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#### About us

Newbury Athletic Club athletes train hard, compete for the team and have fun – plenty of it! New members of all abilities are always welcome - a typical (unsolicited) quote following a first visit:

***"Just wanted to say thanks for letting me know about the running club. I really enjoyed my run tonight and am very grateful particularly to the group for not leaving me behind. Everyone is so friendly, it really made it fun. I plan to be a regular from now on".***

The premier Athletic Club in West Berkshire, Newbury AC, founded in 1947, has a long tradition of catering for athletes of all abilities. There is no minimum standard, just a willingness to train to improve. We welcome sprinters, throwers, jumpers, middle and long-distance runners and offer coaching specialists in all disciplines. The emphasis is on athletics for enjoyment and fitness and there is a large road-running section. The junior section caters for young athletes between the ages of 9 and 16.

#### Facilities and Club Programme

In summer, the club programme is focussed on track & field with the main junior and senior sessions based either at our Club House sited at St Bartholomew's School's Brown's Meadow sports field on Fifth Road, (just beyond the junction with Valley Road and opposite Oaken Grove), where we have access to a grass track, jumps and (limited) throwing facilities or at the refurbished all-weather, flood-lit track at Thornford Park (Crookham Common Athletic Track) to which we have access on two evenings per week and one half-day at weekends.

In winter, the Young Athletes are based in the Sportshall at St Bart's School and the senior and junior endurance athletes at Newbury Rugby Club and Henwick Worthy in Thatcham, where they have access to flood-lit grass areas.

The main road running session is on Thursday evenings when runners split into several groups and cover distances of between 3 and 10 miles at various paces. Winter runs are based at Newbury Rugby Club, where extensive changing facilities and hot showers are available and follow safe lit routes around town. For the summer season we move to our Fifth Road base and run more varied routes including both road and cross country.



## **Competition**

The club offers a broad range of competition across all disciplines to athletes of all abilities in all age groups. League competition is provided through the following:

- Oxford Mail cross-country league (All ages)
- Southern Men's league (Division 1) (U17-Senior)
- Southern Women's Senior League (U17-Senior)
- Southern Veteran's League (35 upwards)
- Wessex Young Athlete Track & Field League (U11 – U20)
- A full programme of road races from 5K to marathon is also available to club members.

In addition, the young athletes have the opportunity to take part indoors in Sports hall events.

## **How to join us**

Both senior and junior runners are welcome to train with the club for a few weeks on a trial basis. After that we would ask you to join. Membership forms can be obtained from the membership secretary or one of the junior coaches.

## **Benefits of joining Newbury Athletic Club**

- **Free training from qualified coaches, who will help you achieve your personal goals.**
- **Free use of current field and track facilities to pursue your chosen discipline.**
- **The opportunity to compete at local, County, National and International levels.**
- **Regular information about forthcoming events.**
- **All within a sporting, all-inclusive and friendly atmosphere.**
- **Discounts at some local suppliers of athletic clothing and equipment.**



## CLUB MARK



What is club accreditation or CLUBMARK?

Clubmark is the only national cross sports quality accreditation scheme for clubs with junior sections. It is built around a set of core criteria which ensure that accredited clubs operate to a set of consistent, accepted and adopted minimum operating standards:

- Child protection
- Coaching and competition
- Sports equity and ethics
- Club management

Newbury AC acquired this accreditation in February 2008 thus demonstrating that we have addressed issues of equity, child protection and safety. Join Newbury AC with the confidence that we will always keep these criteria in mind and will regularly review our procedures to ensure that we maintain our accreditation.



## Now I've joined a club what else do I need to know?

### Clothing and Footwear

Make sure that you wear suitable clothing to each training session – i.e. trainers, shorts / tracksuit bottoms, t-shirt and sweatshirt / jumper. Waterproof clothing will be needed for wet weather whilst sun-screen is necessary for hot weather. It is also very important that athletes muscles do not get cold straight after training therefore it is better for you to take extra layers of clothing rather than not have enough. The club will provide Hi-Viz vests for juniors on the occasions when we take you out on the pavements.

The most important item is your footwear and when purchasing new footwear it is essential that you try it on as you would wear it when running with the laces correctly fastened. A specialist running shop will advise on the best type of trainer for you dependent on your running style and action and whether or not you have flat feet or pronate (turn your feet inwards as they land).

Spikes are also very important and athletes must get the right spikes for their discipline e.g. sprints, distance, throws. Multi-event spikes are available for all round competitors. Spikes to be worn on track must not exceed 6mm and spikes to be worn for cross-country vary, depending on the conditions, between 6mm and 15mm.

### Diet & Nutrition

Athletes can have all the skills in the world but without the proper nutritional support they won't be as fit as they could be and their performances will suffer. They will not be able to train as hard or as long, so they will not improve as well as they might and also run the risk of getting tired quickly.

