



## Plymstock Road Runners - AGM No. 36 Minutes

Date: 22<sup>nd</sup> February 2024 at 6:15pm

Venue: St Margaret Mary RC Church Hall, Quarry Park Road, Plymstock, PL9 7BB

Item	Discussion	Action
1.0	Members present and apologies (GB)	
	No. present: 27 Apologies: Zoe Anning, Steve Leonard, Dennis Williams, John Wisely	
2.0	Acceptance of minutes from last meeting (GB)	
	The minutes of the previous meeting were accepted. Proposed by: Steve Rose Seconded by: Alan Jones	
3.0	Committee Address (SD)	
	Attached at Addendum 1 - Committee Address.	
4.0	Treasurer's report (LW)	
4.1	<p><u>Annual Report 23/24</u> The Annual Summary is included at Addendum 2 – Treasurers Annual Summary 2023/24.</p> <p>This is the report for the period ending 14<sup>th</sup> April 2024</p> <ol style="list-style-type: none"> <li>1. As at 14 February the club had total funds of £5,491. This is a decrease of £653 compared to the prior year.</li> <li>2. The Seniors section closed with £2,659, a decrease of £291 over the period.</li> <li>3. Membership income has decreased by £243 - equivalent to 16 members. This is in part due to a number of Couch to 5k participants joining the club in March 22 but not continuing with the club. Total membership this year is 80 including 3 life members. This includes 8 new members and 10 former members re-joining.</li> <li>4. The number of EA affiliated athletes has increased from 19 to 23.</li> <li>5. The cost of operating the Seniors section was £19 per full time equivalent member, a deficit of £4 compared to the £15 membership fee.</li> <li>6. The Juniors section closed with £1,431, a decrease of £138.</li> <li>7. Following the winding up of the Plymstock Forum the club received a £250 donation and the forum asked for an indication of how the monies would be used. It was agreed to allocate the funds to the Juniors to support the primary schools cross country programme.</li> <li>8. The engraving on the trophies had not been updated for a few years and hence there was a significant engraving cost of £176.</li> <li>9. The medals cost has increased as the programme has been extended to include year 4 (hence more medals) and we purchased wooden medals which are more expensive.</li> <li>10. The Muddy Duck closed with £1,401, a decrease of £224.</li> <li>11. This is after a £500 donation to St Luke's in memory of Dave Dane.</li> <li>12. Excluding the donation, the surplus on the race was £276, a decrease of £310 compared to the prior year.</li> <li>13. There were a number of races that weekend as well as football and it resulted in a significant decrease in race income, £1,074 vs £1,656.</li> <li>14. The club has also invested in one off costs for a stopwatch and bar</li> </ol>	



	<p>code scanners which will be used for future races.</p> <p>The 23/24 finance records are unanimously approved by members present.</p> <p>An expression of thanks is given to Sophie Easter who reviewed PRRs accounts for 2023/24.</p>	
4.2	<p><u>Club and EA Fees from April 2024</u></p> <p>During member consultation, the club fee was agreed at £17, reducing down to £11 after 1<sup>st</sup> September and £5 after 1<sup>st</sup> January. The member affiliation fee to EA has increased from £17 to £19 (optional). The club fee proposal is unanimously accepted by members present.</p>	
4.3	<p><u>Draft Budget 24/25</u></p> <p>The Treasurers Budget is included at Addendum 3 – Treasurers Budget 2024/25.</p> <ol style="list-style-type: none"> <li>1. The budget for next year assumes the bank balance will decrease by £1,308 to £4,183.</li> <li>2. The cost of operating the Seniors section is budgeted to be £30 per member compared to the proposed membership of £17.</li> <li>3. The budget is based on 60 members (previously 70).</li> <li>4. The EA affiliation fee is increasing by £50 to £200. The ARC fee and Armada Network fee assume no increases.</li> <li>5. The budget allows for a potential increase in the church hall rental. Other miscellaneous costs have been reduced compared to last year’s budget.</li> <li>6. It is assumed any training costs incurred for say LiRFs would be offset by obtaining grant income.</li> <li>7. The Juniors section assumes medals/engraving expenditure of £250 with no further income. At this level of expenditure there are sufficient funds for another 5 - 6 years.</li> <li>8. The Muddy Duck section assumes surplus generated from the race will be distributed in the same financial year. Assuming the race does make a surplus, this would leave a balance of £1,100 to fund the following year’s race.</li> </ol> <p>The 23/24 draft budget is unanimously approved by members present.</p>	
5.0	Declaration of Officers and Committee (GB)	
5.1	<p><u>Re-election of existing Committee Officers/Members</u></p> <ul style="list-style-type: none"> <li>• Linda Worsfold – <i>Club Treasurer and Membership Secretary</i> Proposed by: Jill Rose Seconded by: Laura Wills</li> <li>• Graham Bale – <i>Club Secretary</i> Proposed by: Steve Rose Seconded by: Sue Maffey</li> <li>• Sean Doogan – <i>Club Social Secretary</i> Proposed by: Sarah Cross Seconded by: James Mann</li> <li>• Zoe Anning (ZA) – <i>Lead Club Welfare Officer and Club Communications &amp; Digital Officer</i> Proposed by: Helen Metherell Seconded by: Clive Minnitt</li> </ul>	



