



Minutes of the meeting of the Woodstock Runners Committee

Location: Burwood RSL

Date: 17 June 2014

In attendance:

President: Angela Haynes

Vice President: Rick Collins

Secretary: Ali Guerreiro

Treasurer: Diane Green

Social Secretaries: Maree Lucas, Joe Ayoub

Welfare Officer: Kerry Bray

Publicity Officer: Matt Bulman

Rundown Editor: Michael Anderson

Walkers Representative: Barry Cole

Teams Coordinator: Frank Hidvegi

General Committee: Kathryn Bolitho, Clive Mooney, Elmarie O'Regan, Vass Vassiliou

Apologies:

Uniforms Officer: Charissa Patacsil

Rundown Editor: Bronwyn Hager

Website Administrator: David Miller

Website Administrator: Colin Townsend

Angela Haynes opened the meeting at 8:12pm

1 Governance

1.1 Membership

Colin Townsend advised prior to the meeting that we currently have 165 members.

1.2 Scheduled committee meetings

Angela Haynes proposed a schedule of bimonthly meetings be set. The following meeting dates were agreed upon by the committee:

Tuesday 26 August 2014

Tuesday 28 October 2014

Tuesday 24 February 2015

Tuesday 28 April 2015 (preparation for May Annual General Meeting)

Tuesday 30 June 2015

1.3 Athletics New South Wales (ANSW)

Woodstock Runners is affiliated with NSW. The By Laws of NSW which apply to the club as a Specialist Member Organisation place a number of obligations on the club including the submission of the club's constitution, submission of financial statements following the AGM, and the registration with NSW of a minimum of two office bearers.

See <http://nswathletics.org.au/About-Us/By-Laws-Constitution> for further details.

Angela Haynes nominated to become a registered athlete with NSW and requested nominations from other members. Frank Hidvegi nominated Bronwyn Hager. Rick Collins proposed that the club pay the fees for the two required members. The committee voted on and passed this proposal.

Action: Angela Haynes to ensure compliance with the obligations of the NSW By Laws.

NSW has provided the club with details of a Community Athlete Program. The cost for each individual is \$10 (approximately \$7 if the club takes out membership on behalf of all club runners) with benefits including personal insurance. See attachment 1 for more details. The committee agreed that promotion of the program would be valuable, with a view to considering club-wide participation at a future date.

Action: Michael Anderson to promote the benefits of the Community Athlete Program in the Rundown, including an explanation of the specific benefits for Woodstock Runners.

1.4 Constitution refresh

This will be a standing item for future committee meetings.

1.5 Trademarks

The Woodstock logo is registered as a trademark. We will seek registration of the name "Woodstock Runners" also.

Action: Angela Haynes to liaise with Lisa Linsen and prepare a submission to IP Australia by October 2014.

2 Financial matters

2.1 Treasurer's report

Diane Green circulated the current financial report. The closing bank balance as at 16 June 2014 is \$11,365.

2.2 Budget

Angela Haynes proposed a budget be drawn up to assist the committee in determining what funds are available for additional expenditure which will benefit the club.

Action: Diane Green to prepare a budget for the current financial year.

2.3 Bank account

Our constitution requires joint signatories on the bank account. Currently we have four signatories but no joint approval mechanism.

Action: Diane Green to arrange for joint approval to be set up using the existing signatories.

2.4 Authority for authorising expenditure

The committee supports the authority of the president to sign off on reasonable expenditure without specific committee approval.

3 Publicity

3.1 Rundown

The committee expressed approval with the Rundown in its current format.

3.2 Facebook & website

Care should be taken when pinning items to the top of the Facebook group. Information which is regularly accessed by members is more appropriately communicated through the website ticker/pages with link to these posted to FB and then bumped to promote.

It was also noted we receive regular enquiries as to 'where is the calendar? Where are we running this week?'

Action: Colin Townsend and David Miller to review website so that the weekly calendar is more easily accessible from the Woodstock homepage.

3.3 Leaflets

Potential members who approach members during sessions for information on our club could be provided with a small (A5 or smaller) leaflet/postcard explaining who we are and where/when we run.

