



Members'  
Handbook  
2024

# Welcome to Lingfield Running Club

December 2024

Attempts to start a running club in Lingfield go back to June 1895 (when it was to be called the Lingfield Cycling and Athletics Club) and, in March 1902, the village even hosted the English National Cross-Country Championships. The current Club was founded in 1983, and now has about 170 members, many of them also members of England Athletics.


The Club is run by a committee elected at the AGM, which is held every April. The Committee is responsible for the organisation and running of the club, and arranges some events, but everyone in the club is encouraged to get involved by helping the club to organise fun runs, social events and generate new ideas to get members participating in activities. Doing so helps to make you eligible for the annual ballot for the club's London Marathon place.



We are based at the Victoria Sports & Social Club on Lingfield High Street, and we meet there every Tuesday and Thursday evening (summer only) at 7pm, whatever the weather!



This booklet contains information about the club, our activities and the benefits available to Lingfield runners. We have various friendly club competitions throughout the year, many of them handicaps, giving more runners the chance of crossing the line in first place! During the winter there are several Head Torch Runs.

<b>1</b>	<b>Welcome - who we are</b>	<b><a href="#"><u>3-5</u></a></b>
<b>2</b>	<b>Club activities</b>	<b><a href="#"><u>6-7</u></a></b>
<b>3</b>	<b>Club trophies</b>	<b><a href="#"><u>8-9</u></a></b>
<b>4</b>	<b>Guidelines for safe running</b>	<b><a href="#"><u>10-11</u></a></b>
<b>5</b>	<b>England Athletics affiliation</b>	<b><a href="#"><u>12</u></a></b>
<b>6</b>	<b>Running Club constitution</b>	<b><a href="#"><u>13-15</u></a></b>
<b>7</b>	<b>Privacy Policy</b>	<b><a href="#"><u>16-18</u></a></b>
<b>8</b>	<b>Social media policy &amp; useful websites</b>	<b><a href="#"><u>19-20</u></a></b>

The 2024/25 Committee consists of:

Sally Alexander (Chair)		Liz McLennan (Ladies' captain)	
Laura Stockwood (Membership Secretary)		Keith Chambers (Men's captain)	
Graeme Bennett (Secretary)		Tom Cartledge (Treasurer)	

<u>Other club officers</u>			
Brandon Webb (President)		Donna Baker (Social Secretary)	

Alison Stuart (Welfare Officer)		As Lead Safeguarding and Wellbeing Officer I have undertaken training for the role provided by England Athletics. This means I know how to raise a concern and who to speak to within the sport. Any concerns will be treated with the strictest confidence. On a personal level I am a Counsellor registered with the BACP and as such I adhere to their Code of Ethics. If something is troubling you and you would like to talk about it please do not hesitate to get in touch.
Helen Davey (Welfare Officer)		
Scott McDonald (Mental Health Champion)		After a 30+ years on the front line of Emergency services, where I regularly encountered people suffering mental ill health, I completed a 3-month college course on Mental Wellbeing and Mental Health first aid. My favourite aspect is knowing that I have helped someone. Support comes in a variety of ways - it could be run and talk, or meeting and talking over a cup of coffee. It is important that anyone I help knows that I am no expert, but I will treat them with respect, I will listen carefully, never judge them in any way and anything they say is in the strictest confidence.

If you have any wellbeing concerns about yourself or someone else, email [welfare@lingfieldrunningclub.co.uk](mailto:welfare@lingfieldrunningclub.co.uk) with your concerns.

We also have a group of qualified run leaders and coaches:

### LRC trained coaches/ run leaders (September 2024)

		DBS status	Courses completed
Keith	Chambers	Current	First Aid, Leadership in Running Fitness (Leader), Safeguarding in Athletics
Fiona	Champness	Current	First Aid, Leadership in Running Fitness (Leader), Safeguarding in Athletics
Lisa	Compton	Current	Coach in Running Fitness (Athletics Coach), Leadership in Running Fitness (Leader), Safeguarding in Athletics
Ian	Greenaway	Current	Coach in Running Fitness (Athletics Coach), Leadership in Running Fitness (Leader), Safeguarding in Athletics
James	Kilfiger	Current	First Aid, Leadership in Running Fitness (Leader), Safeguarding in Athletics
Terri	Scott	Current	Leadership in Running Fitness (Leader), Safeguarding in Athletics
Ian	Watkins	Current	First Aid, Leadership in Running Fitness (Leader), Safeguarding in Athletics
David	Worsell	Current	Coach in Running Fitness (Athletics Coach), First Aid, Leadership in Running Fitness (Leader), Safeguarding in Athletics
Gary	Spring	Current	First Aid, Leadership in Running Fitness (Leader), Safeguarding in Athletics

We add the minutes of Committee and Annual General meetings to our website, so you can keep up to date on club developments and raise matters with committee members if you need to. If you have any ideas or concerns, please email [secretary@lingfieldrunningclub.co.uk](mailto:secretary@lingfieldrunningclub.co.uk).

