

# **SHAFTESBURY BARNET HARRIERS**



## **CLUB MARK**

**England Athletic Approved June 2016**

**Updated April 2017**

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## CLUBMARK SECTION 1

### The Playing Programme

- 1.1 The club provides a full coaching programme. The main sessions are on Tuesday and Thursday evening at Allianz Park. Further sessions are also held including a jumps session on Wednesday evenings. This programme is in excess of the EA suggested minimum of one session (min 1 ½ hours) x minimum of 25 weeks a year.

The Club carry out an initial assessment with all individuals who approach the Club with an interest in Athletics. For those under 16, we require a parent / carer to be present. Once we have established the athlete's areas of interest, we decide how best to meet the athlete's needs with the resources available. If we believe we can work together to meet the athletes aims and objectives as well as those of the Club, we offer the athlete a maximum of 4 free induction sessions under the supervision of an appropriately qualified Coach. Once these are completed to the satisfaction of all parties, we require the athlete to join the Club. We have two core training sessions every week throughout the year on Tuesdays and Thursdays between 18.30 and 20.30 depending upon age and discipline. The Coach then designs a programme mindful of the abilities of the athlete and the athlete's aims and objectives. This could involve joining the training group of more than one Coach as the Club has 5 main core groups, sprints, hurdles, endurance, jumps and throws. Movement within each core group is based solely on ability rather than age. Competition is encouraged once fitness and skills are achieved. For under 15 year old children we will endeavour to provide a multi-event/365 approach to the training offer.

Details are provided on the clubs website: [www.sbharriers.co.uk](http://www.sbharriers.co.uk)

- 1.2 Not Applicable. (UKA AVIVA academy products)
- 1.3 The club provides an extensive intra and/or inter club competitions for its members. These are included in fixture cards, notice boards, website and newsletters. Details are provided on the clubs website: [www.sbharriers.co.uk](http://www.sbharriers.co.uk) in the section Fixtures and results.
- 1.4 The Club seeks to provide a minimum of one coach to a maximum of 12 young people (1:12 coach ratio). Please see Code of Conduct for Coaches in Appendix A.
- 1.5 The club seeks to provide a minimum of a level 2 qualified athletics coach to attend every young people coaching session (could be in a leading or mentoring role).
- 1.6 Not Applicable.

(Coaches responsible for the programme hold professional indemnity and/or public liability insurance).

A) Copy of all coaches' qualifications who work with young people.

B) If paid, a copy of insurance certificates must be provided for all coaches. NB: not applicable for volunteer coaches as insured through coach licence.

- 1.7 All coaching and competition takes place at safe venues and uses safe equipment. The vast majority of sessions are carried out at Allianz Park and detailed risk assessments have been carried out and have been attached as Appendix M. For other locations coaches will carry out their own risk assessments and two examples of individual Coach Risk Assessments are attached as Appendix D.

## CLUBMARK SECTION 2

### Duty of Care and Safeguarding and Protecting Club Members

- 2.1 The Club consider welfare a top priority and have appointed two child welfare officer who details are displayed on the noticeboard at Allianz Park and are listed on the Club's website.

#### Club Welfare Officer Details

##### Welfare Officer 1:

**Name – Mike Tuvey**

**Email - michaeltuvey@hotmail.co.uk**

**Phone Numbers - 020 8958 9687 07949 729177**



##### Welfare Officer 2:

**Name –Nene Harrison**

**Email – neneharrison@gmail.com**

**Phone Number- 07775 958018**



#### The Welfare Officers will:

- Deal with confidential matters that may arise related to athletes and have an understanding and an appropriate way to such matters.
- Responsible for the promotion of codes of conduct to members, parents and young people.
- Receive, record and pass on to the NGB Child Protection officer, any concerns relating to the welfare of young people and vulnerable adults
- To provide advice on the development of activities for young people within the club/organisation.
- Support the registration of all personnel involved in activities for young people with the club/organisation (**Disclosure & Barring Service (DBS)** checks).
- Recognise the difference between poor practice according to club rules and matters that would be seen as a welfare issue.

