Club reps’ responsibilities.

You are the connection between the WSFRL and its member clubs. Ideally you should have a voice on the committee of your club.

The WSFRL has its AGM in November and a half-yearly meeting in the summer. Please try to attend these meetings or find somebody from your club to deputise if you can’t make it.

Communicate!

Almost all League correspondence is via email. It is vital that you check your emails regularly (preferably at least once a day). It’s also helpful if you respond to emails sent to you by the League secretary or other club reps - otherwise they won’t know you’ve received them. A simple ‘thanks’ or ‘okay’ will do if a direct response isn’t required.

It is very important that you keep your email address list up to date. A new list will be circulated whenever there is a change of contact – usually after the AGM or half yearly meeting. Failure to update your email address book will mean that emails are sent to the wrong person and may not get through to their intended recipient.

You also need to communicate to your members when each race is coming up. Clubs use their own website, email to all members, text messages, Facebook or a combination of all. It doesn’t matter how you get the word out, the important thing is you encourage as many runners as possible to participate.

After each race you will be sent a set of provisional results (also available on the WSFRL website). These results remain ‘provisional’ until all reps have responded that all their runners are correctly accounted for. Please check as soon as possible so the results can be finalised.

Keeping track of entry fees. Again, different clubs adopt different strategies. Runners should be aware that once they have agreed to run they are expected to pay the entry fee regardless of whether or not they run. However, as we all know, there are times when the money is not re-cooped. Club reps should NOT be responsible for covering this expense. Some clubs have a cash kitty for the year which is topped up at the end of the season for any fees not collected; the club rep pays cash for their numbers then swap individual numbers for the required cash. Others pay by BACS and then collect the fees each for race to pay back to the club.

Many clubs have a club championship to encourage their runners to compete. This can be as simple as a total of the points scored throughout the year or a combination of points for participation and points scored. The latter system favours regular runners who are not necessarily high scorers. Clubs are encouraged to pay for the ‘Completer’ T-shirts for any member who has run all the races in one year although this is not compulsory.

As club rep you may also be responsible for organising your club’s League event. If you are new to this make sure your club gives you the support you need. There is plenty of advice to be found on the WSFRL website and from other reps. Please ask if you need any assistance using the Smart Rrs program – it is a bit temperamental but does give fantastic results which otherwise would take a lot more time and effort to work out.