Many members organise Sunday and midweek runs, social events and help with parkrun marshalling. As a club we compete in several competitions throughout the year including the Surrey Cross Country League (men's and women's teams) and Surrey Summer Road League.

Remember if you are competing for Lingfield in an event under UKA rules, you should also be a member of England Athletics and wear the official club kit (i.e. race vest or T-shirt). You can buy these vests or T-shirts by emailing [vests@lingfieldrunningclub.co.uk](mailto:vests@lingfieldrunningclub.co.uk). There are also a wide range of other club kit which you can buy direct from <https://pbteamwear.co.uk/collections/lingfield-rc> or on 01709 519101.



As a club, we receive a guaranteed club place each year in the London marathon, which we allocate each December via a ballot for members who did not get a place in the event. To apply for the ballot, you must have, in the course of the year prior to entering the ballot:

- Completed four club trophy events; been involved in at least one club activity (such as timekeeping or marshalling at club runs i.e. May races, Handicap races, LRC official parkruns), or sitting on the committee, or organising a social event, handicap race or other club activity.
- You must also have been a Club member for a calendar year; England Athletics registered, with Lingfield as your first claim club; you must not have won a Club place in the last two years.

We have a website [www.lingfieldrunningclub.co.uk](http://www.lingfieldrunningclub.co.uk) with up-to-date details of the club's events and a members' Facebook page [Friends of Lingfield Running Club](#). This is where you will find a list of the most popular events in the local area, details about coaching sessions and other future events.

### **Links with England Athletics**

When you become a member of, or renew, your membership of Lingfield Running Club, you can also choose to register as a member of England Athletics (N.B. you must register with England Athletics if you ever compete for the club under the UKA rulebook, e.g., Surrey Cross Country League). England Athletics will contact you to invite you to sign into and update your myPortal (which, among other things, allows you to set and amend your privacy settings). If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org). We give full details of the benefits of EA membership on page 11 below.

### **Lingfield Running Club newsletter**

Unless you opt out, we add your email address to the mailing list when we accept your membership application and will send you a newsletter, usually every Wednesday afternoon.

We wish you every success running with the club. If you have any questions or ideas, or are able to help with activities such as training, marshalling at races etc. please speak to any of the members at club night or email [enquiry@lingfieldrunningclub.co.uk](mailto:enquiry@lingfieldrunningclub.co.uk).

## Club activities

We have mixed groups to cater for all abilities. Whether you are a seasoned marathon veteran, just want to get in shape, are training for your first 5k, or hate running on your own, you will be welcome at the club.

## Club nights

Tuesday and Thursday evenings are the main club nights. Run leaders have a route planned but will run at a pace to suit the group. Runs are generally between 5 and 8 miles and can last between 60 and 90 minutes. Winter runs take place on the village roads and summer runs are a mix of road and cross-country trails.

We have members with Leader and/or Coach in Running Fitness qualifications from England Athletics. They will, from time to time, organise more structured hill or speedwork sessions. These sessions are NOT just for the faster runners, they are a great way for every level of runner to improve their endurance and speed, and all are welcome.

Most Wednesday evenings also see shorter, speedwork sessions run winter and summer either on a well-lit and quiet road near the village, or other locations such as East Grinstead and Forest Row.

## Couch to 5K courses

We have organised C25K courses which are open to new and returning runners of all fitness levels. This LRC course will train members from absolutely nothing to 5km over ten weeks, and finish with encouraging all the runners to participate in a 5k parkrun. They are run by our trained coaches. For the latest details, check the [LRC website](#). These are not being arranged in 2024.

