

## **QUEEN'S PARK HARRIERS COMMITTEE (As of October 2022)**

### **PRESIDENT**

Tim Lewin

### **VICE PRESIDENTS**

Jojo Braine / Sofia Ali

### **SECRETARY / CHAIR**

Gabby Smart / James Walerych

### **TREASURER**

Stuart Woolmer / Bill O'Connor

### **MEETING MINUTES**

Bill O'Connor

### **MEMBERSHIP**

Saikat Chatterjee / Elizabeth Horridge / Sarah Power

### **ROAD CAPTAINS**

Ben Posen / Jen Armson

### **TRACK CAPTAIN**

Sathiyam Sivathas

### **SUMMER LEAGUE CAPTAINS**

John Walerych / James Walerych / Susan Kennedy / Jean Walerych

### **CROSS COUNTRY CAPTAINS**

Bill O'Connor / Mark Greig / Susan Kennedy

### **LIDDIARD TROPHY COORDINATORS**

Peter Hunt / Sam Sutherland / Amelia Carman / Bill O'Connor

### **GREEN BELT RELAY COORDINATORS**

Sarah Dent / Tim Lewin / Harriet Preedy / John Brosnan / Fawad Karim

### **SENIOR COACHING COORDINATORS**

Gildas Braine / Sophie Barnard / Gavin O'Sullivan / Ben Posen / Jen Armson / Gabby Smart

### **SURVEY MANAGER**

Alex Phillips

### **JUNIOR COORDINATORS & COACHES**

Leanna Mailer / Chris Bailey / Sophie Barnard / Saikat Chatterjee / Sam Sutherland / Peter Reupke / Andy McCarron

### **NEWSLETTER**

Gilly Cross / Sam Sutherland / Emma Yentis / Ellie Keable / Caro Chau / Abi Thomson / Fleur Drummond

### **WEBSITE**

Robert Baillie / Mark Greig

### **SOCIAL MEDIA**

Sam Sutherland / Fran Griffin / Beth Rudd / Susan Kennedy / Anna Ehrlich

### **WILLESDEN STADIUM LINK**

Saikat Chatterjee / Stuart Woolmer

### **CHILD PROTECTION OFFICERS**

Sophie Barnard / John Walerych

### **SOCIAL COMMITTEE**

Fiona Eagle / Georgey Thorburn / Emma Yentis / Trevor Mathurin

### **DELEGATE TO ASSOCIATIONS**

Bill O'Connor / Sam Sutherland / Alan Agarrat

### **FUNDING**

Saikat Chatterjee / Richard Byrne / Frances Sutherland / Gavin O'Sullivan

### **MERCHANDISE**

Sarah Bailey / Bill O'Connor / Sam Sutherland

### **MENTAL HEALTH CHAMPIONS**

Susan Kennedy / Anastasia Chew / Sofia Ali / James Walerych / Richard Byrne

### **DIVERSITY & EQUALITY GROUP**

Susan Kennedy (chair) / Ayo Dada / Sam Sutherland / Gildas Braine

# Queen's Park Harriers Committee

**PRESIDENT:** A position offered to a member who has been in the club for at least 3 years and has contributed a considerable amount to the functioning of Q.P.H. Usually a one year position.

**TWO VICE PRESIDENTS:** As above, one of whom is likely to be the new President.

**SECRETARY/CHAIR:** To collate and analyse information on various topics which are received from England Athletics, the South of England Athletic Association, Middlesex Athletic Association, etc. With more/ most information now being transmitted by emails it is important to be able to access this information. Chair monthly committee meetings and distribute action points..

**MEMBERSHIP:** Keep records of new members. Register new members with England Athletics. Maintain Mailchimp email list with new members. Respond to new enquiries from website and Gmail email address.

**TREASURER:** Collect all monies from various sources and keep the financial records. Pay affiliation fees, team race entries and issue receipts. Give an up to date account of income and expenses at the monthly committee meetings and produce end of year accounts for AGM.

**MEETING MINUTES:** To record salient points of discussions and the outcome of all decisions made during official club meetings and ensure that the minutes are circulated to the committee in a timely manner after each said meeting.

**ROAD CAPTAIN:** To check out on coming races and get these into the club's fixture list. Some races should be made club events so that we get a good turnout at these to improve club spirit and achievements. Need to make sure that races do not clash if possible. Distances are mainly 10km, half and full marathons.

**TRACK CAPTAIN:** We are currently not in any track and field leagues. This may change if members decide, if not we need to encourage members to do more track racing both indoors and outdoors. There is scope to get more people to attend graded race meetings where you can learn the art of track racing and the skills required for field events.