- 2.2 The club is compliant with EA/UKA child protection policy. A copy of the Club's Child Protection policy is attached below. All coaches of young people have had a DBS check within last three years.



## **CHILD PROTECTION**

### **ADVICE FOR YOUNG PEOPLE ON HOW TO AVOID MISCONDUCT BY OTHERS IN ATHLETICS AND WHAT TO DO ABOUT IT**

**“Misconduct is, very broadly, ‘any form of unacceptable behaviour towards you. This can be in the form of sexual misbehaviour, physical acts, inappropriate remarks, suggestive gestures, pictures or other material, or physical violence”.**

#### ***How can I avoid misconduct?***

1. ***Listen*** to the advice of your parents.
2. ***Avoid*** being left alone with anyone.
3. ***If you have to leave a group*** tell someone where you are going and how long you are likely to be.
4. ***Do not*** allow anyone to talk to you about anything personal concerning yourself, or him or her, if it has nothing to do with sport or their job. If they persist, walk away and report it to someone in a senior position.
5. ***Do not*** agree to meet anyone in your own time without informing another adult.
6. ***Do not*** accept a lift from anyone if you are the only passenger, unless you have informed another adult. Refuse politely or insist that someone else goes along. Do not accept a lift if you feel uncomfortable.
7. ***Do not*** become over familiar towards those people who work with you in athletics.
8. ***Do not*** walk home alone at night.
9. ***Be especially wary*** of parked cars with the engine running.

#### ***If misconduct happens, what should you do?***

1. ***Tell*** that person to stop at once.
2. ***Tell others***, who may be present, what happened.
3. ***If they saw*** what happened, remember who they are so that they can be a witness if required.
4. ***If the misconduct continues***, tell the person to stop at once, leave if you can, or shout as loud as you can to draw other people's attention. If this is not possible, report the matter as soon as possible to another adult or official.
5. ***Tell*** your parents as soon as possible.
6. ***Keep a record*** of the date, time and place and of what happened. Make a list of any witnesses.
7. ***Ask*** any witnesses to do the same.
8. ***If any member of your group*** or club claim to have suffered the same sort of experience, ask them to make a record similar to the one described above.
9. ***Talk*** to your parents and decide to whom you will make a formal complaint. You should report it to your club's child protection officer.

#### ***What should you definitely NOT DO?***

1. ***Do not*** complain if nothing happened.
2. ***Do not*** exaggerate if something did happen.
3. ***Do not*** ignore behaviour that makes you feel uncomfortable.
4. ***Do not*** keep things to yourself that have happened.
5. ***Do not*** delay before complaining.

6. ***Do not*** agree to 'hush up' or hide what happened.
7. ***Do not*** be afraid or embarrassed to tell your parents, a friend or the club's child protection officer.

***Child Protection Officers: Mike Tuvey and Grace Conroy***

Reviewed and agreed by the Club Council in January 2016

- 2.3 Both Welfare Officers have completed safeguarding training.



- 2.4 The club has adopted codes of practice for all coaches, officials and volunteers working with children and young people. The following have been attached to this report as appendices
  - A) Copy of code of conduct for all active coaches.
  - B) Copy of code of conduct for all active officials.
  - C) Code of conduct for all active volunteers.
- 2.5 The club has access to first aid equipment through the staff at Allianz Park.
- 2.6 Emergency procedures for dealing with serious injuries/accidents will be the Allianz Park procedures and will be managed by their staff. In addition, coaches will have contact details for their athletes and will be sent regular updated membership lists. Coaches will be reminded to ensure that they have 'In Case of Emergency' numbers for all of their athletes.
- 2.7 The club has the contact details of parents/carers and emergency/alternative contacts. These are passed to the athletes coach when they join the club if this information is not already held by the coach. An update list of all members is maintained and this is circulated to club officers and coaches throughout the year. Coaches have the contact details of the athletes and parents/carers in their mobile



phones. Any medical conditions of new athletes are passed onto the appropriate coaches. Clearly, medical conditions can change and therefore the athletes and their parents/carers are expected to provide any relevant information to the athletes coach. As athletes change coach is expected that this information will be passed from the old coach to the new coach. The athletes and carers are also expected to inform the new coach of any such issues. A copy of membership form has been attached as Appendix G to this document.

