

Lingfield Running Club: Club Development Plan January 2025

Our vision: to promote and enjoy amateur athletics, primarily running, in a friendly and informal manner
to promote the club and its objectives within the local community

Rationale for creating a club development plan:

Lingfield Running Club was established in 1981 by a group of local squash players who wanted to improve their fitness level. The rationale for creating a Club Development Plan, now, is to ensure the longevity of LRC and to establish the funding requirements (if any) to achieve our aim. To this end, it is important that the club develops so that it is relevant to today, attracting younger members who will be the club's future, whilst also retaining much of its original purpose as a friendly, amateur local athletics club.

OBJECTIVE 1: GOVERNANCE AND LEADERSHIP

The club has a full committee consisting of: Chair, Club Secretary, Membership Secretary, Treasurer, Men's XC Captain and Women's XC Captain, with a balanced mix of men and women. Our committee meets monthly, and minutes are agreed and made public to our members. Our committee members serve for a maximum of 3 consecutive years. It can be hard to encourage other members to take on roles of responsibility and especially to encourage our younger members to get involved in a governance capacity. We have a President whose role is not formally a part of the committee, but who has the right to attend committee meetings.

The Committee has already ensured LRC complies with 6 of the E.A. policies, and we are in the process of fulfilling E.A.'s new Adult Safeguarding Policy.

We hold a yearly AGM, which is primarily attended by some of our original club members and a few regular active members. It is the role of the Club President to chair the AGM.

We have non-committee leadership positions which are: Club Welfare Officer, Assistant Club Welfare Officer, Events Organiser, Social Secretary and Wellbeing Champion. Apart from the Events Organiser, the other members do not attend committee meetings, but any relevant information is disseminated via email or online face-to-face calls.

We have created and agreed role descriptions for each of the above positions, except for Events Organiser, and each member's official club contact details are available in the club handbook and on the club noticeboard.

The Lingfield 10s' event is organised by a separate committee and chaired by the Race Director. The L10s Committee provides feedback to the main club committee.

We have qualified coaches and run leaders who have completed either a CiRF or LiRF training course, and to comply with the new E.A. safeguarding policy, there is a shared document where the coaches/leaders ensure all official LRC social runs and coaching sessions are led by qualified leaders.

We also have a group of members who consistently volunteer their time. Volunteers are integral and essential to the successful running of the club and its events.

Objective	Tasks	Responsibility	Timescales	Finance	Progress Status & Evaluation of impact
Succession planning to ensure all club committee roles are filled with suitable candidates.	<p>Identify and approach members who may be interested and have the skills to execute the roles.</p> <p>Make use of the new role descriptors so prospective candidates have a clear understanding of what will be required.</p> <p>Advertise the roles well in advance of vacancies and consider more creative approaches.</p>	The Committee	Ongoing	N/A	Dec 24 GB created a 'comical' imagined interview to advertise his Club Secretary role.
Establish clear direction among LRC coaches/run leaders and Events Organiser to provide training or performance pathways from	Create the role of Head Coach, including agree role description	The committee and the coaches/run leaders		N/A	Nov 24: Dave Worsell appointed as Head Coach

beginner to competition runner.					
Streamline our coaching provision to benefit our members and help them achieve their personal goals.	Coaches/run leaders etc. to hold meetings as necessary to discuss provision and devise a training programme better aligned with events' calendar.	Head Coach		N/A	
Ensure all leadership roles are defined.	Create role description for Events Organiser, Head Coach & Coaches/Run Leaders	Gary Spring (Events) Dave Worsell & coaching team. SA for Social Secretary		N/A	In progress
Ensure familiarity for our members of those people in positions of responsibility on our website	Add names, roles and images (if agreed) of Head Coach, Coach Leaders, Run Leaders, Social Secretary	GB/Club Secretary	Ongoing as individuals change	N/A	
Increase CiRF and LiRF trained members	Offer more opportunities to train our members as coaches/run leaders. Consider use of EA funding for 2025-2026.	Head Coach		Training course fee - TBC	
Encourage more members to volunteer, to alleviate the burden for the few	Create a 'tick box' on new and renewing membership online forms.	LS		N/A	

who consistently offer their time.					
Adopt and comply with E.A. Adult Safeguarding Policy	Ensure all adult safeguarding requirements have been met.	The Committee	April 2025	N/A	SA attended online EA course GB, LS, coaches making necessary amendments so we and our members comply with policy specifics. <i>As of 31st March, 2025, LRC has complied with the EA Safeguarding requirements and can reaffiliate with EA.</i>