## parkrun

In addition to the above, we also recognise the popularity of Saturday morning parkrun, and Lingfield runners can be found far and wide, with their results reported in the club's weekly newsletter. Lingfield runners also volunteer at the East Grinstead parkrun each week, and the club 'takes over' the organisation of one parkrun each year. This is now the East Grinstead event at East Court.

## Impromptu runs

As well as the regular club runs, there are often others organised by other club members via our Facebook page, or WhatsApp group and open to all. These runs give an opportunity to enjoy the countryside around Lingfield, East Grinstead and the Ashdown Forest (sometimes all three in one run) making use of footpaths and cross-country tracks.

## Races we organise

We have a separate committee responsible for organising the annual Lingfield 10s (10 mile and 10k multi-terrain races). After a break in 2023, the Lingfield 10s will return on 30 June 2024. These are the successors to 10-mile and 5-mile races, known as the Dry Hill 10 and the Greathed Gallop 5, held early in September. In 2018, we changed this format to a 10 mile and a 10k event, starting from Lingfield College, on St Piers Lane, held in late June/early July.

These events are known now as the [Lingfield 10s](#). We rely on club members (and family) helping, either by marshalling or assisting at the start and finish. We did not organise the races in 2023 but restart them on 30 June, 2024. If anyone wishes to help on the new committee for future Lingfield 10 races, please contact [chair@lingfieldrunningclub.co.uk](mailto:chair@lingfieldrunningclub.co.uk). He will be able to put you in touch with others for advice and a discussion.



## Social events

Lingfield Running Club has an active social side, with various events taking place throughout the year. These have included country dancing, pasta parties, curry nights and a monthly team entry in the local pub quiz at 'The Star' in Lingfield.

## Junior Section

At present the club does not have a junior section. The minimum age to join the club is 18.

## Changing and showers

There is a disabled toilet in the Victoria Club, which runners can use for changing before and after each run, if needed. The club does not have access to showers.

**NB: Membership of the Victoria Club is included in the running club annual membership fee, so we encourage members to use the Victoria Club (including the car park and bar) on a regular basis.**

## Contact Details

If you would like further details about our club, or if you are a beginner and want to know how to become involved, you can email us at [enquiry@lingfieldrunningclub.co.uk](mailto:enquiry@lingfieldrunningclub.co.uk)

Alternatively, come along to the Victoria Club on a club night, and speak to any of our members.



## Club Trophy Races

The club has 16 trophies, which are awarded/competed for annually.

From 2025, all members are eligible for internal club runs (marked \* below). But second-claim members must be running for Lingfield in 'open' events if their results are to count towards other club trophies.



### 10k Championship Trophy

A trophy for the first Lingfield man and woman across the line at the East Grinstead 10k in October. Presented at the Xmas handicap event.

### Open Grand Prix Trophy

A trophy each for Men and Ladies, usually presented at the Xmas handicap event.

In 2024, the best eight scores count from 14 events. The points are added up and the runner with the most points wins! First home 20 points, 2nd 19 points, 3rd 18 points etc. Every runner receives one point. Exact dates for each year can be found on the club calendar of races and on the club website.

### Trevor's Handicap Grand Prix Trophy\*

A trophy each for Men and Ladies, usually presented at the Xmas handicap event. In 2024, winners get 20 points, down to 11, awarded to any runner. Accumulate the most points from the following nine handicap events (best six scores to count):

- 5k Road race (April)
- Four May Races
- Uphill mile, Kidde Hill (August)
- 5m Road race (September)
- Dennis Crowhurst Memorial Event (October)
- Christmas handicap (December)

### Dennis Crowhurst Memorial Trophy\*

One trophy ONLY, presented on the day.

This five-mile handicap race commemorating a much-missed club member, takes place each year, usually October or November, on the quiet roads around Itchingwood Common. It is won by whoever finishes first, not the fastest!

### Surrey Summer Road League Trophy

A trophy each for Men and Ladies, presented at the Xmas handicap event.

Surrey Athletics organises up to eight races - the Lingfield runner who gains the most points wins!



For 2024, they are these seven events:

- Sutton 10K
- Richmond HM
- Dorking 10 mile
- Richmond 10K
- Elmore 7m
- Elmbridge 10K
- Wedding Day 7k

### **Cross Country Trophy**

A trophy each for Men and Women, presented at the AGM.

Gained by accumulating points from the following eight XC fixtures.

The first four races (Surrey League XC) score 20 points downwards, as they are Premier races.

The latter four races score 10 points downwards.

