



ORION SENIOR COMMITTEE – DESCRIPTION OF ROLES - updated Aug 2026

Club Captain (Vacant)

1. Be the visible and approachable, face of the club and its values
2. Decides which club races are to have priority for that season
3. Sets the club's immediate priorities and objectives
4. Ensures the committee focuses on the development and future of the club
5. Liaises with Men's/Womens' Captain throughout the season
6. Welcomes runners and guests at Orion club races
7. Actively involved in communication channels, in particular the club Facebook page, Spond and What's app
8. Chairs committee meetings
9. Liaises with President and Hon Sec in advance of AGM and encourages members to stand for committee roles
10. Nominates somebody to lead the "Orion cry" at mob matches
11. Distributes "special" prizes at Awards Night
12. Distributes prizes at club races (e.g. Forest Five) - or delegate to another committee member
13. Chooses the winner of the annual "Memorial Trophy"
14. Allocates London Marathon club places in conjunction with panel
15. Manages any grievance/disciplinary matters with Club Secretary
16. Attends external functions on behalf of Orion

Men's/Women's Captain (Bob Glasgow (Acting Men's Captain), Nikkii Barnett)

1. Assists Club Captain, deputising where necessary
2. Encourages members to race regularly for the club (in particular, the club's priority races)
3. Ensures there is a team manager, or a deputy, at all League and County races (to issue numbers and do the declaration sheets where required)
4. Ensure members aware of summer athletics events and encourage participation
5. Takes an active interest in members' welfare

6. Welcomes new members
7. Actively involved in communication channels, in particular the club Facebook page, Spond and What's app
8. Distributes prizes at Awards Night
9. Manages any investigations into grievance/disciplinary matters with Assistant Secretary

Deputy Men's/Deputy Womens' Captain (Vacant/Hayley Rogerson)

1. Assists Men's/Womens' Captain, deputising where necessary
2. Encourage members to participate in races, in particular the club's priority races

President (Paul Filler)

1. The club's "senior statesman/stateswoman"
2. Chairs AGMs, SGMs and committee meetings in absence of Club Captain
3. Ensures club meetings are conducted with courtesy and respect
4. Offers the Club Captain guidance as to performance of their role
5. Manages any appeals for grievance/disciplinary matters
6. Attends external functions on behalf of Orion
7. Manages relationship with UKA and LBWF with Honorary Secretary
8. Maintains relationship with local and mob match clubs

Secretary (Andrea MacQueen)

1. Assists Club Captain in secretarial matters
2. Registers senior members for County, National and Southern Champs and Essex races where applicable
3. Corresponds with external bodies on behalf of Orion
4. Assists Club Captain and President in disciplinary matters
5. Advises members and committee on matters relating to Club Constitution
6. Notifies members of a pending AGM or SGM
7. Prepares agenda and takes minutes at committee meetings, AGMs and SGMs
8. Encourages attendance at County AGMs/meetings (currently done by Bob Glasgow)
9. Manages relationship with UKA and LBWF with President
10. Assists Club Captain in allocation of London Marathon club places
11. Registers successful applicants for London Marathon club places
12. Manages any grievance/disciplinary matters with Club Captain
13. Updates mailchimp - adding and removing members
14. Updates club honours board
15. Orders and engraves club trophies
16. Assists in enquiries relating to club's history (with Ron Bond's help)
17. Assists Club Captain on and before Awards Night
18. Ensures appropriate communication with the family when a member or former member dies

Assistant Secretary (Christine Inch)

1. Assists Honorary Secretary and deputises as required
2. Takes minutes at meetings as required
3. Writes club newsletter (October; Feb/March; June/July)
4. Manage any investigations into grievance/disciplinary matters with Captain
5. Safely stores club's historical minute books
6. Co-ordinates reviewing and updating of club policies and ensures added to website
7. Keeps Club's "main contacts" document up to date
8. Keeps the Club's roles document up to date
9. Monitors and responds to club's "info@" e-mail account
10. Assists at Awards' evening

Treasurer (Paul Goodhew)

1. Financial planning to ensure health of club's finances
2. Prepares club's annual accounts
3. Liaises with club's auditors
4. Operates club bank account
5. Scrutinises and authorises club expenditure
6. Reimburses authorised expenditure
7. Sets race entry fees after discussion with club captain
8. Sets annual membership fees (incl student and family) following discussion with committee
9. Liaises with Junior Treasurer re income from family membership fees

Membership Secretary (Dan Green)