OBJECTIVE 2: FINANCE

The club has a healthy budget from the funds it receives from membership. Any expenditure is agreed by the committee. Yearly outgoings include, but not exclusive to: Surrey XC League fee and insurance; Imberhorne School track; engraving trophies/VSSC/website etc. The Lingfield 10s' finances are held within LRC's bank account. We are able to charge our members a nominal annual membership fee of currently £15. Members make an additional payment for personal E.A. affiliation which currently stands at £19 which the Club pays on their behalf when they join.

Objective	Tasks	Responsibility	Timescales	Finance	Progress Status & Evaluation of impact

OBJECTIVE 3: FACILITIES

The Club's headquarters is at the Victoria Sports and Social Club in the centre of Lingfield. The facility is centrally located, has a car park, toilet facilities, a subsidised bar, meeting room and two events rooms. Whilst our members use the facility for whole club events and committee meetings, its use does not particularly extend beyond this.

The Club pays to use the all-weather tartan track at Imberhorne School, East Grinstead, for weekly speed session training during the winter, but this is the only formally coached session during the week. Essentially, we are a road-based club, but we benefit from our beautiful rural surroundings on the Surrey/Sussex/Kent borders, particularly in the summer months and during our weekend runs where we can explore a myriad

of trails and routes. However, our weekday winter routes are necessarily limited due to lack of daylight, time and location, but we offer runs from Lingfield, as well as East Grinstead, to add variety.

We have some minimal training equipment such as: a ladder and weights, but the equipment is only used by very few members and on an ad. hoc. Basis. We would need to investigate whether or not there is a benefit to acquiring more equipment.

We have a club tent and club flag which are used at our XC races, and we have a groundsheet, which has been invaluable during the XC season.

We also have a large hot water urn with beakers to use at races, something which our active members appreciate.

We are lucky to have the Lingfield minibus at our disposal for club races, and our members pay a nominal fee towards fuel and the vehicle's upkeep.

Objective	Tasks	Responsibility	Timescales	Finance	Progress Status & Evaluation of impact
To consider alternative Club HQ	Approach Lingfield College (the location of our L10s race) to discuss facilities and costing of relocating LRC's HQ. Information to be discussed with the Committee to ascertain the benefits/drawbacks of relocating.	Gary Spring	12 months	TBC	GS is in discussion with Lingfield College.
To consider other training venues	Look at other local tracks such as K2, Crowborough	Head Coach and coaching team		£25/w for Sackville Track. Proposal of charging £3 per member per session.	DW trialling combined Thurs evening training with other clubs at K2. DW looking into the benefit of relocating current track session from Imberhorne

					School to Sackville School.
To consider additional training equipment	To examine the benefit or otherwise of additional training equipment and to consolidate the Club's current equipment.	Head Coach and coaching team			

OBJECTIVE 4: Members

LRC is an adult-only E.A. affiliated club which has an average membership of approximately 160+ adult members. Currently, a vast proportion of our members are non-active members, but they have a long-standing relationship with the club. Some of these members support social events and attend the AGM. Many of these members, due to age and/or physical issues, are no longer able to or want to run. We have a number of young families whose commitments prevent them from joining social and/or competitive runs. We have a smaller proportion of active members. Most of these, not only attend some of the official club sessions, but they also compete for the club. Our members' individual event preferences are wide ranging including: cross country, road races, county leagues, local and international events (which are currently individually organised), and their preferred distances are broad from 5k, 10k, 10M, half marathon, marathon to ultra distances. Amongst our active members, we do have some who are running at a very good level for their age and gender categories and who have reached podium level or medal positions. A good proportion of our active members enjoy completing a weekly Saturday parkrun in a wide range of local venues, and we have runners who have high % ratings for their ages. We are also able to offer members the opportunity to enter an internal ballot for a place in the London marathon.

