



Version 1.0

## Guide to Members on the Running of North Highland Harriers

### Approval Details

#### Author

Name Ian Walker Role Welfare Officer

Signature Date

#### Technical Checker

Name Not Required Role

Signature Date

#### Endorsement, Head Coach

Name Sophie Dunnett Role Head Coach

Signature Date

#### Approved by

Name Sandy Christie Role Chairman

Signature Date

IPR Not Required

## Record of Change

---

<b>Date</b>	<b>Version Number</b>	<b>Reason for Change</b>
6 Sept 17	1.0	First Issue of Document

# North Highland Harriers

## Guide to Members on the Running of North Highland Harriers

### Introduction

The principles and rules on which North Highland Harriers (NHH) is operated are contained in the Club Constitution. The aims and objectives of NHH and the strategy to achieve those are detailed in the NHH 5 year plan.

These guidelines are designed to give members further information as to the running of the club, recognising the aims and objectives within the 5 year plan. These guidelines do not replace the Constitution, and if there is any conflict between the two, the Constitution takes precedence.

### Membership

Membership is valid up to the end of the NHH membership year, as detailed in the Constitution, regardless of when you join<sup>1</sup>. The membership year is currently 1 October to 30 September.

The strength and success of the club is with the members and those who volunteer to support the club. To ensure this strength and success is maintained all individuals who attend NHH training and NHH organised events are encouraged to join as members. Members are encouraged to encourage non-members who attend NHH training and other NHH organised events to become members.

There is no expectation for those individuals undertaking the Jog Scotland programmes to become a member. They are however encouraged to register with Jog Scotland. Those on the Jog Scotland programme who decide to attend other NHH training and/or NHH organised events are encouraged, and should be encouraged to join NHH.

With one exception no discounts of membership fees are available and there are no membership rates applicable to specific age groups (e.g. junior, senior citizens). The one exception is detailed below:

- If an individual applies to join after 30 April and they were not a member in the previous membership year then they are entitled to a discount of 50% of the current membership fee.

Membership fees are payable in a single transaction on registering<sup>2</sup> to be become a member. For those who are unable to pay their membership fee in a single instalment on registering, payment in instalments can be arranged through the Club Treasurer. This arrangement will be kept between the individual Club Treasurer, Chairman and Membership Secretary.

An individual who has not paid membership is not considered to be a member of NHH and may not represent NHH at events. They also will not be entitled to enter races which are paid for by NHH, entitled to advice, or personal coaching. Whilst advice may be given, NHH members will have preference and it is up to the individual coach if they support non-members. It is understood that when training in public areas, an individual cannot be prevented from joining the session.

---

<sup>1</sup> For example an individual joining on 30 September will be a member of 11 months before renewal is required and an individual joining 30 January would be a member for 8 months before renewal is required.

<sup>2</sup> Registering is defined as the process of joining NHH, and includes the payment of the membership fee

Only NHH members are permitted to purchase NHH kit through NHH.

An individual is considered to be a member<sup>3</sup> (even if they have not yet renewed membership) up to 31 October of the following membership year, i.e. a maximum of 13 months membership. This is known as the 13 month rule. This is to allow an individual time to renew their membership, without losing membership status.

### **Junior Membership Objectives, Principles and Guidelines**

The objective for the NHH Junior membership is to develop the individuals' enthusiasm, commitment and skills in endurance running as well as the ethos and morals expected of an athlete. The NHH is principally an adult club and the Junior<sup>4</sup> membership allows those individuals who wish to develop an interest in endurance running a safe and friendly facility to do so, prior to them qualifying to join the Senior Section.

As the Club is predominately for the Senior members, there may be events (running and social) organised that are considered unsuitable (venue, environment, risk) for the Junior members. The committee reserve the right to make any event an Adult only event. This is in addition to any restrictions that Scottish Athletics or events not organised by NHH place on under 18 Athletes. The final decision if an event is suitable<sup>5</sup> for the Junior members will be made by the Club Welfare Officer, Head Coach and Chairperson. The Head Coach also has the right to place restrictions on each Junior member individually.

The total number of Junior members will be limited to set on an annual basis by the committee, but will not exceed 20 members. The initial number of Juniors members will be limited to 10. If there are more than the permitted number wishing to join then a waiting list, on a first come, first basis will be created.

If a Junior member leaves the Club and wishes to return, they will be treated as a new applicant and placed on the bottom of the waiting list.

As NHH is predominately an Adult club, Junior members will be assessed for their suitability<sup>6</sup> before joining and if accepted a probationary period<sup>7</sup> of 6 weeks is given. An individual will be assessed on their enthusiasm and commitment to endurance running and not ability. If the individual wishes to undertake other athletic events then CAAC will be suggested as a better alternative.

A Junior must have their Parent/Guardian permission to be able to join the Club.