1. Registers new members on club database and keeps database updated
2. Registers new members on UKA database
3. Processes annual subscription renewal (club and UKA)
4. Chases members whose subscriptions are overdue
5. Cancels membership where subscriptions are more than three months overdue
6. Monitors and responds to club's "membership@" e-mail account
7. Processes requests for members' details where GDPR allows it
8. Accepts/admits Spond requests from potential new members
9. Sends out 'Welcome to Orion' message on Spond to let potential new members know they have two free taster sessions, then they are expected to join.
10. Monitors Spond app and removes names after 90 days if have not joined
11. Monitor and responds to various questions/queries from members on Spond
12. Removes members from Spond whose membership has been cancelled and/or if they have not renewed their membership.
13. Sends new members a welcome pack

Fixtures Secretary (Paul Williams)

1. Arranges dates for club races, liaising with other clubs as necessary
2. Obtains race licences from Corporation of London
3. Obtains EA permits for races, where applicable, and submits race reports to EA as required
4. Agrees Summer and Winter fixture lists with club captains, and ensures they are published on club social media
5. Ensures that club members are able to register for races on Spond
6. Ensures that club is represented at Midweek League, Chingford League and Essex League fixtures meetings, and, in conjunction with the Captains, agrees dates for any League races the club offers to host

Race Co-ordinator (Paul Williams)

See Appendix 1.

Social Secretary (Vacant)

1. Organises club social events, including the Christmas Awards Party, a summer event and post 5k on the rides
2. Books venues for club social events
3. Seeks opportunities for new events
4. Liaises with committee and members regarding ideas for social events
5. Keeps records of income and expenditure on social events and reports to Treasurer
6. Uses social media platforms to promote opportunities and encourage/praise achievements for inclusive membership

Diversity & Inclusion Officer (Darren Cordes)

1. Ensures that club's diversity and inclusion policy is in line with England Athletics guidance
2. Keeps self up to date with any changes to legislation and EA guidance
3. Ensures that all committee members familiarise themselves with the policy
4. Ensures that the policy is circulated to all members and is included in the Welcome Pack for new members
5. Liaise with Captains and Race Co-ordinator to ensure that communication around Orion hosted events reflect the Club's policy on D&I
6. Be the first point of contact for any issues relating to D&I and discuss with Club Captain and Honorary Secretary in a timely manner
7. Research what other Clubs (running and other sports) are doing to enhance diversity
8. Actively seek out new opportunities to enhance diversity within the Club; raise ideas for the committee to discuss

Training Coordinator (Vacant)

1. Liaise with OH coaches and run leaders and reports back to the committee any concerns or improvements which they would like raised

2. Provide details of any proposed coaching monetary spend to the committee for approval
3. Takes responsibility for organising the senior Wednesday night club runs. Organises Sunday group runs if required **KATHERINE TAYLOR TO CONTINUE ORGANISING WED NIGHT RUNS & RUN LEADERS**
4. Keeps a list of coaching/leader qualifications held by coaches/leaders and liaises with them to ensure qualification is renewed as appropriate
5. Keeps a log of the number of times that coaches/leaders volunteer so that the club can see that the investment in any training has been of value.
6. Coordinates London marathon training: recruit marathon group leaders; places marathon groups on Spond for the Jan to April period; provides a plan for marathon training and ensures the website up to date. In discussion with group leaders, select some 10k, 10m and half marathon races for runners to sign up to as part of their training. Organises transport to the marathon start if sufficient demand; organises post marathon drinks; suggests other initiatives to support those marathon training e.g. an experienced marathon speaker

Committee “lay” members (Tim Wright/Hayley Barron/Karen Lyons, Sarah Mills)

1. Support club's priorities and objectives
2. Regularly attend committee meetings
3. Contribute actively at committee meetings, helping to generate new ideas
4. Provide assistance to Club Captain and other committee post holders as required
5. Help to keep in touch with members who have not been at training/races for a while
6. Help organise club events (e.g.marshalling/trail laying/back of house/registrations/results, etc)
7. Take on ad hoc tasks to relieve workload of other committee members
8. Review and update club policies as assigned (along with other committee members)
9. Assist at Junior events (along with other committee members) as required

Other roles – not necessarily carried out by a committee member

Refreshments Coordinator – Vacant

1. Coordinates a team of volunteers to provide refreshments at Orion hosted events
2. Liaises with Race Director/Club Captain to plan dates and times for refreshments
3. Liaises with Social Secretary, Clubhouse Manager and Clubhouse Sub-Committee to ensure the kitchen and any refreshments offered meet all food safety and hygiene standards
4. Ensures that any volunteer who is serving food is aware of and complies with food safety and hygiene standards

Welfare Officer (Lorraine Gosling)

