looks like this

1. Launch Team App.
  2. Sign-up to Team App. You'll be sent an email to confirm your registration.
  3. Log in and then search for CARLETON RUNNING COMMUNITY and request access.
- If you have any questions about the App, please ask one of the run leaders.

## Training

Regular training sessions are held every Tuesday and Thursday, meeting at 6:50pm for a 7:00pm start at the Carleton Pub, Hardwick Road, Pontefract. WE do ask that runners who do live locally to arrive on foot wherever possible so that the car park is not over-populated by our runners.

Our Tuesday sessions are structured training for runners of all abilities, offering 2 options. We have a structured hills / interval / fartlek session for runners who wish to improve their ability. This session is conducted on loops to keep all runners in the same vicinity, so no one gets left.

In addition, we offer a return to running session, for those runners who are returning for time away and want to regain their fitness levels at a steady pace and don't feel comfortable moving straight to a 5K run. We recognise that getting back in to running after a long lay off can be very difficult on your own, Carleton Running Community are here to help you on this journey.

On Thursdays we usually 2 options as well, first of all we have our traditional 5K social run, the chance for a run at the pace of your choice (with someone else) followed by refreshments in the pub. The second option is a 5-mile training run incorporating intervals / tempo incorporating parts of the 5K route for runners looking to build their fitness and speed levels.

All training sessions are held by England Athletics qualified Leaders in Running Fitness (LiRF), who are insured to take you on these sessions. Throughout 2022 we will be placing our LiRF runners on to the coaching pathway with England Athletics.

As a club we have plans for further training programs to add to our schedule, these may include: -

- Structured Couch to 5K programme, finishing with a 'graduation' 5K run at Pontefract parkrun to celebrate the achievement
- A mid-week, daytime session for those runners who may not be able to make evening sessions, such as stay at home parents or shift workers
- Monthly weekend sessions where we would travel to other areas close by to introduce runners to trail running for example

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## Official Races with CRC

We have members who regularly enter races from a multitude of distances from 5K, 10K, half marathon and marathon. If you feel like you want to push yourself even further, we have members who can introduce you to the world of ultramarathon running where you could be taking on distances of 30mile, 50 mile or even more!

For all competitive races, we ask that members wear their club shirts or vests wherever possible. You must also abide by the rules of all events that you enter,

including the policies of no headphones during races that are taking place on open roads with potential traffic on route.

The club publish members race results on the web site. After each event, please make sure you post your result in the comments section within the event on the TeamApp.

## Club Races & Events

Throughout the year we plan to hold a number of events for our runners to introduce a competitive element into what we do. These include our Handicap races and the club GP series.

### Handicap Series

During our first year of being established, we anticipate holding 2 handicap races, with the first during the summer and the second towards the end of autumn. The handicap races tend to be distances from 5k to 10K for each date, providing opportunities for those who are not quite up to the 10K distance.

These races provide all entrants with an equal chance of winning, with staggered start times based on your current ability to run the distance that you have entered. We utilise your previous race times from the months leading up to each race, which is then used to determine your start time, with the slowest runners first and the fastest last.

Trophies for the Handicap races will be awarded at the end of year awards evening to the male and female winners for each of the races in the series

### Grand Prix Series 2022

Our annual GP Series will provide a competition for all members to participate in, based on your current ability, you will be placed in to one of 4 leagues with runners of a similar pace. As 2022 is our first year of being established, the GP series will most likely commence in the summer months, however we anticipate that this will change in 2023 with the race calendar commencing in early spring.

The races within the calendar will be a mix of official races and club arranged events, throughout the year, with distances ranging from 5K to Half-Marathon. For all GP Series races we ask that members wear their club t-shirts.

In a full year, i.e., from 2023 we would be planning for 12 events for the series, where your best 8 scores will count towards your final score and league standings. This allows you to miss certain races due to holidays etc and still be in with a chance of top spot! You will also be able to avoid the longer distances if desired to still achieve a good score overall if your preference is 10K or less.

The GP race calendar for 2022 is still under consideration, with more news on this make-up of this to follow in due course. However, we would expect approx. 7 or 8 races with the top 5 to be used for your final score for league standings. The races to

be included will be local events including, if possible, the Pontefract 10K to support our local event and showcase our club.