We currently offer 2 x social evening club runs and 1 x evening speed training session, with an additional longer social run on Sunday mornings when there are no competitions. Our runners are more formally developed by coaches on a Wednesday evening only. Currently, we do not offer a beginner's club run, although we have done so in the past. Parkrun has replaced our Saturday social run session, although a group of runners do meet ad hoc at VSSC. Since Covid, we have found that our evening sessions, are not consistently well attended, particularly a Thursday evening during the winter months which means we are limited in our ability to offer different paces to suit our runners' needs, although the members naturally fall into broadly three paces.

Our weekly evening social run leaders have included pub runs; joint runs with other local clubs and runs of particular significance, such as the 'dog', to inspire our members, and these have proved popular.

Our competitive members can compete for the Surrey XC League during the winter, and we have internal 'Grand-prix' races and Club Handicap Races, as well as the Andy Ripley Memorial 10k race in East Grinstead during a calendar year. There are trophies for the 1st male and female winning athletes. Although we advertise the Surrey Road League races, these are not an 'official' club event. This year, we also entered TAC's inaugural summer relays at Penshurst Place, which was a very popular event, enjoyed by many of our active members.

We aim to celebrate all our members' achievements both in competition and beyond in our weekly newsletter, but there is still room for improvement. Our XC Captains and Events Manager endeavour to place affordability, variety and inclusivity at the heart of their planning for our internal events.

Despite the popularity of our internal events, due to unanticipated clashes in external running events, there have been times when some of these competitions have been less well attended (and this also includes our training sessions.)

LRC also hosts its own event: the Lingfield 10s. The event offers our members the opportunity to volunteer and/or compete and it appeals to both local club runners and local non-club runners alike. The event is successful, and the L10s Sub-Committee review each year's event, making refinements as appropriate.

Currently, we have not offered official LRC training weekends away and/or an LRC international event. If these are done, members have organised themselves.

Our members have the opportunity to purchase club kit, including competition vests, hoodies and T-shirts. Generally, most members like the colour/design of our club kit, although the vest is oversized and unflattering to wear, and some have suggested the material is uncomfortable. Most of our members only wear their LRC kit for formal club events.

In recent years, other new running clubs have been established in the local area. Our main 'competitor' is EG Runners, although we offer a more competitive programme, so we are not in direct competition. However, EG Runners is successful in recruiting a younger age group, but this is partly because they accept juniors from the age of 14. Currently, if our members move to another local club, it tends to be because they prefer a non-competitive environment or they are taking competition very seriously and move to Division 1 clubs, where they can be developed in a formal manner. Similarly, if we gain members from local clubs, it is often because they are seeking some level of competition, as opposed to none. We do have some members who are 2nd-claim LRC, so they are able to benefit from the opportunities provided by all clubs' visions.

Our members enjoy a series of social events through the year including: a monthly pub quiz; a summer BBQ; a pre-marathon pasta party; a post Xmas meal and the post Xmas club handicap social. Whilst the summer BBQ, pub quiz and post-Xmas handicap race social have proven popular, the post-Xmas meal tends to attract couples. There is scope to develop and improve our social provision should there be appetite to do so

We have the 'Club calendar' on the club website for which GB is the admin. This is already public and GB updates it with details of club races, a selection of other open races in which GB thinks members may be interested and he also updates with what is on Fiona's training spreadsheet at least every week or whenever he sees anything posted on FB (inc. detail of what is planned for that night when available). The website calendar also includes our social events/committee meetings. When members click on the event, they will see more detail.