- 2.8 The club has information on any medical conditions of its children and young people and informs coaches on a need to know basis. This information is requested when athletes join the club. Athletes and their parents/carers are responsible for informing the club and coaches of any changes in circumstances.

## **CLUBMARK SECTION 3**

### **Knowing your club and its community**

- 3.1 The club has an open/non-discriminatory constitution. A copy of club constitution has been attached to this document as an Appendix H. Rule 4 of the constitution reads as follows:

#### **RULE 4**

The Club shall comprise of amateurs, as defined by the governing bodies of athletics, whose membership has been confirmed by the Council. Membership of the Club shall be open to anyone interested in the sport regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

- 3.2 The club has adopted an equal opportunities/sports equity policy. This is set out in Rule 4 of the constitution which is set out above.
- 3.3 The club provides an up to date action/development plan identifying how it can recruit and retain members from its locality. A copy of our development plan has been attached as Appendix L to this document.
- 3.4 Not Applicable (minimum of one coach has attended a sports coach UK Equity workshop).
- 3.5 The club has codes of conduct for parents/carers and other supporters and the following has been attached to this document. Please see Code of Conduct for parents/carers in Appendix A.
- 3.6 The club has a set of rules for children and young people which is set out in the Athletes Code of Conduct. Please see Code of Conduct for Athletes in Appendix A.

## CLUBMARK SECTION 4

### Club Management

- 4.1 The club is affiliated to England Athletics.
- 4.2 The club has public liability insurance through England Athletics. The link for the (UKA) Public Liability Insurance is:  
<http://www.britishathletics.org.uk/governance/insurance/>
- 4.3 The club has a specific membership category and pricing policy for children and young people. Please see the copy of the Club Application form which is attached as Appendix G.
- 4.4 The club communicates regularly with parents/carers, in particular through the Club Website and through a weekly newsletter which e-mailed out. A copy of the weekly newsletter is available on the website: [www.sbharriers.co.uk](http://www.sbharriers.co.uk) in the section News.
- 4.5 The club secretary and coaching secretary will be responsible for ensuring the Clubmark pack is kept up to date.
- 4.6 The club has contact with at least one local school/youth organisation through our satellite clubs which (subject to coach availability) include Queen Elizabeth Girls School and St James' School. The club also works closely with the Saracens Sports Foundation and the Athletics Run Activator to develop opportunities in the local area.



- 4.7 The club is committed to further development and outreach work as set out in our Development Plan.

## **APPENDIX A : Codes of Conduct**

### **1. Code of Conduct for Athletics Clubs**

#### **As a responsible Athletics Club we will:**

- Adopt national welfare policies and procedures, adhere to the codes of conduct and respond to any suspected breaches in accordance with the Welfare Procedures
- Appoint two welfare officers (one male and one female) and offer appropriate training to act as a first point of contact for concerns about welfare issues
- Ensure that all coaches and others operating within the club environment hold the appropriate qualifications and have undertaken the appropriate checks e.g. **Disclosure & Barring Service (DBS)**, licences, qualifications such as massage, sports nutrition etc
- Encourage all coaches, technical officials and club officers to attend recommended training in welfare and safeguarding and protecting children as appropriate.
- Liaise appropriately with parents/persons with parental responsibility, officials, coaches, national governing bodies and other relevant people/organisations to ensure that good practice is maintained
- Ensure that information is available at the club and to all club officers, team managers, coaches and officials regarding contact details for local social services, the police and the NSPCC
- Ensure that club officers and volunteers always act responsibly and set an example to others including younger members
- Respect the rights, dignity and worth of every club member and others involved in athletics and treat everyone equally.
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Challenge inappropriate behaviour and language by others
- Place the welfare and safety of the athlete above other considerations including the development of performance
- Report any suspected misconduct by club officials, coaches, technical officials or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