5.2	<p><u>Nominations and Elections of new Committee Officers/Members</u></p> <ul style="list-style-type: none"> <li>James Mann – <i>Club Captain (Mens)</i> Proposed by: Katie Chambers Seconded by: Alan Jones</li> <li>Helen Metherell – <i>Club Captain (Ladies)</i> Proposed by: Jeremy Clark Seconded by: Nina Shillabeer</li> </ul>	
6.0	Club Standards Update (LW)	
6.1	<p>England Athletics have produced a set of Club Standards in line with legal legislation to help clubs understand what they should have in place for good governance and duty of care.</p> <p>The club standards are on the PRR website at: <a href="https://plymstockroadrunners.co.uk/insurance/">https://plymstockroadrunners.co.uk/insurance/</a> .</p> <p>We currently comply with the standard apart from two, one due to having no Club Chair and the other relates to an under 18s policy. Good progress has been made during the last 12 months.</p>	LW, ZA
7.0	Policy Amendment/Ratification (LW/ZA)	
7.1	<p>Anti-Bullying Statement</p> <p>Statement is attached at Addendum 4 – Anti-Bullying Statement. Statement is unanimously approved by members present.</p>	
7.2	<p>Club London Marathon Ballot</p> <p>Policy is attached at Addendum 5 – Club London Marathon Ballot. Policy is unanimously approved by members present.</p>	
7.3	<p>Online Safety and Social Media Policy</p> <p>Policy is attached at Addendum 6 – Online Safety and Social Media Policy. Policy is unanimously approved by members present.</p>	
8.0	Club Coach – LiRF/CiRF Training (LW/ZA)	
8.1	<p>Ideally, PRR should have a trained ‘Leaders in Running Fitness’ (LiRF) and Coaches in Running Fitness (CiRF). The club will finance training for anyone who is interested. The Committee will produce a list of expectations for any club member who volunteers and undertakes the training.</p>	
9.0	Club Kit (ZA)	
9.1	<p>We plan to explore a new club kit supplier due to our current supplier's minimum order requirement. We believe a supplier offering individual ordering options would benefit our members. This also presents an opportunity to expand our club kit range by offering other club branded items such as Hi-Viz running jackets, running shorts, and bobble hats in addition to our current racing vests. We feel this will further promote our club and create a strong visual presence within our running community. We want to assure all members that we will not compromise on the quality of our racing vests and we will be obtaining samples for members to examine and provide feedback on.</p>	ZA
10.0	SPOND (LW/ZA)	
10.1	<p>We are delighted to report that since our last AGM, we have successfully implemented SPOND. Its introduction has notably increased member participation across our training sessions, races, and social events. SPOND has enhanced our safety measures by providing access to emergency contact information and medical details, ensuring the well-being of our members during unforeseen circumstances. Finally, we would like to thank</p>	ZA