- Can we tap into our new members so that we ensure we are providing them with what they had expected from the club?*
- Can we offer guidance/coaching bespoke to different distances/terrains and/or performance endeavours – this could be newsletter programme, not necessarily face to face, or 'leads' for different distances?*
- Can we become more inclusive?*

Objectives	Tasks	Responsibility	Timescales	Finance	Progress & Evaluation of impact
Align races, club runs and training calendar to better effect, maximising member participation and ensuring training is better geared towards imminent races.	Reorganise LRC's calendar, inputting races and then overlaying with training and club runs.	Head Coach and Events Organiser, GB			
Recruit younger adults to LRC, who will become the club's future.	Approach Eddie from EG Athletics Club. They have an academy, but the athletics club is for U18s only. Eddie has already suggested a collaboration with LRC to provide a transition for his athletes when they reach 18.	Isla Greenaway			Initial discussion taken place.
Increase active members' attendance at club's social runs	Maintain weekly Tuesday evening runs and Wednesday speed sessions, during winter	Head Coach and Run Leaders/Coaches/Event Organiser			

	<p>Revise Thursday evening runs during winter, by making this an ad hoc session, which is more theme based, such as 5 hills, the 'dog', paired loops.</p> <p>Establish Sunday morning runs as part of the LRC formal weekly social runs.</p> <p>Ensuring we have enough run leaders to cover all formal LRC running sessions, so these can be formalised on the calendar.</p>				
Ensure our new members feel part of the LRC team quickly, benefitting from all that we have to offer. Check member satisfaction.	Allocate a 'mentor' to new members. Provide new members with an 'induction' checklist	LS and the Committee			
Appeal to beginners or those returning to running	Reintroduce beginners' evening session	Sophie Davis supported by GS	Jan 2025	£15 (includes coaching and T-shirt & certificate) TC to	First C25K completed April 2025. Positive feedback from those

				investigate cost of T-shirts	<p>who completed the course.</p> <p>We already have a list of names of new C25K recruits waiting to start.</p> <p>We will be celebrating our C25K graduates at the AGM.</p>
Appeal to greater diversity of runner, increasing our inclusivity as a club.	<p>Investigate training up coaches/run leaders to support those who have a visual impairment.</p> <p>Consider links between visually-impaired trained coaches and EG parkrun</p>	Head Coach & coaching team.		TBC Is there opportunity for EA funding?	
Appeal to those in the community where financial restraints are preventing them from joining a running club.	<p>Investigate offering subsidised membership, kit, event entry.</p> <p>Consider how we would alert the community to the subsidy offer</p>	JK		TBC	

OBJECTIVE 5: WELFARE/SAFEGUARDING

The Club places members' wellbeing and safeguarding at the heart of all that we do. We have a designated Welfare Officer and Assistant Welfare Officer. Both officers have attended relevant training. Our Club Welfare Officer keeps an anonymised record of any incidents and how these have been resolved. Our members have been told about our welfare provision.

Information from training opportunities attended by our CWO is disseminated to the Committee and communicated to members accordingly.

We also have a Mental Health Champion who offers members the opportunity to run/walk and talk and the MHC will draw members' attention to ways of improving mental health.

The Club has adopted the E.A. Adult Safeguarding Code of Conduct, and we are in the process of becoming completely compliant with the policy by April 2025. The E.A. Adult Safeguarding Policy is available on LRC's website.

Our members are made aware of our health and safety guidelines on club runs and at events and we are now using our LiRF and CiRF coaches and run leaders for all official club runs, in line with the new E.A. guidelines. We update our club risk assessment on a yearly basis, and this is ratified by the Committee.

All our qualified run leaders and coaches have DBS checks and have attended First Aid courses.

Objectives	Tasks	Responsibility	Timescales	Finance	Progress & Evaluation of impact
Ensure compliance with E.A. Adult Safeguarding Code of Conduct by April 2025	Adopt E.A. Adult Safeguarding Policy.	GB, SA, LS, AS, HD. LS (Membership Sec) GB The Committee	By April 2025	N/A	Complete 11/24 LS attended an online course with EA to check we had complied and could reaffiliate. EA confirmed the club had undertaken all necessary requirements to ensure LRC would be allowed to reaffiliate with EA.
As above	Ensure all new and existing members have formally	LS (Membership Secretary)		N/A	In progress

	acknowledged they have read and understood the Adult SP.				
As above	Upload copy of ASP onto club website.	GB		N/A	Completed 10/24
As above	Ensure we have qualified run leaders and an adequate number available to share leading formal LRC sessions.	Head Coach and coaching team.	October 2024 and ongoing	TBC – more members will be given the opportunity to go through training.	
Extend our inclusivity	Train coaches/run leaders in supporting runners who are visually impaired.	Head Coach and coaching team		TBC	