How you perform during training and events depends on what you eat and drink before, during and after each session. A balanced diet should contain all of the following but be high in Carbohydrates (55-60% but for athletes it may be as high as 70%) and low in fats:

*Carbohydrates* – for Energy: Rice, bread, pasta, potatoes, cereals, fruit, jam

*Protein* – to help Growth and Repair: Milk, chicken, meat, eggs, fish, pulses, nuts, yoghurt

*Fats* – for Energy and to keep you Warm: Sunflower & Olive oil, salmon, nuts, butter, margarine, cheese

*Vitamins, Minerals & Antioxidants*: Fruit, vegetables, dairy products

*Fibre*: Seeds, peas, beans

*Water*: Foods, drinks, formulated sports drinks

A balanced diet should contain plenty of fruit and vegetables (5 portions a day), lots of carbohydrates (e.g. potatoes, bread, cereals and fruit) and protein. You should avoid high fat foods such as fried food, take-aways, crisps, doughnuts and fatty meat.

You should eat within 30 minutes after training as this is the best time to refuel and speed recovery in the muscles that have just been working and this is where healthy snacks play a crucial role in the diet. (e.g. banana, jam sandwiches, beans on toast, jacket potato, jaffa cakes, energy & muesli bars). After a hard training session you are likely to have lost about half of your body's store of Glycogen (energy source) and sports nutrition guidelines recommend that most athletes and sportspeople need to consume at least 1gm/kg body mass of carbohydrate at this time. That is usually, between 50gms – 100gms for most athletes. (This amount of carbohydrate within 30 minutes after exercise will stimulate the production of



insulin, which in turn helps transport protein to muscle for repair and regeneration.) A further carbohydrate based meal or snack, should then be taken once training and competition has finished for the day, or ideally within 2 hours.

**Remember that energy needs are different for different people. When training hard and particularly during growth spurts, you will have higher energy requirements and need to eat more.**

### Drinks

After oxygen, water is a close second on the list of essentials for life. Water makes up 60% of your total body weight and performs many crucial functions, including nourishing cells; carrying food through the body; eliminating waste; regulating body temperature; cushioning and lubricating joints; and maintaining blood volume and pressure. It is vital that you drink at least 2 litres of fluids a day such as water and other still drinks especially when exercising to prevent dehydration, stop you getting tired and speed up the recovery process.

Being thirsty is not a reliable indicator of when you need to have a drink. If you are thirsty you are actually already partly dehydrated. So if you finish a training session and you are gasping it shows that you haven't taken enough fluid on board

You should always take drinks to training in a bottle as they may not be available at the venue. This is important even if the exercise session is short. For athletes it is better to drink water or juice rather than fizzy drinks or tea and coffee. After exercise the best type of drink is an isotonic one:

### What's the difference between hypotonic, isotonic and hypertonic drinks?

**Hypertonic** drinks, such as cola, lemonade or neat fruit juice, are more concentrated than body fluids, and will be absorbed more slowly than plain water. Hypertonic drinks slow down the rate at which the stomach empties and therefore reduce the speed of fluid replacement. These are better post-run drinks that offer a higher dose of energy with the fluid.

A **hypotonic** drink is more dilute than your body fluids (ie there are fewer particles - sugars/electrolytes per 100ml), which means that it can be absorbed faster than plain water. For example, squash diluted at least 1:8 with water, or one part fruit juice diluted with three parts water.

**Isotonic** means it is the same concentration (ie the same number of particles per 100ml) as your body fluids - it is therefore absorbed as fast as or faster than water. They provide an ideal compromise between rehydration and refuelling. For example, Isostar, Lucozade Sport or fruit juice diluted half and half with water or squash diluted 1:4 with water with a pinch of salt.

For more details check out Performance Food at [www.performancefood.co.uk](http://www.performancefood.co.uk). This is a web based company helping sports performers to use food to optimise performance during training and competition recommended by UK Sport as a source of independent advice on food alternatives to supplements.



## Injury prevention / management

The goal of injury prevention is to reduce the risk of injuries, and if done correctly it can also significantly improve your performance.

There are many benefits to reducing the number of injuries including increasing the amount of time you can train & compete, being able to maintain your fitness, reducing medical / physio costs and minimising the risk of long term health problems such as arthritis.

Intelligent Training Systems (formerly Mobilis)\* have teamed up with UK athletics to try to minimise injuries to all athletes and improve the knowledge of coaches and have suggested some tips that can help:

- Do make sure you have been biomechanically checked and know whether you have any biomechanical problems e.g. leg length discrepancy or a twisted pelvis.
- Do introduce new activities very gradually
- Do use appropriate footwear and training surfaces
- Do try to keep as mobile and as comfortable as possible when travelling
- Don't increase your training without increasing your rest periods to compensate
- Don't increase your training load without increasing your strength training first
- Don't train hard when you are genuinely tired
- Don't treat any injury or "niggle" lightly, it could become a bigger problem
- Don't train hard if you are stiff from a previous workout
- Don't continue training if you are in pain
- Don't neglect hydration and nutrition
- Don't Skip warm ups and cool downs or leave it too long before you shower after training

If you receive a soft tissue injury, commonly known as a sprain or a strain, or a bone injury the best immediate treatment is easy to remember "**RICE**" (Rest, Ice, Compression, Elevation). Get professional treatment if the injury is obviously severe. (An obvious fracture or dislocation, prolonged swelling, or prolonged or severe pain.)