	members for registering their attendance on SPOND, which has greatly improved our oversight of club activities. This functionality allows us to gather accurate data on member participation, enabling us to make more informed decisions regarding future events and initiatives.	
11.0	Armada Grand Prix (ZA)	
11.1	We are thrilled to announce that an impressive 47 members actively participated in the Armada Athletics Network 2023 Grand Prix! This incredible level of engagement is a testament to the enthusiasm and commitment within our club. Huge congratulations go to the Plymstock Road Runners 1 <sup>st</sup> place winners: Ian Lamerton, who claimed 1 <sup>st</sup> male, and Jane Ling, who secured 1 <sup>st</sup> female. Furthermore, we would like to acknowledge the dedication and perseverance of James Mann and Matthew Rule who both received the participation award for successfully completing at least 7 out of the 10 events. For those eager to be part of the upcoming 2024 Grand Prix, all qualifying races have now been published on SPOND. Remember, you have to be in it to win it!	
12.0	Muddy Duck Charity Gifts (LW/ZA)	
12.1	This year, we are proud to be supporting not one, but two charities. We extend our thanks to all our members for actively participating in the nomination and voting process. We are pleased to reveal that the Dartmoor Search & Rescue Plymouth Team and Jeremiah's Journey received the highest number of votes. Consequently, both charities will receive a donation from the proceeds of the Muddy Duck events in 2023 and 2024. This decision reflects the club's commitment to making a positive impact within the community and supporting causes that resonate with members.	LW
13.0	Any other business (All)	
13.1	Steve Rose on behalf of club members expressed thanks to the Committee for all the volunteering work undertaken during the last 12 months.	



## Addendum 1 - Committee Address

Hello friends and welcome to this year's Plymstock Road Runners AGM.

We are sure you will agree that it has been another fantastic year for the Plymstock Road Runners. We've participated in various events over the course of the last twelve months, whether they are social club runs, park runs, 5ks, 10ks, half marathons, marathons or ultras. We have supported and motivated each other every step of the way, all of us connected by our love of running.

Highlights of the year....

- The continued efforts of Steve Rose and our volunteers organising and supporting the primary school's cross-country events over February and March for our local schools. Thank you, Steve, for all your hard work ensuring these events run smoothly.
- The weekly commitment of Alan Jones running our weekly Monday training sessions come rain or shine, offering a variety of challenging sessions and plenty of encouragement, as well as his Saturday morning runs.
- The club runners who took part in the London Marathon in April, with Brigitte Taverna running with our club place, along with Graham B, Jemma Phillis, Emily Oak and myself all representing our fantastic club. I am sure you will join us in wishing all the runners taking part in this year's London marathon every success, including Becky Bale who has our club place for this year's race.
- As an aside, Graham was awarded 3rd place in the MEN 55-59 age category in a time of 2:40:48. Following this, he received an email from the Abbott World Marathon Majors confirming qualification and an invitation to participate in the 2024 Wanda Age Group World Championships. In the autumn, he was informed the age group race was to be part of the 2024 Sydney Marathon! Last month, he was given the formal opportunity to accept and apply for the 2024 Wanda Age Group World Championships which he has done. The race takes place on the 15th September 2024 in Sydney, Australia, and I am sure you will all join with me in wishing Graham luck as he represents Plymstock "down under".
- The superb club turnout for the Plymouth Half (16 members) and the Ivybridge 10k (13 members) in May - loads of royal blue shirts on show on those days with great support and encouragement along the way.
- Marshalling and supporting the Armada Networks Saltram 5k in June. An amazing turnout, and really positive publicity for our running club, made even better by Zoe's supply of gin and tonics and cakes at the end of the evening!
- The Ivybridge relays also in June brought out the road runners in force, with 4 teams of four taking part, along with lots of support. Always a great event.
- June also saw us part company with our chairperson Jacquie Faulkner and our coach Bill Christie. We would like to put on record our thanks and gratitude to both Jacquie for her work on the committee, and Bill for his advice and support as a coach to all our runners.
- In July we hosted our annual event The Muddy Duck. It was another fantastic event with a good turnout of local runners and great support from our awesome club members marshalling the event. Particular thanks go out to Steve Rose, Helen Metherell and Matt Rule for their hard work in ensuring this event was a huge success.