### **2. Code of Conduct for Coaches**

#### **As a responsible athletics Coach you will:**

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete above the development of performance
- Be appropriately qualified including obtaining **Disclosure & Barring Service (DBS)** clearance, update your licence and education as and when required by UKA and adhere to the terms of the coaching licence
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
- At the outset clarify with athletes (and where appropriate, with parents or carers) exactly what it is that is expected of them and what athletes are entitled to expect from you

- Never try to recruit, either overtly or covertly, athletes who are already receiving coaching. If approached by an athlete receiving coaching refer immediately to the coach currently providing coaching support.
- Try to observe a recommended maximum ratio of 1 coach to 12 athletes at a training session or work in partnership with another coach/coaching assistant.
- Try to provide a minimum of a level 2 qualified athletics coach to attend every young people coaching session (could be in a leading or mentoring role).
- Cooperate fully with others involved in the sport such as technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Encourage and guide athletes to accept responsibility for their own performance and behaviour
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or vulnerable adults
- Do not exert undue influence to obtain personal benefit or reward
- A coach **MUST** strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- In particular, you **MUST NOT** allow an intimate personal relationship to develop between yourself and any athlete aged under **18 years**. Any violation of this could result in a coach licence being withdrawn. It may also be a criminal offence to conduct a relationship with an athlete aged under 16 years. It may also be a violation of your coaching licence to form an intimate personal relationship with a vulnerable adult coached by you.
- It is **strongly recommended** that you do not allow intimate relationships to develop between yourself and athletes coached by you aged over 18 years.

**As a responsible coach, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:**

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Be aware that your attitude and behaviour directly affects the behaviour of athletes under your supervision
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

**In addition, coaches should follow these guidelines on best coaching practice, in particular with young athletes or with vulnerable adults**

- Avoid critical language or actions, such as sarcasm which could undermine an athlete's self-esteem.

- Avoid spending time alone with young athletes unless clearly in the view of others to protect both yourself and the young athlete. In special circumstances, for example when coaching elite young athletes, one to one coaching sessions may form part of the required training schedule. In this circumstance, parental/guardian consent must be sought and obtained prior to sessions taking place. The coach must inform the parent/guardian of the venue for training and an emergency contact number should be provided by both the coach and parent/guardian.
- Avoid taking young athletes alone in your car except in exceptional circumstances
- Never invite a young athlete alone into your home
- Never share a bedroom with a child
- Always explain why and ask for consent before touching an athlete
- Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue
- Work in same-sex pairs if supervising changing areas
- Respect the right of young athletes to an independent life outside of athletics
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and club Welfare officer as soon as possible.
- Report any suspected misconduct by other coaches or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

### **3. Code of Conduct for Technical Officials**

#### **As a responsible technical official you will:**

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete above the development of performance
- Be appropriately qualified including obtaining **Disclosure & Barring Service (DBS)** clearance, update your licence and education as and when required by UKA and adhere to the terms of the technical officials licence
- Keep up to date with any changes in the relevant competition rules and seek the advice of others if necessary
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
- At the outset clarify with athletes (and where appropriate, with parents or carers) exactly what it is that is expected of them and what athletes are entitled to expect from you
- Cooperate fully with others involved in the sport such as other technical officials, competition providers/organisers, team managers, coaches, and representatives of the governing body in the provision of fair and equitable conditions for the conduct of athletics events under the relevant rules of competition.
- Act in a decisive, objective but friendly manner in your interaction with other officials, athletes, coaches and spectators and carry out your duties in an efficient and non-abrasive manner.
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Never smoke whilst officiating or consume alcoholic beverages to a degree that it affects your ability or competence to undertake your officiating duties.
- Be fully prepared for the officiating task that is assigned to you
- Dress appropriately, to the standard and nature of the competition as outlined by the relevant officials committee