The Parents/Guardian must agree to abide by the Parent Code of Conduct.

---

<sup>3</sup> This is in this circumstance all the membership benefits would still apply and an individual can represent NHH at events.

<sup>4</sup> In this context Junior Section means those individuals aged between 14 (NHH lower limit) and 18.

<sup>5</sup> It is also for the Junior Member, (in conjunction with the Parent) to decide if they wish to participate. This statement gives the club the right to stop Junior members undertaking an activity, regardless of their desire.

<sup>6</sup> As the club has only a limited number of junior spaces, this restriction is aimed at preventing an individual joining and then attending at infrequent intervals, stopping a more committed/enthusiastic person joining.

<sup>7</sup> This probationary period works both ways, it allows the individual to see if being a member of a principally Senior Club is right for them and allows the club to determine if they have the correct attitude/commitment/enthusiasm for endurance running.

Juniors once assessed as suitable candidates will be instructed how to join NHH. Any individual who has entered with a false declaration of age<sup>8</sup>, will have their membership immediately terminated.

As for the Senior members, it will be the responsibility of the Juniors to travel to and from training/events.

If it is deemed that a Junior member is not displaying the enthusiasm or commitment, or it is considered that their behaviour is derogatory to the Club, then the Committee reserves the right to terminate the membership. Appropriate commitment includes attending training sessions on a regular basis, excluding illness/injury. If membership has been terminated then after a period of 6 months, that individual, if they so wish, may reapply to join the Club. If membership is terminated for a second time then that individual will not be permitted to rejoin as a junior member.

If a Parent/Guardian will not abide by the Parent Code of Conduct then NHH reserves the right to terminate the membership of that junior member.

### **Club Training Nights**

These are member only sessions, though as they are undertaken in public spaces we cannot stop a member of public joining in. Any non-member participating will not be necessarily be given any support, nor are they covered by any of the club insurance. Notwithstanding the above non-members will be given full support in the following circumstances:

- 1) Potential members: When an individual is considering joining NHH they are welcome to try a limited number of sessions to ensure NHH is for them (approximately 4 weeks), before committing to becoming a member.
- 2) Guests: Defined as those who normally reside outside of the NHH catchment area<sup>9</sup>, guests are welcome to attend and will be treated as members. Those individuals who reside outside of the NHH catchment area but are regularly in Caithness are encouraged to join NHH (as a second claim if already a member of a running club).

### **NHH Trail Series**

NHH organises a winter trail series, with prizes awarded at the end of each series, the criteria for the prizes will be promulgated prior to the first run. The Trail Series Lead Organiser decision on the awarding of prizes is final.

For those members who opted not to participate in the series they are permitted to enter one run. It is the responsibility of the individual to remember if they have participated in a trail run in the current series. Explicit checks will not be undertaken, the trust and integrity of each individual is taken as the evidence of adherence to this rule.

Guests and Potential Members are welcome to undertake a maximum of two trail runs. When participating under this clause the individual will be treated as a NHH member. Explicit checks will not be undertaken, the trust and integrity of each individual is taken as the evidence of adherence to this rule.

The majority of the runs in the series have staggered starts with the aim of all runners returning at a similar time. All members are encouraged to pick a start time that reflects their ability, it can be disheartening to others if you pick an earlier start time and are much quicker

---

<sup>8</sup> A declaration of age is required when registering to join NHH.

<sup>9</sup> This is defined as the area North of Golspie and East of Tongue.

than the others in that group. Unless individuals have a specific reason to leave early (for example work, child care) runners are encouraged to wait until the final runner has completed the run.

An important component of the trail series is the small social event at the end of each run. Whilst the club will provide tea/coffee/water/milk, it is generosity of the members that provide the cakes/small bakes/sandwiches etc. All members are encouraged to participate in and support this NHH tradition. Generally the lead organiser<sup>10</sup> of each run, also organises the social, any offers of assistance (including the providing cakes and other such goodies) should be directed to them.

### **Allocation of Club Events Entries**

The club is currently provided with two guaranteed places for the London Marathon, these places are allocated by a draw. The criteria for entry into the draw will be promulgated prior to the draw taking place. In the event of any disagreement on an individual fulfilling the criteria then the issue will be referred to the committee for a final decision.

Where the club is allocated places for other events, or events in which the club can enter a limited number of members and is over subscribed then a similar draw process to the London Marathon will be implemented.

### **Club Social Events**

The club will on occasions organise Social Events, including Prize Evening. In general NHH members are encouraged to bring partners/families/friends to these Events. Where NHH is subsidising the event this subsidise will be for members only. Non-members, including partners and family members will be required to pay the full cost. As a club principally for adult members there may be some events which are restricted to those over 18 years old.

---

<sup>10</sup> A lead organiser is identified for each run on the trail series programme, and when each run is publicised.