Action: Matt Bulman to mock up a leaflet/postcard and seek quotes for printing.

4 Risk Management

David Miller has prepared draft updates to the Safety Policy (attachment 2) in response to various action points from the meeting of 18 March 2014.

Action: Angela Haynes to coordinate a subcommittee, including David Miller and Michael Anderson, to review and finalise the safety policy. Once finalised the policy should be emailed to all members.

Other committee members who wish to participate in the committee after reviewing the proposed amendments to the policy should contact Angela Haynes.

5 Coaches

The General Committee members (who are all coaches) will coordinate amongst themselves to provide an update from the coaches at each committee meeting.

6 Uniforms and equipment

6.1 Hi-vis apparel

While the committee agrees on the importance of members being visible on runs, particularly on Tuesday night runs and hill sessions at TNT, the committee did not agree that a full kit of hi-vis vests for Tuesday night runs would be sufficiently utilised. The committee did agree that a small number should be available for runners who are not clothed in appropriately visible clothing.

Action: Rick Collins to provide a couple of ankle lights for runners to trial on Tuesday night runs. Chaia Patascil to explore other options for high visibility apparel, also to be trialled at Tuesday night runs. Recommendation to be made by Chaia Patascil to the next committee meeting regarding items which may be added to the Woodstock Runners merchandise range.

6.2 Additional signage/banners

Action: Angela Haynes to arrange an additional Woodstock Runners banner.

7 Calendar

7.1 Birthday planning

The birthday party is scheduled for Saturday 16 August. Maree Lucas has commenced looking into options for the venue. The committee agreed that the birthday party would be priced on a cost reimbursement basis where members may be asked to pay a reasonable amount (eg: \$50/head) for dinner and entertainment.

Action: Maree Lucas and Joe Ayoub to organise the Woodstock Runners birthday party.

7.2 Interclub event

The committee discussed whether Woodstock Runners should host an interclub event with other local running clubs. Doubt was expressed about the logistics of planning such an event. Matthew Bulman proposed that in order to foster interclub relationships we should invite another club to join us for training at MNT, with the hope they may also reciprocate.

Action: Matthew Bulman to talk to David Miller and Dot Siepmann about approaching their contacts in other local clubs to arrange an interclub visit.

7.3 Movember handicap run

Mat Bulman proposed that the November Handicap run be a "Movember Handicap" with runners encouraged to wear moustaches and raise money for Movember (<http://au.movember.com>). The committee agreed that this is a good idea. The Halloween Handicap can be recreated as part of a normal Saturday morning run.

Action: All proceeds from the Movember Handicap run to be donated to Movember.

7.4 City2Surf

Frank Hidvegi updated the committee on members currently registered for City2Surf under the "Woodstock" team. There may be additional club members who have already registered but without being part of the woodstock team. These members can contact Frank who will arrange for them to be added to our teams.

Action: Rick Collins and Kerry Bray to promote the woodstock team at their respective Saturday and Tuesday runs.

8 IT

8.1 Facebook group

Angela Haynes proposed the Woodstock Group on Facebook be for financial members only. The committee supported the proposal.

Action: Colin Townsend to remove non-financial members from the Facebook group Woodstock Runners.

8.2 Age based results

David Miller advised prior to the meeting that here is the potential to update the Woodstock results application and database to allow for each runner's "age at end of the year" to be gathered once and stored encrypted in the database. This will simplify management of age-based results for eg, 5km time trial, and allow for age-based results from other events.

Action: David Miller to implement.

8.3 Results app/visualisation of data

David Miller has requested ideas/requirements for the following: a mobile app to allow quick and easy submission of runner results; a runner's portal where they can view vital statistics across all their results; and visualisation (graphing) of results on the website.

Once enough ideas/requirements are gathered then quotes will be able to be obtained.

Action: Angela Haynes, Kathryn Bolitho, Elmarie O'Regan and David Miller to meet and agree upon requirements.

9 *Other Business*

Renovations at Woodstock Community Centre will reduce the club's access to the cupboard, fridge and toilets. Kerry Bray has discussed some options with staff at the centre.