- We also celebrated our 35th anniversary in July with a party at Staddon Heights Golf Club. It was a great night sharing stories with members old and new. Here's to the next 35 years!
- On the subject of parties our belated "Fab-yule-lous" Christmas party in January was a resounding success. The Plymstock Oaks Rugby Club was a great venue, the food was fantastic and the music provided by all About Iris was brilliant. A big THANK YOU needs to go out to Zoe for all her hard work making the dining room look amazing and ensuring the evening went so well.
- Another big thank you needs to go out to John Wisely for his efforts in organising the club's participation in the Westward Cross-Country League over the past few months. A number of runners have taken part in these events and have really enjoyed the experience.
- Jill Rose also needs to be thanked for her "behind the scenes" work providing the tea, coffee, squash and biscuits that we happily consume on a weekly basis!
- And finally, thanks to you lot for attending all the social runs we organise - whether that is Karl's Saturday morning runs from Morrisons (Thank you Karl!), the monthly Plymouth Coastal Runner TTs the trail runners among us get together for, or the breakfast runs that I'll continue to organise.

We believe the club is in a really good place at the moment, with a great buzz around the place and everyone enjoying their running and supporting each other. It has been brilliant to see a number of new runners joining the club over the past twelve months, as well as past members returning to the club and getting back into their running. It is a pleasure to be part of your running club committee and we thank you for your support. We hope the club continues to go from strength to strength over the next 12 months.

# Addendum 2 – Treasurers Annual Summary 2023/24



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## Plymstock Road Runners - Annual summary as at 14 February 2024

	22/23 £	23/24 £	Variance £	Comment
<b>Seniors</b>				
<u>Income</u>				
Membership fees	1,325	1,083	(243)	Fees held at £15; 80 members (prior year 101)
EA athlete fees	304	374	70	22 athletes in 23/24
Club kit	1,818	144	(1,674)	
Erme Valley relays	72	64	(8)	16 @ £4
Summer BBQ		975	975	
Party - January	1,001	1,238	236	Offset by expenditure
Defib pads	32		(32)	Church contribution
England Athletic	320		(320)	Contribution to LIRF training
Sundry	1	10	9	
<b>Total income</b>	<b>4,874</b>	<b>3,887</b>	<b>(987)</b>	
<u>Expenditure</u>				
England Athletics	150	150	0	
Association of Running Clubs	143	121	22	decreased as fewer club members in 23/24
Armada Network	0	40	(40)	
EA athlete fees	304	391	(87)	offset by income; 23 members @ £17
Erme Valley relays	80	64	16	offset by income; 4 teams @ £16
Cross country league		70	(70)	income to be received in next financial year
Refreshments	172	105	67	Prior year included £96 park run coffees
Hall rent	805	780	25	£15 per session
Summer BBQ		1,003		Net cost £28
Party - January	1,001	1,266	(265)	see income; £28 net cost
Donation	10	0	10	Eilburton PTA quiz
Website refresh/amends	75	35	40	
Website hosting	75	90	(15)	
Defibrillator pads	65	0	65	50% contribution by church
EA training	330	20	310	Safeguarding, prior year included 2 x LIRF
Gifts	83	12	71	
Club kit	2,292	0	2,292	
Sundry		30	(30)	meal booking error
<b>Total expenditure</b>	<b>5,584</b>	<b>4,178</b>	<b>2,409</b>	
<b>Net income/(expenditure)</b>	<b>(710)</b>	<b>(291)</b>	<b>1,423</b>	
<b>Balance brought forward</b>	<b>3,660</b>	<b>2,950</b>	<b>(710)</b>	
<b>Balance carried forward</b>	<b>2,950</b>	<b>2,659</b>	<b>(291)</b>	
<b>Juniors</b>				
<u>Income</u>				
Plymstock Forum donation	0	250	250	
<b>Total income</b>	<b>0</b>	<b>250</b>	<b>250</b>	
<u>Expenditure</u>				
Schools cross country	153	388	(235)	Engraving £176, medals £212
<b>Total expenditure</b>	<b>153</b>	<b>388</b>	<b>(235)</b>	
<b>Net income/(expenditure)</b>	<b>(153)</b>	<b>(138)</b>	<b>15</b>	
<b>Balance brought forward</b>	<b>1,721</b>	<b>1,568</b>	<b>(153)</b>	
<b>Balance carried forward</b>	<b>1,568</b>	<b>1,431</b>	<b>(138)</b>	
<b>Muddy Duck</b>				
<u>Income</u>				
Race entry	1,490	1,000	(490)	
Fun run entries	166	74	(92)	
On-line entry fees	217		(217)	
<b>Total income</b>	<b>1,873</b>	<b>1,074</b>	<b>(799)</b>	
<u>Expenditure</u>				
Bar code scanners		50	(50)	
Donation - St Lukes		500	(500)	
First aid	120	60	60	
Fun run medals	35	46	(11)	
Labels	32	25	7	
Portable loos	471	276	195	
Portable loos insurance	80	61	19	
Prizes	100	50	50	
Race permit	25	0	25	
Sport Systems	419	90	329	
Stopwatch		124	(124)	
Stopwatch postage	6		6	
Sundries		16	(16)	
<b>Total expenditure</b>	<b>1,287</b>	<b>1,298</b>	<b>(10)</b>	
<b>Net income/(expenditure)</b>	<b>586</b>	<b>(224)</b>	<b>(809)</b>	
<b>Balance brought forward</b>	<b>1,039</b>	<b>1,625</b>	<b>586</b>	
<b>Balance carried forward</b>	<b>1,625</b>	<b>1,401</b>	<b>(224)</b>	
<b>Closing balance</b>				
Seniors	2,950	2,659	(291)	
Juniors	1,568	1,431	(138)	
Muddy Duck	1,625	1,401	(224)	
<b>Total carried forward</b>	<b>6,143</b>	<b>5,491</b>	<b>(652)</b>	
<b>Bank</b>	<b>6,143</b>	<b>5,491</b>	<b>(653)</b>	
<b>Cash</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>6,143</b>	<b>5,491</b>	<b>(653)</b>	