1. Attend all safeguarding courses to meet UKA/EA requirements and obtain enhanced DBS check for self

2. Implement the Athletics Safeguarding and Welfare Policy and Procedures in conjunction with UKA and England Athletics policy
3. Develop a system to ensure all individuals working with young people undertake a DBS check application every three years
4. Keep a log of trained First Aiders and arrange training where necessary
5. Co-ordinate training for club personnel working with young people (i.e. *Safeguarding and Protecting Young People*) – where appropriate
6. Ensure that any safeguarding issues and incidents are reported promptly to UKA and the Club Captain/Club Secretary
7. Ensure that any safeguarding matters are managed professionally and in line with UKA procedures
8. Ensure all parents of new young athletes receive the club's child protection policy
9. Be visible and approachable to all club members and post your contact details on club notice boards, the club website, in your club welcome pack and in newsletters
10. Ensure the Club's Codes of Conduct are up to date in line with UKA guidelines
11. Ensures that the Club are meeting UKA guidelines in terms of run leaders holding up to date qualifications; DBS and First Aid certificates as appropriate.
12. Verify and confirm club's Accredited Club (Clubmark) information

Junior Liaison Officer (Vacant)

The role of the JLO is to try to bridge the gap between the Juniors and the Seniors and encourage retention as Juniors progress into the Senior age category.

The role requires close liaison with the Junior committee key members.

Responsibilities

1. Ensuring the Junior committee are aware of Senior training sessions and fixtures (road, cross country, track & field) that older Junior members can attend
2. Encourage juniors who are returning from University to attend Orion Senior training sessions and races
3. Ensure members age 21+ are aware of the U35's social & training initiatives by putting them in touch with the person who organises these
4. Be the appointed person for the Junior committee to contact if they want any issues raised for consideration by the Senior committee
5. Feedback to the Junior committee on any issues raised in relation to the Juniors
 - Ensure Juniors age 21+ are aware of Orion social events and encourage them to attend
 - Ensure Juniors age 18+ are aware of Orion Active events and encourage them to attend
 - Attend Senior committee meetings

- Assist with events and tasks which are required by the Senior committee

Social Media Co-ordinator (Laura Graham Clare & Karen West)

1. Identifies and evaluates which social media channels are most appropriate for the club to use
2. Sets up social media channels and allocates access to members
3. Ensures that admin rights and permissions are allocated to appropriate members as required
4. Reviews club's website and recommends areas for improvement and management thereof
5. Reviews and updates the club's Social Media policy
6. Monitors posts on social media to ensure compliance with the Club's Social Media policy
7. Reviews effectiveness of social media within the club and recommends improvements to the committee

Other roles currently performed by committee members and other members

1. Junior Co-ordinator (Helen Pearce)
2. Health & Safety Officer (Vacant)
3. Club House architect (Grant Corton)
4. Club archivist (Ron Bond)
5. Club house manager (Andy Day) – duties set out in Appendix 2
6. Committee member overseeing Club House (Hayley Barron)
7. Club House Trustees and Corporation of London liaison (Paul Williams & Tim Wright)
8. Group Leaders – members volunteer to lead groups
9. Orion Active Coordinator (Vacant)
10. Marshal Coordinator (Don Taylor)
11. ELVIS (Dan Green)
12. Fell race permits (Tim Wright)
13. Forest Five (TBC)
14. Grand Prix (Mark Farrar)
15. Handicapper (Vacant)
16. London Marathon water stations (Warwick Barton and Don Taylor)
17. Orion 100 club (Ray Valins)
18. Race results (varies by race)
19. Website manager (Jamie Gwilliam, Harriet Whitehead & Rob Hayday)
20. Liaison re alcohol licence and food seller registrations (Tim Wright)

Appendix 1 Race Co-ordinator

The Committee shall appoint a Race Coordinator, whose duties will be:

- Ensuring that a Race Director (who may be the Race Coordinator) be appointed for each Senior race organised by the club, and that the Race Director has adequate information on race organisation
- In conjunction with Fixtures Secretary, maintain a list of race routes agreed with the Corporation, and any special requirement for each race, including the criteria for any prizes that may be awarded
- Liaising with the Fixtures Secretary over race dates and licences
- Confirming race routes each year
- Arranging for dedicated first aid to be provided where required by the Club's policy
- Ensuring that the Club maintains an adequate supply of race equipment
- To ensure that marshals are available for races as needed, and ensure there is a contact point for race volunteers

The Race Director shall be responsible for ensuring that:

- race pre-entry is available, where relevant, and that pre-race information is available
- marshals and timekeepers, and any other additional facilities, such as water stations, are available for the race
- trail is laid and any signage placed on course
- any interested third parties are informed prior to the race where necessary
- any medals and/or prizes are available
- results are made available after the race