Action: Kerry Bray to draft a letter to Burwood Council regarding our needs. Angela Haynes to send.

Angela Haynes closed the meeting at 9:54pm

ANSW COMMUNITY ATHLETE

WHAT IS A 'COMMUNITY ATHLETE'?

Athletics New South Wales has established the Community Athlete category to provide a membership entry platform for those athletes who are partaking in the sport of athletics at a social or recreational level.

This new category allows these athletes to receive some of the great benefits on offer for all members of Athletics New South Wales.

You may enjoy running down at your local club, participating in the odd fun run, officiating at your kids carnivals or simply running at your own pace?



By becoming a Community Athlete Member of Athletics New South Wales for a tiny fee you get the added benefit of being a part of Australia's largest and oldest athletics Association.

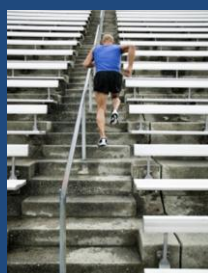


WHAT ARE THE BENEFITS?

Community Athlete Members get access to some fantastic benefits including:



- **Personal Accident Insurance Cover** – claim your non-Medicare funded medical expenses for running injuries or rehabilitation.
- **Access to the ANSW Athletes' Advantage Members Program** which provides great corporate discounts for ANSW Members. Partners include adidas, Event & Greater Union Cinemas, Victor Sports, Accor Hotels, Ministry of Paintball and Europcar.
- **Access to the ANSW Community** – be a part of New South Wales' biggest athletics fraternity. Get involved in our Social media competitions, stay up to date with all the athletics news through our eNews, Facebook and Twitter updates.
- **Get Connected with our Clubs** – Take your running to the next level and sign-up with one of our Affiliated Clubs if you haven't already joined. As an ANSW Member of a Club you can then take part in our Club and State competitions.



WHAT DO I NEED TO DO TO JOIN?

Simply by taking part in our ANSW Events or being a Member of your Club means you are almost there!



If you are already a Member of a Club

- Speak to your Club Registrar about becoming a "Community Athlete" Member of Athletics New South Wales. Entry is only \$10 and you benefit from a host of fantastic entitlements.

If you aren't connected with a Club

- Visit our website www.nswathletics.org.au to download a registration form, or simply call us on (02) 9746 1122 to find out more.



Join our Community and reap the rewards from your love of athletics!

To find out more visit www.nswathletics.org.au

Woodstock Runners – Safety

The weekly courses that are followed by Woodstock Runners make use a variety of public roads, footpaths, parks and the like. In Winter especially, running can occur at night.

If you are a current, registered member of Woodstock Runners, or are running with the Club as part of a limited 2-week trial (and have provided your details in order to join that 2-week trial), then while you are running with the Club at a regular Club event (Tuesday, Thursday, Saturday), you are covered by the Club's insurance policy.

At each regular Club event (Tuesday, Thursday, Saturday) where you intend to participate, and where it is practical to do so, it is recommended that you let the Run Convener know that you will be participating. The Run Convener is the nominal leader of the event. If you do not know who the Run Convener is, ask one of the other participants. The Run Convener can provide advice on the running of the event (such as the course being followed, changes to the course if any) and can also provide an opinion whether or not you should participate in the event (for example, based on a discussion of the level of fitness likely to be required to participate; for example, whether your running gear is appropriate for running at night). The Run Convener will where practical also provide notice to participants that the run is about to commence.

At each regular Club event (Tuesday, Thursday, Saturday) where you intend to participate, please also make sure that your attendance is logged, there will usually be a list of Woodstock members, you should ensure that your attendance is noted on the list. If you do not know where the list is, ask one of the other participants.

If you participate in a Club event, Woodstock Runners ask that that you consider the following hazards and associated risks, when you run with us – and then you should make your own assessment of whether you are happy to run. These lists are not exhaustive, so when making your assessment, you should also think about what other potential hazards and associated risks might exist when running with the Woodstock Runners.