Report reviewed by: Sophie Easter  
Signature:

Date: 21/02/2024

# Addendum 3 – Treasurers Budget 2024/25



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## Plymstock Road Runners: Budget 24/25

Seniors				24/25		
Description	23/24 Budget £	23/24 Actual £	Variance to 23/24 Budget £	24/25 Budget £	Variance to 23/24 Actual £	Assumptions
<b>Income</b>						
Memberships	1,050	1,083	33	1,020	(63)	60 members @ £17
EA athlete fees	-	374	374	380	6	increasing from £17 to £19; assume 20 athletes
Club kit	-	144	144	-	(144)	
Party (Jan) / BBQ	-	2,213	22 athletes in 23/24	2,000	(213)	
Races	-	64	Erme Valley relays, Cross Country league	134	70	Erme Valley 64, Cross Country league £70
Other	-	10		-	-	
<b>Total income</b>	<b>1,050</b>	<b>3,888</b>	<b>551</b>	<b>3,534</b>	<b>(344)</b>	
<b>Expenditure</b>						
Affiliations	350	311	39	361	(50)	EA increase to £200; ARC fee £121, Armada Forum fee £40
Rent	830	780	50	842	(62)	13 payments @ £60 plus say 8% inflation
Refreshments	125	105	20	125	(20)	tea, coffee, mulled wine etc
EA fees	-	391	(391)	380	11	
Club kit - new	-	-	-	-	-	
Stationery	25	-	25	-	-	
Grand Prix prizes	75	-	75	75	(75)	
Marketing	50	-	50	-	-	
Charity and gratuities	125	12	113	50	(38)	
Miscellaneous	80	-	80	50	(50)	
Party (Jan)/Summer BBQ	-	2,270	(2,270)	2,000	270	Net cost £57
Erme Valley, Cross Country	-	134	(134)	-	134	
Replacement kit	100	-	100	100	(100)	Banner
Website maintenance	75	35	Net cost £28	75	(40)	
Website hosting	75	90	(15)	100	(10)	
Races	-	-	-	134	(134)	Erme Valley relays, Cross Country league
Training	500	20	480	-	20	Assume training would be covered by grants
Sundry	-	30	(30)	-	30	
<b>Total expenditure</b>	<b>2,410</b>	<b>4,178</b>	<b>(1,808)</b>	<b>4,292</b>	<b>114</b>	
<b>Net surplus/(deficit)</b>	<b>(1,360)</b>	<b>(290)</b>	<b>(1,257)</b>	<b>(758)</b>	<b>(458)</b>	
<b>Juniors</b>						
Plymstock Forum	-	250	250	-	(250)	
<b>Total income</b>	<b>-</b>	<b>250</b>	<b>250</b>	<b>-</b>	<b>(250)</b>	
Schools cross country	180	387	(207)	250	137	
<b>Total expenditure</b>	<b>180</b>	<b>387</b>	<b>(207)</b>	<b>250</b>	<b>(137)</b>	
<b>Net surplus/(deficit)</b>	<b>(180)</b>	<b>(137)</b>	<b>43</b>	<b>-</b>	<b>(250)</b>	<b>(113)</b>
<b>Muddy Duck</b>						
<b>Income</b>		<b>1,074</b>	<b>1,074</b>	<b>1,074</b>	-	100 @ 10, 37 @ £2
<b>Expenditure</b>						
Portable loos/insurance		337	337	350	(13)	
Prizes		50	50	50	-	
Fun run medals		46	46	50	(4)	
Sports System licence		90	90	90	-	
Stopwatch/bar code scanners		174	174	-	174	
Other - first aid, race permit etc		101	101	195	(94)	
Donation re 22/23 race		500	500	-	500	
Donation re 23/24 race		-	-	300	(300)	