Premier: all four Surrey XC League races - usually October, November, January, February.

- 5m Lloyd Park (East Surrey league) in September
- Reigate Priory Relays (November)
- 5m Lloyd Park (East Surrey league) in Feb./March
- Southern XC Champs. (January - venue varies)

Lingfield Running Club is enthusiastic about supporting its members at Cross Country Championships. Each year the club committee agrees to pay the entry fee (currently £10 per entry) for ten members to enter the South of England Championships and another ten to enter the National Championships. Please note that if a member pulls out of either race after entry, then the club will consider on a case-by-case basis whether to ask the member to repay the entry fee to the club.

### **The Captains' trophies\***

Awarded at the AGM by the team captains to the runner who the captain feels has made a significant contribution to the club in a variety of ways during the past year. This may be through representing the club by regular participation in races, it may be through organising club events, through achieving something particularly significant or through raising the profile of the club externally.

### **Christmas handicap trophy\***

The first across the line in the Christmas Handicap receives a trophy in memory of Matt Bennett (1998-2018), a former winner of this popular event.

### **Most improved runner\***

Introduced in 2022 for the runner showing most improvement during the year. Chosen by the committee, presented at the Christmas handicap event.

### **The President's trophy\***

Awarded annually at the AGM, at the President's discretion.

## Guidelines for safe running

From time to time, even the most experienced runners can get lost, lose touch with their group or fall and injure themselves.

As a club, we try to welcome new members to any club sessions and ensure they go out with runners of a similar ability, who know the routes well enough to get them home safely. So, if you are with new runners, please ensure they don't get left behind or (and it has happened) go so far off in front of you that they take the wrong route.

But the England Athletics code of conduct reminds us that we should all anticipate and be responsible for our own needs ... including being organised, having the appropriate equipment (and being on time).

So, what would your running partners do if you fainted or tripped? How would they know who to contact in case of emergency (apart from the ambulance, of course)? Well, you could carry identification. For example, the Road Runners Club of America suggests you write your name, phone number, and blood type on the inside sole of your running shoe, as well as any medical information. Make others aware in a brief chat at the start of the run.

This is all advice, we can't force you to do anything you don't want to, but please try to;

- Ensure your group has at least one mobile phone with it, particularly if running alone or in pairs.
- Carry an ID tag of some sort with emergency (ICE) contact details.
- Give other runners at the club a rough idea of the route you expect to run.
- At night/dusk always wear Hi Viz/reflective clothing and have suitable torch.

There are many ID tags and wristbands available. If you are registered with parkrun they have some very competitive prices, which will of course also display your bar code for your actual parkruns. Full details available here:


<https://shop.parkrun.com/collections/id-barcodes>

**parkrun Barcode Dual Pack**

- parkrun TAG and Card barcode ID Pack
- Printed ICE Telephone Number
- Printed Information including Specific Medical

**£6.96** includes VAT & UK delivery

[View Product](#)



## Other safe running and good practice tips

Although many of our sessions are led by run leaders, and we have purchased defibrillators for club use, please bear in mind that all members declare themselves medically fit to run at their own risk and shall not hold the club responsible for any incident occurring through a personal medical condition or injury that may affect their running.

Many of our club sessions take place on the streets of, and public footpaths around, Lingfield used by members of the public. Please bear this in mind at all times and give priority to pedestrians. We also want to ensure the club has no negative impact on the local area, which means never leaving litter behind and ensuring we don't cause any damage or nuisance during our training sessions.

## General advice

Here are a few dos and don'ts when running.

### 1. Be aware of other runners

Don't be intimidated by runners who are quicker than you or seem to think they are better than you. You have just as much right to be there. On the other hand, other runners, especially quicker ones will get frustrated if you don't pay attention and show consideration to everybody else.

### 2. Don't stop suddenly

When running, never stop suddenly, except in dire emergency, otherwise a runner behind may crash into you. Take a few metres to slow down and be aware that runners following might be continuing, so get out of their way carefully. Always pay attention to runners around you when you are starting and stopping.

### 3. Passing runners

If you are in front of a fast runner and you hear them approaching from behind, DO NOT try to get out of their way. Doing this will end up with you moving directly into their path and you will collide. They can see you; you can't see them. Just hold your line and they will go around. Sometimes they will yell things like "on the left" or "on the right" or "passing" to indicate they are about to pass. Just hold your line and let them get around you.