- Arrive in good time for the competition and report to the official in charge
- Conduct the event in accordance with the rules and with due respect to the welfare of the athlete
- Work in a spirit of cooperation with other officials and do not interfere with their responsibilities
- Offer guidance and support to less experienced officials whenever appropriate
- Encourage and guide athletes to accept responsibility for their own performance and behaviour
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or with vulnerable adults
- Do not exert undue influence to obtain personal benefit or reward
- A Technical Official **MUST** strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other athletes, coaches and team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- In particular, you **MUST NOT** allow an intimate personal relationship to develop between yourself and any athlete aged under **18 years**. Any violation of this could result in a technical official's licence being withdrawn. It may also be a criminal offence to conduct a relationship with an athlete aged under 16 years. It may also be a violation of your technical officials licence to form an intimate personal relationship with a vulnerable adult judged/officiated by you
- It is also **strongly recommended** that you do not allow intimate relationships to develop between yourself and athletes judged by you aged over 18 years.

**As a responsible Technical Official, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:**

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

**In addition, technical officials should follow these guidelines on best practice, in particular with young athletes or vulnerable adults:**

- Avoid critical language or actions, such as sarcasm which could undermine an athlete's self-esteem.
- Avoid spending time alone with young athletes unless clearly in the view of others
- Avoid taking young athletes alone in your car except in exceptional circumstances
- Never invite a young athlete alone into your home
- Never share a bedroom with a child
- Always explain why and ask for consent before touching an athlete

- Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue
- Work in same-sex pairs if supervising changing areas
- Respect the right of young athletes to an independent life outside of athletics
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and Club/Regional/National or UKA Welfare officer as soon as possible.
- Report any suspected misconduct by other technical officials, coaches or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

#### **4. Code of Conduct for Athletes**

##### **As a responsible athlete you will:**

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally.
- Uphold the same values of sportsmanship off the field as you do when engaged in athletics
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the yourself and other athletes
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Anticipate and be responsible for your own needs including being organised, having the appropriate equipment and being on time
- Inform your coach of any other coaching that you are seeking or receiving
- Always thank the coaches and officials who enable you to participate in athletics

##### **As a responsible Athlete, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:**

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

##### **In addition, athletes, especially young athletes and vulnerable adults, should follow these guidelines on safe participation in athletics:**

- Notify a responsible adult if you have to go somewhere (why, where and when you will return)
- Do not respond if someone seeks private information unrelated to athletics such as personal information, home life information
- Strictly maintain boundaries between friendship and intimacy with a coach or technical official



- Never accept lifts in cars or invitations into homes on your own without the prior knowledge and consent of your parent/carer
- Use safe transport or travel arrangements
- Report any accidental injury, distress, misunderstanding or misinterpretation to your parents/carers and club Welfare officer as soon as possible.
- Report any suspected misconduct by coaches or other people involved in athletics to the club welfare officer as soon as possible

## **5. Code of Conduct for parents/people with parental responsibility**

**As a responsible parent/person with parental responsibility or other supporter you will:**

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Never place undue pressure on children to perform, participate or compete
- Check out the qualifications and licences of people who are coaching or managing your child or offering a service connected to athletics such as physiotherapy, massage or nutritional advice.
- Take an active interest in your child's participation
- Attend training or competitions whenever possible
- Know exactly where your child will be and who they will be with at all times
- Never make assumptions about your child's safety
- Ensure that your child does not take any unnecessary valuable items to training or competition
- Inform your child's coach or team manager of any illness or disability that needs to be taken into consideration for athletic performance
- Provide any necessary medication that your child needs for the duration of trips
- Assume responsibility for safe transportation to and from training and competition
- Return any necessary written consent forms to the club/team manager or appropriate person, including next of kin details, health and medical requirements before your child goes to any away events or trips
- Report any concerns you have about your child's or any other child's welfare to the Club Welfare Officer, Regional, National or UKA Welfare Officers. (This does not affect your right to contact your local social services or the police if you feel it is necessary)