**Rest** – Reduce or stop using the injured area for 48 hours. If you have a leg injury you may need to stay off it completely.

**Ice** – Put an ice pack on the injured area for 20 minutes at a time, 4 – 8 times a day. Use a cold pack, ice bag or pack of frozen peas wrapped in a towel.

**Compression** – Compression of an injured ankle or knee using elastic bandages or a specific similar product may help reduce the swelling. Get professional advice as to which product is best for your injury.

**Elevation** - Keep the injured area elevated above the level of the heart. e.g. use a pillow to help elevate an injured limb.

**If you are in any doubt regarding your injury please seek professional help as soon as possible.**

\* For more details go to <http://www.intelligenttrainingsystems.com/>



## Child Protection Policy

### POLICY STATEMENT

In line with the Amateur Athletic Association of England (AAA), Newbury Athletic Club (NAC) has adopted a Child Protection Policy. It is the policy of NAC to safeguard the welfare of all children participating in the activities of the club by protecting them from neglect and physical, sexual, and emotional abuse.

### KEY PRINCIPLES

1. Anyone under the age of 18 is considered a child for the purpose of this document.
2. The child's welfare is paramount.
3. All children regardless of age ability, gender, culture, language, racial origin or religious belief and /or sexual identity have the right to protection from abuse.
4. All allegations and suspicions of abuse will be taken seriously and responded to swiftly and appropriately.
5. Working in partnership with children and their parents/carers is essential for the protection of the child.
6. NAC have recognised the statutory responsibilities of Social Services to ensure the welfare of children and it is committed to working with Local Area Child Protection Committees and to comply with their procedures.

### DEFINITIONS

The term abuse is used to describe ways in which through the misuse of power by adults or peers, children may be harmed.

**Neglect:** e.g. Failure to meet a child's basic needs (e.g. food, clothes). Constantly leaving a child alone and unsupervised. Failure to be aware of, or ignore, an injury and failure to arrange for its treatment.

**Physical Abuse:** e.g. When adults physically hurt or injure a child, give them alcohol, inappropriate drugs or other substances.

**Sexual Abuse:** e.g. Abuse by males and/or females to gratify their own sexual desires. In sport this may be the result of coaches or older performers involving young performers in any form of sexual activity (e.g. sexual language, touching or relationships).



**Emotional Abuse:** e.g. Persistent lack of affection. Constant over-protection. Constant verbal abuse. Criticism, bullying by coaches, parents or peers. Coaches failing to respond to the child's efforts and/or progress.

### **ROLES**

For effective implementation of this policy all officials of NAC (including officers, helpers and coaches) must work in partnership, each with a role to ensure the protection of children in their care.

### **THE ROLE OF NAC IS AS FOLLOWS:**

1. To appoint a Child Protection Officer.
2. To accept that ALL officers, committee, helpers and coaches have responsibilities in this area and be prepared to respond to any indication of abuse.
3. To vet all persons employed in a "child care" position as defined in the Protection of Children Act 1999 and against the Protection of Children Act List.
4. To supplement this Policy with guidance and procedures.
5. To be ready to amend bad practice.
6. To implement any recommendations of our Home Country Governing body and UK Athletics relating to this area.
7. To maintain CONFIDENTIALITY of the child and the accused.

### **ROLE OF THE CHILD PROTECTION OFFICER**

1. To ensure all NAC helpers, officials and coaches to be employed in a "child care" position are vetted via the Criminal Records Bureau and complete an NAC application form.
2. To receive and advise on reports from other NAC members.
3. To keep records of such reports.
4. To initiate action, ensuring all appropriate persons have been contacted.
5. To attend training courses.
6. To organise and issue briefing material on child protection policy and procedure to NAC members, coaches and helpers.
7. To report to the Executive Committee on a regular basis.
8. To obtain reports and comments from officials, coaches and helpers on the ease of implementation of the policy.



## **ROLE OF THE NAC OFFICIALS, COACHES AND HELPERS**

1. Abide by the NAC CP policy at all times.
2. To read any briefing materials supplied by the Child Protection officer and attend briefing sessions when asked to do so.
3. If a performer wishes to talk about someone's behaviour they find disturbing, listen carefully and make a note of what was said as soon as possible after the event.
4. Report concerns to the Child Protection officer.
5. Maintain confidentiality - both of the child and the accused. Only share information on a need to know basis and if it will help the performer.
6. Always put the welfare of the performer first.
7. Treat all young/disabled performers equally, and with respect and dignity.