**SUMMER LEAGUE:** Build on the success of this years' triumph. Attend summer league meetings. Organise team road and relay entries on race day and liaise with league organisers to ensure smooth running of the day.

**CROSS COUNTRY CAPTAINS:** From October to March there are races on most Saturdays either in the five Chiltern League events or various local, area and national races as well as long standing races, e.g. our Liddiard Trophy which is over 70 years old. The captain needs to do various race entries, as these are team events; in most races the club pays the entry fee. If members don't turn up for the higher cost races you will be required to recoup that cost from the member concerned. You will need to be able to attend various committee meetings e.g. Chiltern League, North of the Thames, North London, etc. and maybe help to officiate if required so that an event can take place.

**LIDDIARD TROPHY COORDINATOR:** Organise our annual Liddiard Trophy event. Liaise with North of the Thames" event which runs as part of the same race on the day. Collate results. Organise volunteers for the event and distribute information in advance to ensure smooth running of the event. Promote the event to a wider audience to attract more participants to potentially generate more exposure and income for the club.

**GREEN BELT RELAY COORDINATOR:** Organise the QPH team for the GBR. Organise transport, accommodation and coordinate with the event team for this 2 day event.

**SENIOR COACHING COORDINATOR:** Advise and encourage members to consider taking these roles, help them do the courses to get qualified (Coaching Assistant and Athletics Coach). (Paid by the club). Organise coaching rota for Tuesdays senior sessions (via doodle.com) and follow up on any vacancies or unexpected events. Advertise on UKA Sport and elsewhere for the position of full time lead coach to run these sessions.

**JUNIOR CO-ORDINATORS AND COACHES:** Liaise with parents of Junior sessions on Wednesday evenings. Manage register, waiting list and communications. Arrange coaches, plan sessions. Enter junior teams into the Young Athletes league and manage the team on race days.

**NEWSLETTER:** Notifying members with information from the captains and providing any other news via weekly information emailed to members. To collect race results, photographs or any other news of interest for submission to the newsletter / website. All members are able to provide news / info for this newsletter by emailing [newsletter@queensparkharriers.org.uk](mailto:newsletter@queensparkharriers.org.uk)

**WEBSITE:** Maintain the club website, to keep members and those interested in joining informed, as well as monitor the [website@queensparkharriers.org.uk](mailto:website@queensparkharriers.org.uk) inbox. Maintain internal club email distribution lists.

**SOCIAL MEDIA:** Run the Instagram, Facebook and Twitter accounts on behalf of the club, sharing successes, stories and info. Also, replying to messages, comments etc and representing the club on social media.

**WILLESDEN STADIUM LINK:** To have a good relationship with the management of the stadium so that we can explain our position and feel able to make suggestions to improve our position and enhance the reputation of Q.P.H. and the stadium.

**CHILD PROTECTION:** To keep up to date with changing legislation and to implement any suggestions / changes expected to be implemented from England Athletics.

**SOCIAL COMMITTEE:** To organise these events at various times in the year as requested and hopefully again a Christmas meal in early December

**DELEGATE TO ASSOCIATIONS:** To represent the club at the Chiltern Cross Country League (President), the North of the Thames, the North London Cross Country Association (Treasurer), West London Athletic Network (it has only a minor function now), Middlesex and Southern Counties Athletic Association when required.

**FUNDING:** There are sources of funding that we can tap into both within and out of the Borough. We have had good success in the past which has brought in some useful funding..

**MERCHANDISE:** Ordering, selling and keeping stock of QPH merchandise, such as vests, tops and hoodies.

**MENTAL HEALTH CHAMPIONS:** To promote mental health within the club.

**DIVERSITY & EQUALITY GROUP:** Looking at ways to ensure that the club is open and accessible to anyone interested in running in the local area.

**SURVEY MANAGER:** To create, manage and summarise an annual general survey for the club. To send to every member, capturing attendance and thoughts about track, cross country, summer league, accessibility, diversity, ideas for how money can be spent, any other experiences they want to share.

COMMITTEE MEMBERS: The clubs rules state eight members to be on the committee who do not already have an official position. Life members (Peter Hunt, Alan Agarrat, Bill O'Connor) are on the committee automatically. As the size of the club has grown members have been more willing to offer their services and advice. As a result, we have not kept rigidly to the eight. You would be expected to help out in various functions which happen throughout the year on a short-term basis, e.g. Queens Park Day, possibly supporting a younger athletes event, offering transport if you are able to or helping to officiate at a fixture, etc.

Those on the committee are expected to make every effort possible to attend all or most committee meetings throughout the year.

[committee@queensparkharriers.org.uk](mailto:committee@queensparkharriers.org.uk)