**As a responsible parent/person with parental responsibility or other supporters for a young athlete, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:**

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others

- Be aware that your attitude and behaviour directly affects the behaviour of your child and other young athletes
- Avoid destructive behaviour and leave athletics venues as you find them
- Never engage in any inappropriate or illegal behaviour
- Not carry or consume alcohol to excess and/or illegal substances.
- Not carry any items that can be dangerous to yourself or to others excluding athletics equipment used in the course of your child's athletics activity

## **6. Code of Conduct for Team Managers**

**As a responsible Team Manager you will:**

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Avoid destructive behaviour and leave athletics venues as you find them
- Never engage in any inappropriate or illegal behaviour
- Not carry or consume alcohol to excess and/or illegal substances.
- Not carry any items that can be dangerous to yourself or to others excluding athletics equipment used in the course of the athletics activity

**In addition, Team Managers should follow these guidelines on best practice, in particular with young athletes and vulnerable adults:**

- Take reasonable care in all circumstances of any athlete under 18 years who is at an event without a parent or person with parental responsibility
- Provide the appropriate ratio of staff for the age and ability for athletes travelling away from home. The recommended ratio is one adult to ten children
- Provide staff of the same sex to undertake chaperoning duties
- Check that all volunteers have been through the appropriate recruitment and selection checks and have attended the appropriate training e.g. **Disclosure & Barring Service (DBS)** and self-declaration, safeguarding awareness training
- Notify all parents/people with parental responsibility/carers of athletes under 18 years of the times and venues of any competitions and the appropriate contact telephone numbers
- Ensure that written consent has been obtained from all persons with parental responsibility for athletes under 18 years prior to the competition
- Liaise with the parents/person with parental responsibility of an athlete under 18 years if the athlete becomes involved in an accident or serious breach of health and safety or discipline whilst under your care

- Comply with welfare policies and procedures and any local authority or school procedures or any other policies and procedures that might apply to a particular venue, group of athletes, or competition.
- Report any suspected misconduct by coaches, technical officials or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

## **7. Code of Conduct for Contractors, Employees or Track Managers**

**NOTE: THE CLUB CURRENTLY HAS NO CONTRACTORS, EMPLOYEES OR TRACK MANAGERS**

### **You will:**

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Avoid destructive behaviour and leave athletics venues as you find them
- Never engage in any inappropriate or illegal behaviour
- Not carry or consume alcohol to excess and/or illegal substances.
- Not carry any items that can be dangerous to yourself or to others excluding athletics equipment used in the course of your athletic activity
- Ensure that any risk assessment or health and safety procedures are adhered to and the safety of the athlete or any other participant in athletics is put first.
- Report any suspected misconduct by coaches, technical officials, or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

## **8. Code of Conduct for medical officers, physiotherapists, masseurs**

### **You will:**

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Hold a relevant and up to date qualification
- Work within the ethical and professional guidelines of your governing/regulating/qualifying body

- Act within the best interests of your patient, including referral to other professionals if necessary and do not offer or provide any treatment for which you are not appropriately qualified or trained.
- Ensure you have parental consent before advising/assisting/treating athletes aged under 18 years
- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Not carry or consume alcohol to excess and/or illegal substances.
- Never engage in any inappropriate or illegal behaviour

## APPENDIX B

### COACHES DETAILS

List correct as of April 2017.