Annex A: race equipment

- Race signage
- Water canisters, and water station tables
- Finishing funnels
- Trail paper
- Barrier tape
- Numbers and safety pins
- Stopwatches
- Recording sheets and clipboards
- Race entry sheets
- High visibility vests

Annex B: current suppliers

- First Aid: Hearn Training, michael-s-hearn@ntlworld.com, 07919 893095
- Portaloos: Portable Toilet Hire London, peter@portabletoilethirelondon.com. 020 8594 3673. Local Toilet Hire – James Parkin 0800 907 0086 James@localtoilethire.co.uk
- Race signage, Running Imp, www.runningimp.co.uk
- Trophies and medals – B&W Trophies, Walthamstow
- Trail paper: www.dallancefarm.co.uk
- Chip timing Krono Sports, 07413747929

Annex C: Summary Race information (all entry on day, without prizes or external first aid, unless otherwise specified)

Club races

Winter and Summer Handicaps

- 5m, yacht handicap
- £3 donation

Mobmatches

- 7.5m
- £3 donation for Orion entrants
- Trophy contested between clubs. Vet trophy for mob match (venue chosen by Club Captain at beginning of each season)
- Winners announced for men, women (and V40, 50)
- Discuss with other clubs whether prizes for V60 and V70

Mercury

- 10m
- £3 donation **(to be reviewed for winter 2026/27 race)**
- Winners announced for men, women (and V40, 50)
- Consider and agree whether prizes awarded for V60 and V70

Orion 15

- 15m
- Online pre-entry only (opens early January)
- Donations requested
- External first aid
- Medals for first man/woman, V40, 50, 60, Senior teams, V40 teams (all men and women)
- Water stations
- Golf course notified
- Portaloos provided
- Drinks for finishers

Forest 5

- 5m (measured)
- 3 race series
- Online pre entry for entire series or individual races. Entry available on the day. Entry fees
- Prizes for winners
- Third race part of ELVIS series
- Water station
- Drinks for finishers

Fell Race

- 3 to 3.5m
- £3 donation
- Trophy for winner (retained by club), prizes (wine) for first woman and first man
- Drink for each finisher

5k on rides

- 5k
- Prizes for series winners (first woman, first man, first junior (male and female), age category series prizes)

Mad Mile

- 1 mile
- Self-timed
- Prizes (wine) for first woman and first man and chocolates for first junior

League races organised by club

Consultation with League over detailed requirements, but main features below:

Essex League

- Separate races for SM, SW/U20W, U17M&W, U15B/G, U13B/G
- Decision to be taken by Committee on whether to host an U11 race or not
- Club to provide finishing funnel management, including handing out tokens
- External first aid supplied

Chingford League

- Separate races for U11/13, U15/17, SM/W
- Any first aid provided in consultation with League
- League arranges timekeepers

Mid-week league

- Race c10k
- First aid provided by League
- Water station required
- Club provides post-race food
- Club responsible for timekeepers and funnel management, including handing out tokens

Appendix 2

Club House Manager

The clubhouse manager will be responsible for the following areas. They will liaise with a nominated committee member as necessary to agree expenditure for any work and supplies in advance.

Management jobs

- Check condition of external paintwork, gutters, roof, shed, bootwash and arrange any maintenance required.
- Arrange boiler check.
- Arrange fire extinguishers check
- Arrange electrical equipment (PAT) check
- Arrange cleaning of windows
- Liaise with trades people.
- Alert committee member when gas supply low (or SMS received from gas company) and arrange to be on site for gas delivery.

Cleaning

- Clean floors, toilets, showers, mirrors, kitchen surfaces, sink, fill up soap dispensers, towel dispensers and toilet rolls, empty bins. Wash shower curtains in ladies changing rooms.

- Deep clean kitchen once every 3 months (pull out cooker and clean behind, clean inside cupboards, clean shelves as per Food Safety standards - see FSA /SFBB-caterers pack).
- Replace toilet brushes and mop heads, descale or replace shower heads when necessary.
- Deep clean showers and general area 2 times a year including washing all shower walls and painted walls in the hall and high level dusting.

Kitchen

- Ensure people are aware of food hygiene rules and standards (which will be displayed)
- Replenish paper hand towel and soap dispensers
- Ensure all surfaces are cleaned appropriately
- Dispose of kitchen waste appropriately
- Wash tea towels

Supplies

- Check supplies of hand soap, washing up liquid, paper hand towels, disposable kitchen cloths/wipes, toilet rolls, floor cleaner, shower and toilet cleaner and place order to replenish.

June 2025