## **MONITORING OF THE POLICY**

It will be the responsibility of the NAC Executive Committee to monitor the policy by:-

1. Receiving regular reports of cases brought and their outcome **from the Child Protection Officer**.
2. Receiving details of comments from officials, coaches and helpers on a regular basis about the ease of implementation and the effect of the policy. These shall be obtained by the Child Protection officer and reported to the Executive committee at each committee meeting.
3. Revising the policy as and when necessary



## Equity Policy

Newbury Athletic 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:

- **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 ensure it becomes equally accessible to everyone in society.**
- Newbury Athletic 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.
- Newbury Athletic Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- Newbury Athletic Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.



## Welfare Policy

### General Role Responsibilities

The AAA of England and UK Athletics are developing a comprehensive welfare plan for everyone involved in the sport. In the interests of best practice in athletics Newbury Athletic Club has agreed to adopt the following principles as suggested by UK Athletics. Becoming a member of Newbury Athletic Club is an important step in your athletics career. We want it to be a rewarding and enjoyable experience.

### **The club will do its best to:**

- Ensure that the athlete's health, welfare and safety is the primary consideration in everything we do.
- Ensure that the club officers and volunteers will always act responsibly and set a good example to younger members.
- Help club officials to adopt national policies and codes of good practice, in relation to athlete welfare.
- Appoint a Child Protection Officer, who will act as the first port of call in cases on concern. Liaise with other key persons (parents, coaches, team managers, schools) to ensure that best practice is followed in athlete welfare.
- Carry out our duty of care within the Human Rights act and other related legislation and government guidance.
- Ensure that all coaches operating within our club are suitably qualified.
- Ensure that all our helpers are police vetted to work with children.
- Ensure appropriate Insurance cover

### **Our coaches will:**

- Respect the rights, dignity and worth of every athlete and treat everyone equally regardless of ability.
- Place the athlete's welfare and safety above the development of performance.
- Develop appropriate working relationships with athletes, based on trust and mutual respect.
- Encourage athletes to accept responsibility for their own behaviour and performance.
- Be appropriately qualified and update their licence when required by UK Athletics.
- Ensure that activities are appropriate for the age, maturity, experience and ability of the individual.
- Clarify with athletes and, where appropriate, parents exactly what is expected of them and what performers are entitled to expect in return.



- Co-operate with other colleagues in the best interests of the athlete.
- Promote the positive aspects of the sport and never condone rule violations or the use of prohibited substances.
- Display high standards of behaviour and appearance.

**For athletes, becoming a member of this club involves:**

- Playing within the Rules, respecting the Officials and their decisions.
- Promptly paying an annual subscription and any fees for training or events.
- Attending training regularly (at least once per week).
- Arriving on time for training and competitions; Inform your Coach or Team Manager if delayed.
- Wearing suitable kit as required by your Coach or Team Managers
- Keeping your coach informed of any problems or injuries you may have which affect your athletics.
- Supporting your club in competition whenever possible.
- Following the safety rules of the club.
- Treating your fellow athletes with respect.
- Setting a good example to younger athletes.
- Remembering that athletics is a team sport, encourage your team mates. Every team member is important.

**Parents and Carers should:**

- Talk to club staff about any questions they may have.
- Treat our coaches courteously.
- Respect the knowledge of the coaches.
- Ensure that you have all the details you require when your children are going to an away match. Reinforce the club's policies on safety and fair play.
- Ensure that your children understand the club's safety procedures "Safety rules at an athletics ground."
- If you or your child is unhappy about anything, talk to us, don't just stop attending.



## Newbury A.C Code of Conduct

Newbury Athletic club welcomes athletes from the age of nine upward and of all abilities. The club expects all members to behave in a suitable & responsible manner. Misbehaviour will not be tolerated and the club committee has the power to take action against any member whom any club official, club member or another athletic club has reported as not behaving to the required standard.

Any member violating any club rules, or being guilty of misconduct in any way detrimental to the interests of the club or the sport may be expelled by a vote of two thirds of the members of the executive committee present at the meeting. Any member so expelled shall have the right of appeal to the next AGM.

**Behaviour:** Disciplinary action will be taken against any member who behaves in a manner that discredits the club.

Behaviour, which will not be tolerated, includes; -

- Rude or disrespectful behaviour to club officials or officials from any another club.
- Arguing with match officials.
- Violence & intimidation of any manner.
- Persistent misbehaviour.
- Being disruptive whilst at training, at competitions or whilst travelling to or from competitions.
- Possession of drugs of any kind unless prescribed.
- The use of foul or abusive language.

The clubs management committee will take disciplinary action. The member and their parents/guardians (if appropriate) will be notified in writing, which will be sent by recorded delivery.



**Code of conduct for club officials and volunteers**

**Code**

- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the national governing body and the club.
- Hold appropriate and valid qualifications and insurance cover.
- Never exert undue influence over participants to obtain personal benefit or reward
- Never condone rule violations or the use of prohibited substances.
- Encourage participants to value their performance and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.

**Note**

All coaching sessions should be supervised by a coach of at least a level 2 grade, this is for insurance purposes. Level 1 coaches are insured only to help a coach who is level 2 or above however a level 1 coach can take a session if it is under the control of a higher coach.



