

THORNBURY RUNNING CLUB - 2012

An easy guide to who is responsible for what.

Committee members may seek the support of others to help them carry out their duties.
(* denotes an Officer of the Club)

CHAIRMAN* Gareth Thomas

Holds the ring at Committee meetings and liaises with the Secretary in setting the agenda. A point of contact for any Club member with a complaint or ideas for improvement. Makes general announcements to the membership. Liaises with other local Running Clubs and athletic organisations including UKA/EA, ARC, Regional AA, Avon AA, etc. Oversees quality kitemark schemes. Applies for CRB checks on behalf of the Club's coaches and officials.
(e-mail: gareth.thomas@rosings.eclipse.co.uk)

VICE-CHAIRMAN* Craig Carscadden

Stands in for the Chairperson when he/she is not available. (e-mail: craigcarscadden@btinternet.com)

SECRETARY* Nigel Hale

Guardian of the Club Constitution, Rules and Code of Conduct. Advises the Committee on what can and cannot be done according to the rules & regulations. Organises and books rooms for meetings, follows up decisions and records all Committee actions. Main Club contact with outside organisations for correspondence, and attends their meetings as necessary. Arranges AGM. Maintains current membership database. Ensures compliance with Data Protection legislation.
(e-mail: nigelhale@blueyonder.co.uk)

TREASURER* Mark Grimsey

Manages the finances. Accounts for all income & expenditure. Holds the cheque book, pays invoices etc. Together with the Secretary, accounts for annual membership income (who has paid and who has not). Presents accounts for annual audit.
(e-mail: mark_grimsey@sky.com)

CAPTAIN Rob Watkins

Responsible for the overall athletic development and performance of the Club, including Thursday groups & routes. Makes announcements on Club Nights. Chairs the panel to determine allocation of Club entries for London Marathon. Manages Club events such as mob matches, relays. (e-mail: rob@lodgefarmtrees.co.uk)

SAFETY OFFICER Jimmy Gill

Oversees all aspects of Club activity from the safety perspective. Specific responsibility for Risk Assessment for TRC-organised events. (e-mail: jimsgill@blueyonder.co.uk)

WELFARE OFFICER Helen Renshaw

Oversees all aspects of Club activity from the welfare perspective. (e-mail: helen@rensh.idps.co.uk)

YOUTH (16-17) OFFICER Caroline Lansdown

Develops policy and oversees all aspects of Club activity for the age-group, with particular relevance to observance of Child Protection legislation.

SOCIAL SECRETARIES Janet Constable (email janet.constable@orange.net) and Sarah Bradley (email: sarahlo45@hotmail.com)

The objective is to have an event about twice a term. The Social Secretaries will draw on other members of the Club to help in organising the Annual Dinner, which is a major event in the Club year.

RACE DIRECTORS

Handicaps
Sundayhill 10K
Oldbury 10 Mile
Riverbank Rollick
Ultra Distance Events

Wilf Burke
Gareth Thomas
Justin Taylor/John Watt
Dave Andrews
Arthur Renshaw

All arrangements for the annual races: entry forms, publicity, race permits, policing, results etc. Look after any race equipment used. Organise events with the assistance of a nominated Race Sub Group

CROSS COUNTRY Judy Mills & Pete Mainstone

All Cross-country (X-C) team arrangements - Gwent & Gloucester League plus Championship races - Avon, Regional & National. Maintain X-C records and organise trophies. (Pete Mainstone: email: psmainstone@hotmail.co.uk)

COACHING Craig Carscadden (e-mail: craigcarscadden@btinternet.com)

Craig Carscadden is the Club's Head Coach (Level 3) and takes responsibility for the Tuesday track sessions at the WISE (Filton College) running track, Thursday efforts and warm-ups. He heads the TRC Coaching Team. Provides information on, and encourages members to apply for, coaching courses. Craig is also supported by qualified coaches **Gareth Thomas** and **Pete Mainstone**.

NEW MEMBERS Angela Bushell (email: angelabushell01@yahoo.com)

Special responsibility for welcoming & looking after new & prospective members.

The following activities are also covered, usually by one nominated person on the Committee, who may enlist help from others:

Diary & General Member e-mail communication - preparing, updating & distributing by e-mail the Diary of activities of interest to TRC Members. (Rob Watkins - e-mail rob@lodgefarmtrees.co.uk)

Liaison with Local Fun Runs & TRC Events - (Arthur Renshaw: e-mail: trc@rensh.idps.co.uk) Advising on UKA/ARC Rules, course design, risk assessments and general race organisation.

Race Equipment – looking after all race materials & equipment. (Arthur Renshaw: e-mail: trc@rensh.idps.co.uk)

Trophy Management – purchasing new trophies, getting trophies engraved and keeping records of last and current year's winners. In most cases trophies are recalled prior to the Annual Dinner so that they can be engraved and presented. (Janet Constable)

Club Kit - looking after, ordering, selling & collecting money. (Dorothy Thomas)

Cycling - arranging training sessions and providing general information. (Richard Illingworth)

Distance Training – organising long runs (Sunday 8.30 am) in preparation for half marathons and marathons etc (John Grimsey)

First Aid - qualified First Aid support. (Jimmy Gill, Justin Taylor & Garry Slater)

Newsletter - preparing & editing *Prattle & Run* and soliciting articles. (Judy Mills: email: judy.mills@live.co.uk)

Press Reports - collecting Race results, writing reports and liaison with local papers.
Judy Mills: email: judy.mills@live.co.uk and Jo Plumbley email: jo.plumbley@uk.thalesgroup.com

Race Software - someone to 'own' it, understand it, know how to use it and can train others. (John Grimsey)

Tea Rota (Club Night) - organising 'who' list and providing equipment, hot & cold drinks and biscuits (Jo Williams)

Website - maintaining & updating the Club website.
Individual Club members will also have responsibility for updating their individual segment of the website, using a confidential password and username. **Colin Bell**

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