### 4. Can I run with headphones?

If you must, then please only use bone headphones. Be very aware of possibly not hearing approaching vehicles or road/trail users and using headphones may put you in danger of injuring other runners as well as yourself. Most races prohibit the use of any type of headphone.

### 5. Road running conduct

- Use the pavement or footpath where there is one.
- Run in single file on the right-hand side of the road where there is no pavement or footpath.
- On sharp right-hand bends it is recommended to cross over well before the bend (when safe to do so) and return to face oncoming traffic after the bend.
- Always be aware of other road users and any traffic build-up that you or your group may be causing. It may be safer to stop and allow vehicles to pass.

Thank you, run safely and have fun.



## England Athletics Affiliation



### What is Affiliation?

The sport of athletics has a central body called UK Athletics who set the rules and standards for all affiliated athletic bodies including running clubs such as Lingfield RC. It ensures that minimum standards are set for the organisation, safety and medical cover at road races. Its headquarters is in Birmingham and all the affiliation fees for LRC members are sent there.

### Why affiliate?

#### As an EA registered athlete, you can access a number of benefits:

- **Entry** to events **exclusively** available to registered athletes - under UKA Rules for Competition many competitions are only open to registered athletes\*.
- **Entry discounts** (minimum £2) on UKA licensed road and multi-terrain events. For example, if you entered our Lingfield 10 race in 2024, the entry fee for affiliated members is £20 and for all unattached runners it is £22.
- Access to key information on the sport, including opportunities available to registered athletes. Ensure your email address and mailing preferences are up to date by logging in to [England Athletics.org](https://www.EnglandAthletics.org) and click myAthletics portal.
- The ability to **have a say** on how the sport is run and funded in a way that reflects your fundamental importance to the sport.
- **Early bird** ticket opportunities for major athletics events.
- **Exclusive offers** - EA works with partners including **SportsShoes.com, Enertor, Pressio, Kukri, KT Tape, Shokz, ShakeSphere, goodr, Pilates for Runners** and **Marathon Tours & Travel** to provide registered athletes with exclusive offers and vouchers for money off. Some of these can be accessed via the benefits page at [England Athletics.org](https://www.EnglandAthletics.org). Others are sent via the monthly partner offers mailout – The Edge - so ensure your contact details are up to date and you have opted to receive information!
- Running clubs receive guaranteed London Marathon entries depending on the number of EA registered athletes they have.

\* *for competitive races, all Clubs and Runners must be registered with England Athletics.*

### EA Training Courses

England Athletics organise numerous athletic courses, including the first level training course 'Leadership in Running Fitness'. Further coaching courses are also available for those who want to progress the qualifications to a higher level. Currently there are seven Lingfield members qualified to provide coaching in the club. Email [secretary@lingfieldrunningclub.co.uk](mailto:secretary@lingfieldrunningclub.co.uk) if you're interested.



## **Lingfield Running Club Constitution (effective from 12 April 2024)**

### **1. Name**

The club will be called Lingfield Running Club and will be affiliated to UK Athletics.

### **2. Aims and objectives**

The aims and objectives of the club will be:

- To promote and enjoy amateur athletics, principally running, in a friendly and informal manner
- To promote the club and its objectives within the local community

### **3. Headquarters**

The headquarters of the club are at Lingfield Victoria Sports & Social Club, Lingfield, Surrey RH7 6AA.

Running club members who wish to use the facilities at the headquarters, including the car park, must join the Lingfield Victoria Club as social members and pay those membership fees separately to that club.

### **4. Membership**

Application for membership shall be made to the membership secretary on the club's approved application form.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and any other codes of practice that the club has adopted.

### **5. Membership fees**

Membership fees will be determined at the annual general meeting and should be paid to the membership secretary by a date to be decided at each AGM. The fees comprise two elements - the club membership fee and the affiliation fee to England Athletics. This affiliation is not mandatory and need only be paid if the member wishes to represent the club in official races. Membership will cease if payment has not been made by the due date.

### **6. Officers of the club and management committee**

The officers and management committee of the club will be:

- Chairperson
- Secretary
- Treasurer
- Membership secretary
- The ladies' and men's captains
- Any further committee members as agreed at the AGM.

All officers and other members of the committee will be elected annually at the AGM and shall serve for no more than three consecutive years. After a minimum of one year has elapsed since serving on the committee, a member of the club will be eligible for re-appointment.