## Health & Safety Policy

Newbury AC is committed to a safe environment for all athletes, officials, coaches and volunteers and will promote standards of health, safety and welfare within athletics and will ensure compliance with all relevant statutory provisions.

The club will ensure that suitable and sufficient risk assessments are carried out, that procedures and safe systems are implemented in accordance with all current statutory provisions and that all reasonable and practical measures are taken to avoid risk. Safe practices will be adopted and continuous improvement will be sought through regular reviews.

## Track and Field Safety

**The Track and the Field inside the track are dangerous places, it is important that CARE is taken at all times.**

### Track safety

1. Warm-up in the outside 3 lanes. Leave the inside clear for distance runners.
2. Do not hold discussions on the track.
3. Check for runners before you cross the track, an adult can be travelling very fast and cannot stop instantly if you step out in front of him. (Not quite as bad as a car but you will get hurt)
4. Never leave your equipment on the track.

### Jumps

1. Only the coach and assistants use the rake.
2. Never leave the rake lying on the ground — prop it against the fence.
3. **Check** before you cross the run-up.
4. Never leave anything on the run-up. Place markers at the side
5. Do not dive onto the high jump mats, whilst they are being assembled.
6. Never attempt Fosbury style High jump, except onto a suitable landing area, under the direction of your coach.

### Throws – General The centre of the stadium is for throws events

1. **During throws coaching, discipline is very important.**
2. All throws implements were originally weapons of war!! **They can kill if used incorrectly**
3. When you are throwing YOU should always check the area is clear before you throw.
4. No under 18s to train except with a coach.



5. No throws equipment will be issued to under 18's.
6. Only venture into the centre of the arena if told to (by your coach) and be aware of which events are in progress N.B. Some venues have **throws** at both ends.
7. **Never** cross the centre of the stadium when the long throws are in progress (training or event). Walk around the edge of the track, then cross where you need to be.

### Javelin

1. **When working in a group all Javelins must be thrown, before all are collected.**
2. Always **walk** whilst collecting and returning javelin.
3. Place thumb over blunt end, lever javelin to vertical position. Remove from ground.
4. Carry it in a vertical position
5. NEVER throw back towards your throwing position.
6. Remember, both ends of a Javelin can kill. The "Blunt" end is still sharp enough to stick into someone.

### Shot

1. Juniors should not lift the large shots **ONLY** the appropriate weight for their age:

U11 girls	1kg to 2 kg	U11 boys	1kg to 2.72kg
U13 girls	2.72 kg	U13 boys	3.25 kg.

### Discus

1. Throws should only be attempted from the circle, under instruction from a coach.
2. Wait for your turn from behind the cage
3. Do not walk across the sector when discus (training or event) is in progress.

### At a competition:

Never walk straight across the middle of the stadium to get to your event. The middle area is used for throws and you may get killed. You may get disqualified. No one is allowed in the centre of stadium, except when competing.



## **General club rules**

### **1. Title.**

The title of the club shall be "Newbury Athletic Club" hereafter referred to as "the club". The club shall be affiliated to the national governing body and the South of England Athletic Association (SEAA) and such other Associations as the committee of the club may from time to time consider appropriate to the objects and activities of the club.

### **2. Objectives.**

The objectives of the club shall be to foster and promote Track & Field Athletics, Cross country and Road running at all appropriate levels in Newbury and neighbouring districts, providing opportunities for recreation and competition.

### **3. Membership.**

3.1) A member of the club must be an amateur who abides by the eligibility rules of UK athletics.

3.2) Membership of the club shall be open to all persons over the age of nine years or subject to the discretion of the Committee on the recommendation of a Club coach.

3.3) Candidates for election as members of the club must complete the club nomination form and sign the same (such signature in the case of a candidate under the age of 16 years being that of the candidates parent or guardian). The form shall be forwarded to the membership secretary together with the appropriate initial subscription in accordance with clause 3.5 hereof. Election of the candidate to the club shall be by a majority of those attending and entitled to vote at the committee meeting next following the submission of the form to the membership secretary.

3.4) There shall be three classes of membership to the club, associate, ordinary and honorary life membership.

A member shall be classified as active under this clause if they have participated one or more times within a calendar year in athletic competitions (The Boxing Day and Easter handicaps excepted)

An associate member is either a member who

Supports the club but who does not participate athletically.

Or:

A person becoming an associate member under clause 3.8.

An ordinary member is an active member of the club who participates athletically or in the organised activities of the club.



An Honorary life member is a member who is honoured by the committee for loyal service to the club.

3.5) The annual subscription for all members of the club whether ordinary member or associate members shall be decided by the committee (Any decision made by the committee under this clause being subject to ratification at the Annual General meeting next following the date on which the committee decision is made).