HAZARD	RISK	SUGGESTED CONTROLS
<i>Where (part of the) the running course is on a roadway</i> - trucks, buses, cars, motorbikes, bicycles etc.	Injury as a result of being hit by a vehicle	<ul style="list-style-type: none">• Avoid running on the road• Be circumspect - look around• Listen for approaching vehicles – it is recommended to not wear earphones or the like when running• Dress to be seen; at night this means<ul style="list-style-type: none">○ no dark clothing

		<ul style="list-style-type: none"> ○ consider wearing reflective items ○ consider carrying a torch or other light ○ run where the road or path is best lit • Give way to vehicles • Cross roads at designated crossings, obeying walk/don't walk indicators where they are used • Let others with whom you are running know if a vehicle is approaching • Stop running if you have to / where courteous to do so • Follow the directions of Police or other authorised persons where they are present e.g. if there is some sort of road closure or if a detour is required
<i>Where (part of the) the running course is on a footpath, in a park etc. - Pedestrians</i>	Injury as a result of collision with another person	<ul style="list-style-type: none"> • Be circumspect - look around • Listen for approaching pedestrians – it is recommended not to wear earphones and the like when running • Dress to be seen • Give way to pedestrians where needed / courteous to do so • Observe protocol e.g. keep to the left, if this helps to make your movements expected / predictable • Let others with whom you are running know if pedestrian is approaching or if you are approaching pedestrians • Stop running if you have to / where courteous to do so
<i>Where (part of the) the running course is on a cycleway, in a park etc. – cyclists, scooters etc.</i>	Injury as a result of collision with a bicycle, scooter or the like	<ul style="list-style-type: none"> • Be circumspect - look around • Listen for approaching bicycles e.g. the sounding of a bell – it is recommended not to wear earphones and the like when running • Dress to be seen • Give way to cyclists where needed / courteous to do so • Observe protocol e.g. keep to the left, if this helps to make your movements expected / predictable • Let others with whom you are running know if cyclists are approaching or if you are approaching cyclists • Stop running if you have to / where courteous to do so
Dogs and other animals	Being bitten or chased	<ul style="list-style-type: none"> • Be circumspect - look around • Listen for approaching animals e.g. the sound of a barking dog – it is

		<p>recommended not to wear earphones and the like when running</p> <ul style="list-style-type: none"> • Keep some distance between you and the animal/s • Avoid making gestures or movements that might be interpreted as hostile or threatening to the animal or its owner/s • Let others with whom you are running know if an animal is approaching or if you are approaching an animal • Stop running if you have to / where courteous to do so • Where running with others, run closely together – this may confuse the animal and/or discourage it from attacking • Request assistance from the animal's owner/s or other passers-by if needed
Trip/Slip Hazards – uneven footpath, road, track etc.	Fall causing injury	<ul style="list-style-type: none"> • Avoid running on uneven and/or wet surfaces • Be circumspect - look around • Anticipate trip and slip hazards; at night this means <ul style="list-style-type: none"> ○ consider carrying a torch or other light to help you see / scan the path in front of you ○ run where the road or path is best lit • Let others with whom you are running know if a trip/slip hazard is approaching, so that it might be avoided • Stop running if you have to / where courteous to do so • Specific to Thursday Night Track - make your own inspection of the track (e.g. during warm up) – let others know if you find anything that might be a hazard then remove or control the hazard – don't run if the hazard presents a significant risk
Pre-existing health condition	Worsening of the condition, injury or illness through over-exertion relative to your state of health	<ul style="list-style-type: none"> • Don't run if you are feeling unwell or have been feeling unwell recently • Obtain prior advice from a doctor on whether you should be running at all • Consider scaling back your effort e.g. walk instead of run; run slower; run for a shorter distance
Becoming separated from other runners – running in isolation	Distress caused by being lost / alone in unfamiliar territory; perceived threat to safety as a result of being alone	<ul style="list-style-type: none"> • Run with others • Before running, become familiar with the course by studying the course map • Take a copy of the course map with you • Don't leave others behind • Plan to run with others who know the course and who run at a similar pace as

		<p>you</p> <ul style="list-style-type: none"> • If you become lost / feel threatened, ask for assistance from people in the vicinity • If you become lost / feel threatened, use a public phone to contact someone • If you become lost / feel threatened, run towards a busy, well-lit area
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Please note that Woodstock Runners have designated First Aid Officers who may be able to assist if an injury occurs. Please note that a First Aid Officer may not be available at each regular Club event (Tuesday, Thursday, Saturday), you should make your own enquiries to determine if a First Aid Officer is present.