Donation re 24/25 race		-	-	339	(339)	To match net surplus in year
<b>Total expenditure</b>		<b>1,298</b>	<b>1,298</b>	<b>1,374</b>	<b>76</b>	
<b>Net surplus/(deficit)</b>		<b>(224)</b>	<b>(224)</b>	<b>(300)</b>	<b>(76)</b>	
<b>Closing bank and cash</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Variance</b>	
Seniors	1,590	2,659	1,069	1,901	(758)	
Juniors	1,388	1,431	43	1,181	(250)	
Muddy Duck	1,625	1,401	(224)	1,101	(300)	
	<b>4,603</b>	<b>5,491</b>	<b>888</b>	<b>4,183</b>	<b>(1,308)</b>	

# Addendum 4 – Anti-Bullying Statement



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## **PLYMSTOCK ROAD RUNNERS**

### **Anti-bullying statement**

#### **Statement of intent**

Plymstock Road Runners is committed to providing a caring, friendly, and safe environment for all of our members so they can participate in an inclusive sport where everyone belongs and can flourish.

Bullying can be defined as repeated behaviour which is intended to hurt someone either emotionally or physically and is often aimed at certain people because of their race, religion, gender or sexual orientation, or any other aspect such as appearance or disability.

This statement relates to both online and face to face bullying. Bullying of any kind is unacceptable. Bullying takes many forms but ultimately it is the perception of the victim that determines whether or not they are being bullied rather than the intention of the bully. We expect that all volunteers and staff will work together to prevent and reduce bullying.

If bullying does occur, everyone should be able to speak up and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the club welfare officer, committee member, competition provider or England Athletics.

#### **What is bullying?**

Physical bullying, hitting, slapping, or pushing someone.

- Verbal; name calling, gossiping, or threatening someone.
- Non – verbal abuse; hand signs or text messages
- Emotional abuse; threatening, intimidating, or humiliating someone.
- Undermining, constant criticism or spreading rumours.
- Controlling or manipulating someone
- Making silent, hoax or abuse calls

The following types of bullying are also hate crimes:

- Racial, sexual, transphobic, or homophobic bullying
- Bullying someone because they have a disability.

#### **What is cyber bullying?**

- A peer who intimidates using a social networking website
- A coach who sends negative feedback about a participant via personal text message
- A club member who posts negative comments about a fellow member on a club forum. Cyber Bullying may also include threats, sexual remarks and hate speech.