The treasurer shall, before the ratification referred to in clause 3.5 be at liberty to collect from members any such sum which has been fixed by the committee as an annual subscription always provided that if, at the Annual General Meeting next following, the meeting shall decide that the sum determined by the committee is in excess of the sum which should properly have been charged then the treasurer shall forthwith repay such excess to all members whose subscriptions have been paid at the rate determined by the committee.

3.6) A member may only terminate membership by resignation in writing and any member who gives notice of intended resignation after the date on which their subscription became due shall be liable for such subscription.

3.7) Should a member's subscriptions be three months in arrears the membership secretary shall apply for it in writing and failing payment within one month the committee shall have the power to suspend the member until the amount owing has been paid.

The committee shall also have the power to expel a member whose subscription is six months in arrears providing one month's notice in writing has been sent to such member by registered post to their last known address informing them of the proposed action of the committee. The name and address of any person so expelled from the club shall be sent to the honorary secretary of the SEAA and shall be entered by such officer in a book (hereafter called "The Black Book ") kept for that purpose. Every person entered in the black book shall be suspended from competing at all meetings under UK Athletics laws until the liability causing their said expulsion has been discharged.

3.8) Any person not being a member of the club wishing to use the club premises for changing, training or for any other purpose approved by the committee shall before so doing become an associate member of the club and shall pay the annual subscription for the time being payable in accordance with clause 3.5 hereof. Any person becoming a member of the club under this clause shall be entitled to attend any AGM of the club but shall not be entitled to vote.

#### **4. Officers**

The officers of the club shall be as follows:

1	President	Non executive honorary position
2	Vice President	Non executive honorary position
3	Chairman	Executive position
4	General Secretary	Executive position
5	Treasurer	Executive position
6	Membership Secretary	Executive position
7	Property Master	Executive position
8	Track & Field secretary	Executive position
9	Ladies Track and Field Team Manager	Executive position



10	Men's Track and Field Team Manager	Executive position
11	Young Athletes Coordinator	Executive position
12	Cross-country Secretary	Executive position
13	Road Running Captain.	Executive position
14	Child protection officer	Executive position

#### **5. Election of officers**

All executive officers are elected for a period of one year but may be re-elected to the same office or another office the following year.

The officers shall be elected at the Annual General Meeting of the club, from, and by, the members of the club.

The committee shall have the power to subsequently fill any vacancy and to co-opt further members.

#### **6. General Committee.**

6.1) The affairs of the club shall be vested in a general committee consisting of the executive officers and other members elected from, and by, the members of the club. The number of "other members" of the committee shall be as the members of the club elect at the AGM.

6.2) The general committee shall agree terms of reference for each committee post. These terms of reference will be held by the general secretary and periodically reviewed by the committee.

The officers of the club shall have such responsibilities, as the committee shall, from time to time, decide.

6.3) The committee should meet, as far as possible every two months and at such other times as the General secretary may in his/her discretion think fit.

The committee shall meet at least four times per year.

Dates of meetings for the 12 months following an AGM shall be set at the first meeting of the committee following the AGM.

6.4) Members of the committee shall be given at least seven days notice of the time and place of the next meeting.

The General Secretary shall post minutes of the latest committee meeting to committee members and on the club notice board at the clubhouse within 21 days of the aforementioned meeting.

6.5) At any meeting of the committee six voting members shall form a quorum.

The committee shall make decisions on the basis of a simple majority vote. In the case of equal votes, the chairperson shall be entitled to an additional casting vote. If the chairperson is not present at the meeting then whoever is chairing the meeting shall have the casting vote.



## **7. General meetings.**

7.1) The Annual General Meeting, hereafter referred to as the AGM, shall be held before the end of February of each year and at least 35 days notice of the meeting shall be given in writing to all members of the club. All members of the club may attend but voting shall be restricted to those over the age of thirteen years.

7.2) Members must advise the general secretary in writing of any business to be moved at the AGM at least 21 days before a meeting.

7.3) Proposals for new rules or proposed amendments to the existing rules may only be considered at an Annual or special general meeting and must be submitted in writing to the General secretary at least 21 days before the meeting. Notice of the proposed changes or additions shall be posted on the club notice board at least 14 days before the meeting takes place.

7.4) Business of the AGM shall be to; -

- A) Confirm the minutes of the previous AGM and any other general meetings held since the last AGM.
- B) Receive the audited accounts for the year from the treasurer.
- C) Receive the annual report of the committee from the chairman.
- D) Elect an auditor.
- E) Elect the officers of the club.
- F) Review club subscription rates and agree them for the forthcoming year.
- G) Transact any business as received in writing by the secretary from the members as specified in rules 7.2 & 7.3 above.

7.5) Nomination of candidates for election of officers shall be made in writing to the secretary at least 21 day's in advance of the AGM date. Nominations can only be proposed and seconded by full members.

At all general meetings the chair will be taken by the chairperson or in his/her absence, by a deputy appointed by the club or by full members attending the meeting.

7.6) Decisions made at general meetings shall be on the basis of a simple majority vote. In the case of equal votes, the chairperson (or their deputy) shall be entitled to an additional casting vote. Each full member, over 13 years of age, shall be entitled to one vote.