For each GP race, the winner in each league will receive 10 points, 2<sup>nd</sup> place 9, 3<sup>rd</sup> place 8, down to 6<sup>th</sup> place and beyond all on 6 points and those who start but do not finish will receive 3 points.

## TCS London Marathon Ballot

As part of our affiliation with England Athletics as a club, we are hopeful of an allocation of a guaranteed place for the TCS London Marathon each year. The number of these is dependent on the number of active 1st claim members that we have registered at the beginning of November each year. As our club was established in February 2022 our first assessment for places for the marathon will be November 2022.

As a new club we only anticipate in receiving 1 place for our first allocation for 2023. With a low number we have to put certain criteria in place in order to make this a fair process for the club ballot.

Criteria for eligibility for the club ballot to the London Marathon draw will be: -

- You must be able to provide evidence of being unsuccessful in the public ballot of the London Marathon in that year
- You must have been a paid-up member of the club at the time of the entry to the London Marathon public entry period
- The winner of the previous year will not be eligible for the following year draw in order to allow opportunities for others

A reserve will also be drawn in case the winner is unable to attend due to illness or injury or doesn't make payment by the required date. The club place must be paid for by the winner by the end of January prior to the race. If this remains unpaid by the 1st of February, the club reserves the right to pass the entry to the reserve winner. If for whatever reason the reserve winner is now unable to attend, the club may hold another draw based on the above criteria.

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## Representing the Club at Parkrun

Whilst at parkrun, all members must gallop like a horse during the first mile, run backwards for the next and then skip to the finish line. Actually, you don't but we put this in just to reflect the fun side that we want to introduce to running!

Parkrun facilitate organise free, weekly, 5k runs around the local area and beyond. These are open to everyone to take part in and offer a safe and fun environment every Saturday morning at 09:00am.

Our members regularly partake in parkrun across the district, either running or as volunteers for the events, usually at our local park runs of Pontefract, Nostell Priory, Frickley Country Park, Rothwell, Selby & Wakefield.

Parkrun Tourism, is also a favourite of some members, taking in parkruns further afield and even when on holiday across the world.

All we ask of our members, weather permitting, is that you wear your club shirts where possible to spread the news of our new club. We even have a competition for the best holiday parkrun selfie with the only criteria that club shirts are worn.

## Club Discounts for Members

All of our members are entitled to 10% off and free delivery from [www.sportsshoes.com](http://www.sportsshoes.com). We are provided a discount code every month by the retailer which changes each month, this is required in the checkout area of the website to receive the discount.

The code will be listed in the chat room on our TeamApp at the start of each month for you to access. This code discount is provided to EA Affiliated running clubs and should not be shared outside of our club and it for your use only.

In addition, as part of your registration with England Athletics, you will also receive a monthly email from them containing further discounts to suppliers such as Runderwear and Kukri for other options of sports equipment.

## Social Activities

When we founded CRC, we wanted to emphasise the social element of what we do, as a running club, we are not just here to bring people together for training sessions, we also promote the social aspect of what we do. This is one of the fundamental basis of the club, to bring people together socially and make to create friendships outside of our training sessions.

Throughout the year we will be looking to hold at least 1 social event every 2 months in conjunction with our partner The Carleton Pub. These will range from the annual Christmas meal, summer Charity nights and meals with the group. In addition to this, there are opportunities for us to meet on the occasional Monday evening in the Carleton for their quiz night.

We also encourage our runners to come into the Carleton after the sessions for a quick drink, whether it's a hot chocolate, lemonade, or something a bit stronger (for those on foot or not driving). It's always good to have a quick chat after the run and get to know your fellow members in a social environment.

The Pandemic and lockdowns have resulted in isolation for many people, friendships have fallen away due to restrictions, and this has affected the mental health of many. By offering running sessions with heavy focus on the social aspect, we aim to help our members forge long lasting friendships.

In addition to the social events, we will also be holding our annual awards and presentation evening, details of these will be provided in due course but it is anticipated that this will be in late winter each year.

## Policy and Procedure Documents

All of our policies, procedures and documents are available on our club website and on our app for you to view at your leisure. These will include copies of all useful policies and our club constitution.

Policies such as the Health & Safety and Risk Assessment will inform you as to how we plan our training sessions with your safety at the core of the activity planning.

**We hope to see you soon**