OBJECTIVE 6: MARKETING AND COMMUNICATIONS

Currently, the Club has a website which was updated about 6 years ago. The website contains key information for new and existing members including, contact details, how to join, weekly club sessions and running routes, events, trophies, policies and newsletters. We also have a private FB page where members and committee members will post information and photographs. We have a public F.B., but this is rarely updated. Our Club Secretary edits and publishes a weekly newsletter containing details of parkruns, other running events and reports, club sessions, individual recounts of different members’ favourite runs and some links to advice etc. Our members really enjoy reading the newsletter and it has received very positive feedback, however often members may not scrutinise the events/training sessions advertised and there is no requirement for our members to state their intention to attend weekly training sessions, for example. We have separate men’s and women’s XC WhatsApp groups and an LRC Run Finder WhatsApp group where we communicate information about runs. Sometimes we advertise the club or publish celebratory articles in the local Dormansland Voice and the Lingfield and Dormansland News.

Objectives	Tasks	Responsibility	Timescales	Finance	Progress & Evaluation of impact
To make our website more appealing,	LRC website refresh	Tom Cartledge LS, MS, SA & Ian Grant	2024-2025	N/A – thanks to Matt and Ian for their time and expertise.	Completed January 2025. The website looks visually

contemporary and user friendly.					refreshed and we are now showcasing more of what we offer as a club through our gallery of photos.
More effective use of social media to reach non-members and younger adult audience	Update LRC public F.B. on a regular basis, with key headlines showcasing all the things that our members are doing.	Tom, Dee and Scott are admins....however, James Kilfiger said he is currently undertaking this task (to check) and SA is now also adding updates too.	Ongoing	N/A	Public F.B. is receiving a number of likes, and some of these are from non-members.
	Create an Instagram account which is frequently updated with photos and news.	Isla Greenaway – members should send her any photos/news they would like shared. SA to be silent second admin.	Ongoing	N/A	Complete 11/24 Our followers are increasing as we advertise our Instagram account.
As above and to reach potential members east of Lingfield (Edenbridge).	Post LRC headlines onto our local East Grinstead, Lingfield and Edenbridge Community F.B. pages.	Chair	Ongoing	N/A	Complete 11/24. We have already received lots of positive comments and feedback from non-LRC members who have read our posts. Some were members and are

					pleased to see the club celebrating its members and their achievements.
Promote running and training sessions, and social events more effectively, using current technology, so members receive alerts and can respond using their devices.	Look into the benefit and opportunities provided by Apps such as SPOND Be increasingly creative and active in encouraging participation	Gary Spring The Committee, Coaches, L10s Committee		TBC	Underway
Maintain healthy membership numbers	Offer 'bring a friend' social run session	Head Coach GS and the Committee	Feb 2025 Sept 2025?	N/A	
Create a relevant club logo. Share agreed new design with PB Team (our supplier) of exact specification and colour, and request sample for website.	Investigate opportunity for this to be a club creative competition.	GS, Head Coach, Committee		TBC	
<p>OBJECTIVE 7: SUSTAINABILITY</p> <p><i>Currently, we will try to car share or use the Lingfield minibus to transport members to and from events. Some of our members carpool to club runs as well.</i></p> <p><i>Currently, LRC has two specific fund-raising events during the year, where we raise money for local community projects/ventures. Our official fund-raising points are from the Lingfield 10s' profits and our post-Xmas Handicap Race social event. Many of our members also use marathon and half-marathon places to raise money independently for their personally chosen charities.</i></p> <p><i>The L10s use large water containers, compostable cups and present ceramic medals to all finishers.</i></p>					

<i>How can we create a more environmentally sustainable club, reducing any negative impact we might have on the environment, society and communities?</i>					
Objectives	Tasks	Responsibility	Timescales	Finance	Progress & Evaluation of impact
Recycling kit and trainers	Investigate recycling services such as Used Active Wear. Consider storage and collection opportunities through the year.	LS	AGM	N/A	

To be reviewed: January 2026