A quorum at any general meeting shall be fifteen full members and three officers of the club including one from the Chairperson, Secretary and Treasurer.

7.7.1) The general secretary shall call a special general meeting within fourteen days of the receipt of a written requisition signed by at least fifteen members stating the reason for which that meeting shall be called. No business other than that contained in the requisition shall be discussed or dealt with at the said meeting.

7.7.2) Notice of the date and place and business to be discussed at such special general meeting shall be given in writing to all members entitled to notice under clause 7.1 hereof. Those entitled to attend and vote at a special general meeting shall be the same as for an Annual General Meeting. A quorum for such a meeting shall be fifteen voting members.



## **8. Trustees.**

There shall not be more than three trustees of the club. The committee shall appoint trustees and the property of the club (other than cash which shall be under the control of the treasurer) shall be vested in them to be dealt with by them as the committee shall from time to time direct by resolution (of which an entry in the minute book shall be conclusive evidence).

The trustees shall be indemnified against risk and expense out of the club property.

The trustees shall hold office until death or resignation or until removed from office by a resolution of the committee who may for any reason which may seem sufficient to the majority of those present and voting at any meeting of the committee remove any trustee from the office of a trustee.

Where, by reason of any such death, resignation or removal, it shall appear necessary to the committee that a new trustee or trustees should be appointed, or if the committee shall deem it expedient to appoint an additional trustee or additional trustees, the committee shall by resolution nominate a person or persons to be appointed as a new trustee or trustees. For the purpose of giving effect to such nomination the president for the time being of the club is hereby nominated as the person to appoint new trustees of the club within the meaning of section 36 of the Trustee act 1925 and he shall by deed duly appoint the person or persons so nominated by the committee as the new trustee or trustees of the club and the provisions of the Trustee act 1925 shall apply to any such appointment.

Any statement of fact in any such deed of appointment shall, in favour of any person dealing bona fide and for value with the club or the committee, be conclusive evidence of the fact so instated.

## **9. Club colours**

The club colours shall be royal blue vests with white, red and white horizontal bands. The name of the club i.e. Newbury Athletic Club, shall be written in red across the white bands.

## **10. Code of conduct.**

Any expelled member shall have the right of appeal at the next AGM of the club where a like majority is required to confirm the expulsion.

## **11. Club championships & trophies.**

Each year the committee shall arrange for a meeting or meetings for club championship events for which the clubs challenge trophies shall be awarded. Only ordinary members shall be eligible to compete for such trophies. A list of the major club trophies is annexed to the club rulebook, see section "club competitions and trophies".

The committee shall formulate "Rules of competition" for all club championship events where the championship involves more than one event or where rules are required in addition to the "Rules of Competition" as determined by the national athletics governing bodies. Local "Rules of Competition" as determined by the committee shall be included as an addendum to the club rulebook.



**12. Dissolution.**

If at any General meeting of the club, a resolution shall be passed calling for the dissolution of the club, the secretary shall immediately convene a special general meeting of the club to be held not less than one month thereafter to discuss and vote on the resolution.

If at that Special General Meeting, the resolution is carried by at least two-thirds of the full members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the club and discharge all debts and liabilities of the club.

After discharging all debts and liabilities of the club, the remaining assets shall not be paid or distributed amongst the members of the club but shall be given or transferred to some other voluntary organisation having similar objectives to those of the club.

**13. Other issues.**

The committee shall deal with any matter not provided for in these rules at a meeting properly convened in accordance with clause 6 hereof. The decision of the committee shall be final.

The general secretary shall maintain a diary of club commitments. Club event organisers and club section secretaries shall be responsible for notifying the general secretary of events organised by themselves or area bodies for the participation of club members. When organising events, organisers shall consult the club diary and endeavour to avoid clashes of commitments within the club.



**Newbury A.C. Major club Trophies**

**Cross-Country**

Under 11 Girl  
Under 11 Boy  
Under 13 Girl  
Under 13 Boy  
Under 15 Girl  
Under 15 Boy  
Under 17 Woman  
Under 17 Man  
Senior Woman  
Veteran Woman  
Senior Man  
Veteran Man  
Overall Man  
The Ollie Johnson Cup for Most Improved Junior in Cross Country  
The Anastasia Baker Cup for Endeavour in Cross Country

**Track & Field**

Best Female Thrower  
Best Male Thrower  
Best Female Jumper  
Best Male Jumper  
Best Female Sprinter  
Best Male Sprinter  
Best Female 1500m  
Best Male 1500m  
Best Under 20 Athlete Male or Female  
Best Under 17 Girl  
Best Under 17 Boy  
Best Under 15 Athlete Boy or Girl  
Best Under 15 800m Boy or Girl  
Best Multi Event Athlete  
Best Veteran Female  
Best Veteran Male  
Progress Award

