

**Terms of Reference: Senior Runners Coordinator**

**Athletics Club Name:** Attleborough Athletics
**Role Title:** Senior Runners Coordinator
**Reporting To:** Head Coach
**Date of Issue:** [Insert Date]
**Review Date:** [Insert Date]

**Purpose of the Role**

To lead, support, and develop the senior running group within the club, ensuring a safe, inclusive, and motivating environment that promotes participation, performance, and enjoyment for runners of all abilities aged 18 and above.

**Key Responsibilities**

**1. Leadership & Coordination**

* Liaise with LIRFs to ensure sessions are varied, inclusive, and aligned with club goals (e.g., fitness, competition, social).
* Coordinate with LIRFs and junior section coaches/volunteers to discuss club activities.
* Coordinate with volunteer coordinator to promote training courses.
* Actively seek to recruit new members to the club.

**2. Communication & Engagement**

* Act as the main point of contact for senior runners.
* Communicate race opportunities, and club news via appropriate channels (email, social media, club app).
* Encourage feedback and foster a welcoming atmosphere.

**3. Event Planning & Support**

* Promote participation in local, regional, and national races.
* Assist with logistics for team entries, travel, and race-day coordination.
* Participate in club-hosted and local events in addition to club social gatherings.

**4. Development & Inclusion**

* Engage with members to promote training and goal settings.
* Promote inclusivity and uphold safeguarding standards.

**5. Administration & Reporting**

* Maintain attendance records and monitor engagement.
* Provide updates to the club committee on senior group activities.
* Contribute to annual planning and budget proposals where relevant.

**6. Required Skills & Attributes**

* Strong interpersonal and organisational skills.
* Experience in athletics or endurance sports.
* Ability to motivate and support diverse individuals.
* Knowledge of training principles and race preparation.
* Commitment to club values and safeguarding policies.

**7. Time Commitment**

* Attendance at all committee meetings.
* Additional time for events and races as needed.

**8. Accountability**

* The Senior Runners Coordinator is accountable to the Head Coach and Committee.
* Performance will be reviewed annually, with feedback from members and fellow coordinators.

[ ]  I agree to fulfil the duties of the Senior Runners Coordinator to the best of my ability and agree with the club’s constitution and code of conduct.

Name…………………………………………………………………

Signature…………………………………………………………….

Date…………………………………………………………………..

Head Coach Signature…………………………………………….

Date………………………………………………………………….