Finally, when you put on the Woodstock Runners T-Shirt or singlet, we ask you to think of yourself as an ambassador for the club – please show appropriate respect when interacting with the community through which you are running, we are all part of it.

Addendum 1 – Runner Assessment Checklist

- This list proposes some items that a Run Convenor might consider when forming an opinion about a runner's ability to join runs through public space, for example a run that is advertised by Woodstock Runners at <http://www.woodstockrunners.org.au/weekly-sessions/>
- This list is not exhaustive and is presented as a general guide only
- When forming and expressing the opinion, the Run Convenor strives to act at all times in good faith, with a perceived intent to protect the safety of the runner as well as the interests and good standing of Woodstock Runners
- A premise of this list is that the Run Convenor has a right to form and express an opinion about the runner's ability to join a run through public space
- The Run Convenor and Woodstock Runners do not take responsibility for that runner regardless of the opinion formed / expressed

The Checklist:

- a) Is the runner's eyesight perceived to be sufficient to, of their own accord, identify and avoid hazards such as those described in this Safety Policy?
- b) Is the runner's hearing perceived to be sufficient to, of their own accord, identify and avoid hazards such as those described in this Safety Policy?
- c) Is the runner's physical agility perceived to be sufficient to act of their own accord, to avoid hazards such as those described in this Safety Policy?
- d) Is the runner's ability to communicate perceived to be sufficient to tell other runners about hazards such as those described in this Safety Policy?
- e) Is the runner's general health perceived to be sufficient for them to run? (e.g. absence of obvious injury, absence of flu-like symptoms, no indication of intoxication of a level that might affect the runner's ability to identify and avoid hazards such as those described in this Safety Policy)
- f) Is the runner's footwear and clothing perceived to be suitable for the conditions (e.g. running surface, weather, daytime or night-time)?

Addendum 2 – Woodstock Runners, managing use of exclusively-booked venues

- Woodstock Runners has arrangements with Leichhardt Council for use of King George Park, Rozelle on Monday nights, and with Canterbury City Council for use of Campbell Athletic Field, Canterbury on Thursday nights
- When using these facilities on those days (nominally from 6:30pm to 7:30pm in each case), Woodstock Runners has 'exclusive' (booked) use, however in practice other members of the public could (attempt to) use the facilities at the same time (e.g. for their own exercise, walking pets etc.)
- The following checklist provides a guide for managing the use of the facilities, in particular where other members of the public (attempt to) use the facilities at the same time
- The guiding principles used in forming the checklist are
 - Protect the health and safety of Woodstock Runners

- Protect the health and safety of members of the public
- Commonwealth and State laws, and Council regulations and by-laws are observed and obeyed at all times
- Protect the interests and good standing of the Woodstock Runners Club

The Checklist

- a) Where practical, consideration should be given, to indicating 'exclusive use' (booking) of the facilities by Woodstock Runners, by means of temporary signage or similar set up at the venue, for the duration of the event
- b) Woodstock Runners who are participating in the Monday and Thursday night activities are encouraged to wear Woodstock Runners clothing in order to help identify them as the group which is using the track/field, and establish 'ownership' of the facility for the duration of the event
- c) If other members of the public (attempt to) use the facilities at the same time (e.g. for their own exercise, walking pets etc.) the following guidelines are suggested
 - The Run Convenor should approach the member(s) of the public to politely advise them of the booked use by Woodstock Runners of the facilities, and request the member(s) of the public to relocate to an area which will not interfere with Woodstock Runners use of the track/field for the duration of the event
 - The Run Convenor should if requested be able to produce evidence of the booking arrangement

If, despite the approach described in step c) above, the member(s) of the public choose(s) not to cooperate, the Run Convenor can consider the following suggested options