**Road Running**

Ladies Division 1 and Ladies Division 2  
Premier Division, Mens Division 1 and Mens Division 2  
Most Improved  
Best Age graded performance  
Dave Clark Marathon Shield – best result in the London Marathon

**Other**

Outstanding Contribution to Club  
Outstanding Service to Club  
Boxing & Easter (Killbery Trophy) Day Handicaps  
Hutchins Trophy (ADP 10K), Ladies Trophy for (ADP 10K)

Other trophies may be awarded as the committee may decide is appropriate



**Rules of Competition for Club Cross Country Championships**

1. All participants in the championships must be fully paid up members of Newbury Athletic Club.
2. The following cross country races will decide the championships :-
  - \* any of the Oxford league races.
  - \* the Berks, Bucks & Oxon ( BB&O) championships.
  - \* the Berkshire A.A.championships.
3. Participation in any other county championship will not score points towards the championships.
4. Maximum attainable points for the club championships will be awarded from any five races from section 2 except the under 11's which will be three.
  - 5a. Under 20 athletes will be eligible to score points in the senior championships.
  - 5b. In the Berkshire A.A. championships where the under 20 athletes run a separate race to the seniors:
    - 15 points will be awarded to the first under 20 athlete, 14 points for second etc.
    - 15 points will be awarded to the first senior, 14 points for second etc.
6. Points for the championships will be awarded as follows :-
  - \* 1st Newbury ac athlete to finish will be awarded 15 points.
  - \* 2nd Newbury ac athlete to finish will be awarded 14 points.
  - \* continuing down to 15th or below will be awarded 1 point each.
7. A separate veterans championship will take place within the overall senior championship.
  - \* If a veteran athlete wins the overall championship then they will be awarded the main championship trophy and the second place veteran will be awarded the veterans trophy.
8. In the event of a tie in any of the championships, the sixth best result will be taken in to account. If there is still a tie then the trophy will be shared.
9. The club will pay the team fee for all league races, the BB&O, the Berkshire A.A. county championships and the South of England championships, all individual fees will be paid by the athlete.
10. Club vests must be worn in all league and championship races.



## Newbury AC Road Running Championship

### Rules of Competition

1. All participants in the championship shall be fully paid up members of Newbury AC.
2. Participants are responsible for making their own entry arrangements. All events must be entered in the participant's own name, competing with someone else's number is not permitted. Events must be entered as a member of Newbury AC.
3. Juniors will be eligible to score points, but only where UK Athletics age rules permit participation in the event.
4. The official results produced by the race organisers will be used for the allocation of points. "Chip times" may be used where available for the purposes of the championship, but only "Gun times" may be used to claim a club record.
5. Participants are responsible for providing eligible times to the Road Running Captain, though these may also be obtained directly from the race organiser at his or her discretion.
6. Points are awarded for best times over selected distances throughout the year. Distances included: - 5k (women only), 5 miles, 10k, 10 miles, Half-Marathon, 20 miles (men only) and Marathon.
7. All qualifying races must be run over an accurate course in the opinion of the Road Running Captain. Measured off-road and multi-terrain races may be used for the purposes of the league.
8. Points for the championship will be awarded as follows:  
  
For each distance in each division.  

1st Newbury AC	20 points
2nd Newbury AC	18 points
3rd Newbury AC	16 points
continuing down to	
10th Newbury AC	2 points

  
All others after 10th Newbury AC home get 1 point
9. Five Additional points will be awarded for any *improvement* on the runner's personal best (PB) time at a distance. A participant's debut race at any distance shall not qualify for a PB time.
10. Five Additional points will be awarded for anyone breaking a club record (including veteran's records).
11. Participants are responsible for informing the Road Running Captain when they have achieved a PB or Club Record at a particular distance.
12. In the event of a tie in either the ladies or men's championships at the end of the season the, number of PBs shall be compared. If there is still a tie, then the championship will be awarded jointly to all athletes tying for top place.



13. Each participant will be allocated to one division within the league.
14. Promotion and relegation can be achieved between adjacent divisions at the end of the year. Promotion and relegation issues and decisions in case of a tie will be decided by the Road Running Captain.
15. A trophy shall be awarded to the winner of each division at the end of the year, which may be retained by the winner for the following year.
16. New participants in the championship will ordinarily be placed in the lowest division. In exceptional circumstances and at the discretion of the Road Running Captain participants may enter the league in a higher division.
17. Where a participant fails to record any qualifying times during a year, they will normally be removed from the league tables for the following year. On registering a qualifying time, the participant may rejoin the league in the division below. In exceptional circumstances (injury etc), the participant may appeal to the Road Running Captain to rejoin the league in the previous division.
18. Club vests shall be worn for all qualifying events except where:
  - a. The participant is running for a registered charity and wearing clothes supplied by that charity.
  - b. The participant is wearing a county or national vest.
19. In the women's league, only the highest scoring 5 out of 6 events will be used for the purposes of calculating the final scores.
20. Members of Newbury AC may enter the championship at any time during the year, on completing a race at a qualifying distance.