URN	Firstname	Lastname	Email	Phone	Qualifications	License d	DBS Expiry
2669747	Jacqui	Agyepong	ping.pong@virgin.net	+44 (0) 7961 440663	Assistant Coach (1)   Speed (2)	Yes	08/02/2018
2744221	Katie	Alcock	Kalcock@thearcheracademy.org.uk	+44 (0) 7736 325947	Assistant Coach (1)   Endurance (2)	Yes	10/11/2019
2657613	Frank	Attoh	frank.attoh@btinternet.com	+44 (0) 7920 532559	Assistant Coach (1)   Jumps (2)   Long Jump (3)   Triple Jump (3)	Yes	23/05/2019
2754781	Daniel	Bramble	d.bramble@hotmail.co.uk	+44 (0) 7949 025287	Coaching Assistant (Coaching Assistance)	Yes	15/02/2020
2801347	Kelly	Bramhald	kellyb.22@hotmail.co.uk	+44 (0) 7851 936800	Athletics Coach (Athletics Coach)   Coaching Assistant (Coaching Assistance)	Yes	18/03/2018
3003359	Karl	Bulman	karlos27@gmail.com	+44 (0) 20 36693954	Coaching Assistant (Coaching Assistance)	Yes	04/11/2018
2744240	Nicole	Cara	nicolecara@hotmail.co.uk	+44 (0) 7875 642534	Coaching Assistant (Coaching Assistance)	Yes	31/12/2018
2660857	John	Child	jfrchild04@yahoo.com	0444 (0) 7961 560624	Assistant Coach (1)   Endurance (2)   Hurdles (3)   Middle Distance (3)   Speed (2)	Yes	13/01/2018
3536732	Gintare	Dargeviciute	g.dargeviciute@gmail.com	+44 (0) 7821 214736	Athletics Coach (Athletics Coach)   Coaching Assistant (Coaching Assistance)	Yes	02/12/2018
2681771	Charly	Doyon	doyon_charly@hotmail.com	+44 (0) 7720 057689	Assistant Coach (1)   Speed (2)	Yes	14/12/2018

2660858	Gerry	Elmore	geraldelmore@btinternet.com	+44 (0) 20 84403193	Assistant Coach (1)   Endurance (2)   Middle Distance (3)	Yes	30/04/2018
2699241	Nathan	Fox	nathan_fox90@hotmail.com	+44 (0) 4479 0880193	Coaching Assistant (Coaching Assistance)	Yes	02/05/2017
2775225	Ryan	Freckleton	r.freckleton@wiredforsport.com	+44 (0) 7850 295085	Athletics Coach (Athletics Coach)   Coaching Assistant (Coaching Assistance)	Yes	29/10/2019
2744118	Robert	Gayler	Robertg.185@hotmail.co.uk	+44 (0) 1992 550964	Assistant Coach (1)   Speed (2)	Yes	14/07/2019
3527375	Colin	Godfrey	colinjlginvest@gmail.com	+44 (0) 7966 07966274554	Coaching Assistant (Coaching Assistance)	Yes	28/10/2018
2744121	Clyde	Gordon	clydeg67@hotmail.co.uk	+44 (0) 7753 985525	Assistant Coach (1)   Throws (2)	Yes	25/04/2019
3244131	Constantinos	Goulas	isadril@yahoo.co.uk	+44 (0) 7423 664240	Coaching Assistant (Coaching Assistance)	Yes	06/04/2019
3018332	Brenton	Hall	bshall@talk21.com	+44 (0) 4401 923663397	Coaching Assistant (Coaching Assistance)	Yes	10/11/2018
2657732	George	Harrison	kjeveritt@st-albans.herts.sch.uk	+44 (0) 1923 263317	Assistant Coach (1)   Endurance (2)   Middle Distance (4)	Yes	15/12/2018
2744277	Colette	Hurley	hurleypc@aol.com	+44 (0) 1707 870787	Assistant Coach (1)	Yes	05/01/2019
2658015	Glasford	Jones	originalstones@hotmail.com	+44 (0) 7976 393787	Assistant Coach (1)   Speed (2)   Sprints (3)	Yes	18/04/2018
3614287	Michael	Jones	jackhammerjones@btinternet.com	+44 (0) 7814 016460	Assistant Coach (1)   Hammer (3)   Throws (2)	Yes	19/06/2017
2686223	Neelam	Kaderbhoy	neelam_400m@yahoo.co.uk	+44 (0) 20 79310575	Assistant Coach (1)   Endurance (2)	Yes	11/10/2019
3141423	Ali	Kadir	kadali202@yahoo.com	+44 (0) 7400 426345	Coach in Running Fitness (Athletics Coach)   Coaching Assistant (Coaching Assistance)	Yes	01/10/2018
2774785	Joanne	Kent	Joannepkent@btinternet.com	+44 (0) 20 83649750	Assistant Coach (1)   Endurance (2)	Yes	21/10/2019
2744150	Daniel	Lewis	mrdanielashley@hotmail.com	(0) 7594 484034	Coaching Assistant (Coaching Assistance)	Yes	22/05/2017