Management committee meetings will be convened by the secretary of the club and held no less than six times per year.

The quorum required at management committee meetings will be three.

The management committee will be responsible for the organisation and running of the club. It will have powers to appoint both sub-committees and also advisers. It will also be responsible for disciplinary hearings of members who infringe the club rules/regulations/ constitution and for taking any disciplinary action including termination of membership.

#### 7. President

The club will elect a president at each annual general meeting who will assist with the smooth and effective running of the club by acting as an ambassador. The president will chair annual and extraordinary general meetings and may attend committee meetings. The president will serve for no more than three consecutive years.

#### 8. Finance

The club treasurer will be responsible for the finances of the club.

All club monies will be banked in an account held in the name of the club. Funds received for specific purposes will be held in separate, designated accounts.

No sum shall be expended from the Club Account except by cheque signed by two of the designated signatories (the treasurer, the secretary, the membership secretary and the chair) or by electronic transfer approved by at least one of the designated signatories subject to a maximum amount fixed by the Committee.

All monies payable to the Club shall be received by the officers and members of the committee and deposited in the Club Account as soon as is reasonably practicable.

The Club's financial year shall end on 31 March each year or such other date as the Committee may determine from time to time provided that no financial year shall be shortened to less than nine months or extended to more than fifteen months.

The annual accounts comprising an income and expenditure account and balance sheet will be presented by the treasurer at the annual general meeting.

#### 9. Annual general meeting

Notice of the annual general meeting (AGM) will be given by the club secretary. The meeting will be held between 1 and 30 April. Not less than 21 clear days' notice must be given to all members by posting the date and the agenda on the club's notice board.

All members have the right to vote at the AGM.

The Committee may make whatever arrangements it considers appropriate to enable Members attending a General Meeting to exercise their rights to speak or vote whether attending in person or by telephone communication or by video conference, an internet video facility or similar electronic method allowing visual and/or audio participation.

Nominations for officers of the club, members of the management committee and the president must be sent to the secretary no later than seven days prior to the AGM. Details of items to be included in any other business should also be notified in this manner.

The agenda for the AGM will be the following:

- Acceptance of minutes of the preceding AGM
- Chair's report
- Secretary's report
- Treasurer's report and adoption of the annual accounts
- Membership secretary's report
- Elections of officers, committee members and president for the forthcoming year



- Setting of the membership fee for the forthcoming year
- Any other business

In addition:

- a. The quorum for the AGM will be 10% of the membership. If a quorum is not present within 30 minutes of the time appointed for the meeting or if a quorum ceases to be present, the meeting shall be adjourned to another date within 10 days.
- b. If the number of members present at the adjourned meeting is insufficient to constitute a quorum in accordance with rule a) above, the members present shall constitute a quorum.

#### 10. Extraordinary general meetings

The management committee has the right to call extraordinary general meetings of the members (EGMs). An EGM may also be called by 10 per cent of the membership at that time.

Not less than 14 days' clear notice must be given for an EGM. All other procedures for EGMs will be the same as for the AGM.

#### 11. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The management committee will meet to hear complaints within fourteen days of a complaint being lodged, in accordance with the club's formal Grievance and Disciplinary policy. The committee has the power to take appropriate disciplinary action including termination of membership.

#### 12. Club colours

The colours of the club vests to be worn in official races can only be changed by the adoption of a resolution at an annual or extraordinary general meeting. Other merchandise must be approved by the management committee before being offered for sale to members.

#### 13. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM by majority vote of the membership. In the event of dissolution, any assets of the club that remain will be sold and distributed amongst the membership at that time.

#### 14. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

#### Declaration

Lingfield Running Club adopted and accepted this constitution as a current operating guide regulating the actions of members, and it was approved at an annual general meeting of the club held on 11 April 2024.

## **Lingfield Running Club Privacy Policy**

Lingfield Running Club (the Club) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, LRC is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

### **What personal data we hold on you**

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, subscribe to our newsletter, or participate in discussion boards on our website. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data).

### **Why we need your personal data**

The reason we need your Athletics Data is to be able to administer your membership and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

### **For training and competition entry**

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events; and
- sharing personal data with leagues, county associations and other competition providers for entry in events.

### **For funding and reporting purposes**

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor club trends; and
- conducting club surveys to improve your experience as a club member.