- i) Advise the Woodstock Runners at the event, of the 'competing' use of the facility by the other member(s) of the public, and suggest to the Woodstock Runners who are present that they modify their use of the facility for the remainder of the duration of the event, in order protect their own health and safety and the health and safety of the other member(s) of the public
- ii) If the 'competing use' by the other member(s) of the public persists (e.g. occurs over the whole of, or more than one Monday night or Thursday night session), contact the relevant Council ranger and inform them of this, requesting assistance to enforce the booking of the facility made by Woodstock Runners

In (unlikely/rare) cases where other member(s) of the public respond to the approach, described in step c) above, in a manner that is perceived to be threatening or dangerous, consideration should be given to abandoning the event, or calling the NSW Police Assistance line on 131444, or in extreme cases, contacting emergency services using 000 (any phone) or 112 (from a mobile). In such extreme cases evacuation of the facility may be required.

Addendum 3 – Hazard Management, Incident Handling and Reporting

- This section describes how Woodstock Runners seeks to
 - Identify and manage hazards related to participating in regular Woodstock Runners event (typically those events advertised at <http://www.woodstockrunners.org.au/weekly-sessions/>)
 - Manage incidents that occur at a regular Woodstock Runners event
 - Collect and analyse information about hazards that are identified and/or incidents that occur during a regular Woodstock Runners event
 - Recommend and implement corrections or improvements to how the events are managed, and/or how the risks associated with any hazards are identified and managed, and gauge the effectiveness any corrections / improvements that are implemented

'At-the-time' - Managing Hazards

- In the context of runners participating in Woodstock Runners events, Woodstock Runners publishes and promotes an indicative list of Hazards, Associated Risks and Suggested Controls within the Safety Policy - please refer to the table earlier in this document

Hazards – analysis, recommending and implementing controls

- Woodstock Runners Committee meetings include a recurring agenda item *Health and Safety* which considers new/updated hazards, risks and controls - noting that the first action attempted (wherever possible) is to identify how a particular hazard can be removed, and where a hazard cannot be removed, how the associated risks can be managed (reduced)
- Any new/updated Hazards that are identified, along with associated risks and controls, will be published as an update to this Safety Policy

'At-the-time' - Managing Incidents

- In the context of this Safety Policy, an incident is defined as circumstances in which an injury to a runner occurs, when a runner is participating in a Woodstock Runners event (this does not include during travel to or from such an event)
- For circumstances which had the potential to cause injury to a runner, but no injury actually occurred, please refer to the “‘At-the-time’ - Managing Hazards” and “Hazards – analysis, recommending and implementing controls” sections of this Safety Policy
- Where an incident has occurred, the general procedure suggested is
 - Where needed, assistance for the injured runner should be rendered where safe to do so and as resources (including skills) allow
 - The type of assistance may range from simple first aid to calling emergency services

- It is not the intention nor is it within the scope of this Safety Policy to describe what type of assistance should be offered
- This Policy recommends that a written report of the incident be provided within 48 hours, to the Woodstock Runners Secretary (secretary@woodstockrunners.org.au) for inclusion in the Health and Safety agenda item of the next Committee meeting
- Responsibility for submitting such a report will depend on the nature of / outcome from the incident

Incidents - analysis, recommending and implementing controls

- Woodstock Runners Committee meetings include a recurring agenda item *Health and Safety* which considers incidents that have occurred, with the aim of identifying the associated hazards relevant to the incident, and the risk controls that should have been in place to prevent the incident from occurring, and/or risk controls that will need to be in place to prevent such an incident from occurring again
- Any new/updated Hazards that are identified as being related to the incident, along with associated risks and controls, will be published as an update to this Safety Policy

Gauging effectiveness

- Woodstock Runners Committee meetings include a recurring agenda item *Health and Safety* which, in the context of planning, executing and participating in Woodstock Runners events, includes a review of the effectiveness of
 - the Safety Policy
 - Hazard identification
 - Risk Controls
 - Incident Management
- The aim of such ongoing reviews is provide a constant and reasonable focus on the protecting the health and safety of participants in Woodstock Runners events, and members of the public who may interact with Woodstock Runners when an event is underway