# Addendum 5 – Club London Marathon Ballot



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## PLYMSTOCK ROAD RUNNERS

### London Marathon Club Ballot

To be eligible to enter the Plymstock Road Runners ballot for a club place at the London Marathon, an individual must meet the following eligibility criteria:

- 1. Race Ballot Rejection:** must have entered the public ballot for the London Marathon and received a rejection. Proof of rejection is required.
- 2. Club Membership:** should have been a fully paid-up member of Plymstock Road Runners by the 31st March in the year of the draw.
- 3. England Athletics Membership:** must hold a valid England Athletics membership. If affiliated with multiple clubs, Plymstock Road Runners must be the first-claim club by the 31<sup>st</sup> March in the year of the draw.
- 4. Previous Club Ballot Wins:** should not have won a London Marathon place through the Plymstock Road Runners club ballot in the past three annual draws.
- 5. Good for Age or Championship Place:** must not have been granted a Good for Age or Championship place directly from the London Marathon organisers. If an application for Good for Age or Championship place was rejected, proof of rejection must be provided.
- 6. Exclusion of Previous London Marathon Participation:** those who ran in the London Marathon in the previous year are not eligible.
- 7. Active Club Participation:** must be able to demonstrate active participant in the club, such as regularly attending sessions, volunteering at Plymstock Road Runner's School XC and/or Muddy Duck event, takeover events, or doing the refreshment rota, etc.
- 8. Commitment to Compete:** must have a genuine intention to compete in the London Marathon if awarded the club place, barring any injuries.
- 9. Committee Approval:** Decisions regarding the allocation of the Plymstock Road Runners club place are subject to Committee's approval, and their decision is final.
- 10. Discretion of the Committee:** If no individual meets the full criteria outlined above, the Committee will assess the closest eligible individuals based on their adherence to the stated criteria. The committee will then determine which of these individuals will be allowed to enter the Plymstock Road Runners ballot for a club place at the London Marathon. The committee's decision in this matter is final.
- 11. Eligibility Criteria Document:** A detailed eligibility criteria document will be made available in the club two weeks before the draw.

In addition to meeting the eligibility criteria, the member who wins the club London Marathon ballot place must also agree to the following conditions:

- 12. Payment of Entry Fee:** Ballot winner is responsible for paying the London Marathon entry fee.
- 13. Continued Club Participation:** Ballot winner is expected to maintain active participation in the club.
- 14. Post-Marathon Article:** Ballot winner must write a short news article about their marathon experience, which will be published on the club's website and social media channels.

# Addendum 6 – Online Safety and Social Media Policy



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## PLYMSTOCK ROAD RUNNERS

### Online Safety and Social Media Policy

#### Introduction

This policy has been developed to inform our club members about using social media (Facebook, YouTube, Twitter, Tik Tok, Instagram and all other social networking sites and forums) so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

#### Managing online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- all social media accounts will be password-protected, and at least 2 members of the club will have access to each account and password
- the account will be monitored by at least two designated volunteers in order to provide transparency, who will have been appointed by the organisations committee
- the designated volunteers managing our online presence will seek advice from our designated welfare officer to advise on safeguarding requirements
- designated volunteers will remove inappropriate posts by club members, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- clubs should decline requests from children under 13 to join the club's social media accounts (under 16s for WhatsApp)
- we'll make sure all club members are aware of who manages our social media accounts and who to contact if they have any concerns about something that's happened online
- our account, page and event settings will be set to 'private' so that only invited members can see their content
- identifying details such as a club members home address, school name or telephone number shouldn't be posted on social media platforms
- any posts or correspondence will be consistent with our aims and tone as a club
- parents will be asked to give their approval for us to communicate with their children through social media, via video conferencing platforms or by any other means of communication
- permission for photographs or videos should be given before posting on social media
- video conferencing sessions will be password protected in order to maintain children's privacy and prevent exposure to inappropriate or harmful content by third parties

#### Online behaviours

The code of conducts state the expected behavioural standards, this includes behaviour on social media. Here is some specific do's and don'ts to consider before posting on social media:

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