### **For membership and club management**

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitations to social events;
- club newsletter and e-mail promoting club activity; and
- publishing of club race and competition results, including age band rankings.

### **Marketing and communications (where separate consent is provided)**

- sending information about promotions and offers from sponsors;
- sending information about selling club kit, merchandise or fundraising.

Any special category health data we hold on you is only processed for the purpose of passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasion we may collect personal data from non-members (e.g. such as any non-member participant who fills in a health disclaimer or form at a taster event). This information will be stored for 30 days after an event and then destroyed securely. In this instance, our lawful basis for processing data is consent. Therefore, we will need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has the following social media pages – Facebook, Twitter/X. All members are free to join these pages. If you join one of the Social Media pages, please note that provider(s) of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

### **Who we share your personal data with**

When you become a member of or renew your membership with Lingfield Running Club we register your details with England Athletics (EA) as a club member, even if you choose not to join EA itself. We will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org).

Joining Lingfield Running Club also entitles you to membership of the Victoria Sports and Social Club (VSSC), at no extra cost. This entitles you to use the club facilities (including the car park, bar and toilets) whenever you wish. We will give your name (only) to the VSSC.

### **Email Sending Provider (ESP)**

We may use a third-party provider to deliver our monthly e-newsletter. If you consent to us sending you our weekly e-newsletter, we will let you know who the third-party provider is at that time. We gather statistics around email opening and clicks using industry standard technologies including clear images to help us monitor and improve our e-newsletter.

The Club does not supply any personal data it holds for this purpose to any other third party.

### **How long we hold your personal data**

You should keep your personal data up-to-date on your MyAthletics portal at England Athletics. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

### **Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us, we will not be able to register or administer your membership.

### **October 2023 update**

## Lingfield Running Club Online Safety and Social Media policy

The club has recently adopted a new policy, which is posted on the club website

<https://lingfieldrunningclub.co.uk/wp-content/uploads/2024/11/20241119-LRC-Social-Media-Policy-FINAL.pdf>

In particular:

- All members of LRC should be aware of this social media policy and the behaviours set out.
- We expect members' behaviour online to be consistent with the guidelines set out in the EA codes of conduct to which they have signed up.
- Members should take the necessary steps to protect themselves online.

If you have questions, please contact a member of the committee.

## Useful websites

### Finding races

Let's Do This <https://www.letsdothis.com/gb/running-events>

Southern running guide [www.southernrunningguide.com](http://www.southernrunningguide.com)

West Sussex Fun Run League [www.westsussexfunrunleague.org.uk](http://www.westsussexfunrunleague.org.uk)

Runners World [www.runnersworld.co.uk](http://www.runnersworld.co.uk)

Sussex Races [www.sussexraces.co.uk](http://www.sussexraces.co.uk)

Surrey road league and XC races [www.surreyathletics.org.uk](http://www.surreyathletics.org.uk)

Run Britain [www.runbritain.com/races](http://www.runbritain.com/races)

### Athletic advice

Peak Performance [www.peakendurancesport.com](http://www.peakendurancesport.com)

Sports Injury Clinic [www.sportsinjuryclinic.net](http://www.sportsinjuryclinic.net)

### Running shops

Intersport Herbert Sports, East Grinstead [www.herbertsports.co.uk](http://www.herbertsports.co.uk)

Up and Running, Horsham [www.upandrunning.co.uk](http://www.upandrunning.co.uk)

Decathlon, Crawley [www.decathlon.co.uk](http://www.decathlon.co.uk)

The Jog Shop, Brighton <http://www.jogshoponline.co.uk/>

The Running Hub, Southborough <https://www.runninghub.co.uk/>

Runners Need, Bluewater [www.runnersneed.com](http://www.runnersneed.com)

## Organisations

England Athletics [www.englandathletics.org](http://www.englandathletics.org)

South of England Athletic Association [www.seaa.org.uk](http://www.seaa.org.uk)

Surrey Athletics <https://www.surreyathletics.org.uk/>

Sussex County Athletics Association <https://www.sussexathletics.net/>

Power of 10 <https://www.thepowerof10.info/>

parkrun [www.parkrun.org.uk](http://www.parkrun.org.uk)

## Various

Running routes [www.mapmyrun.com](http://www.mapmyrun.com)

Marathon tips [www.marathontalk.com](http://www.marathontalk.com)

Running routes [www.walkjogrun.net](http://www.walkjogrun.net)