2924488	Angus	McKenzie	icerunner4@btinternet.com	+44 (0) 7711 768315	Athletics Coach (Athletics Coach)   Coaching Assistant (Coaching Assistance)	Yes	24/02/2019
3008720	Alfredo Soares Pereira	Melao	o_alem_a@hotmail.co.uk	+44 (0) 7778 105190	Assistant Coach (1)	Yes	10/01/2020
2934769	Geoffrey	Morphitis	geoffrey.morphitis@capeandd.com	+44 (0) 20 84471066	Assistant Coach (1)   Javelin (3)   Throws (2)	Yes	10/12/2018
2744176	Nonso	Okolo	nonso_okolo@hotmail.co.uk	+44 (0) 7903 495772	Coaching Assistant (Coaching Assistance)	Yes	15/09/2017
3010420	Jennifer	Poll	jellybelly36@hotmail.com	+44 (0) 7769 084080	Athletics Coach (Athletics Coach)   Coaching Assistant (Coaching Assistance)	Yes	20/02/2020
2670802	Donovan	Reid	dreid831@hotmail.com	+44 (0) 7801 940343	Assistant Coach (1)   Speed (2)   Sprints (3)	Yes	10/12/2018
2671159	Nadeem	Shaikh	Nadeemshaikh@hotmail.co.uk	+44 (0) 787 665 8186	Assistant Coach (1)   Endurance (2)   Middle Distance (3)	Yes	26/01/2018
2660861	Anthony	Smith	anthony.smith694@ntlworld.com	+44 (0) 1923 855133	Assistant Coach (1)   Endurance (2)	Yes	08/05/2017
2686549	Bryan	Smith	bryan.smith4@yahoo.com	+44 (0) 1923 672945	Assistant Coach (1)   Endurance (2)   Middle Distance (4)   Speed (2)   Sprints (3)	Yes	16/04/2018
2922919	Sue	Smith	sue_smith_51@hotmail.com	+44 (0) 7989 970104	Assistant Coach (1)   Athletics Coach (Athletics Coach)   Jumps (2)	Yes	19/02/2019
2660568	Anthony	Soalla-Bell	a_soalla_bell@yahoo.com	+44 (0) 7957 427613	Assistant Coach (1)   Throws (2)	Yes	15/07/2017
2964228	Jeremy	Sothcott	jeremy.sothcott@btinternet.com	+44 (0) 7764 621424	Assistant Coach (1)   Athletics Coach (Athletics Coach)   Coaching Assistant (Coaching Assistance)	Yes	03/12/2018
2744330	Elizabeth	Spain	ellie@westlondontrackandfield.com	+44 (0) 7879 452962	Assistant Coach (1)   Jumps (2)	Yes	03/02/2019

3499691	Andrea	Stock	ajstock74@yahoo.co.uk	+44 (0) 7944 697975	Coaching Assistant (Coaching Assistance)	Yes	02/07/201 8
3647913	Grant	Taylor	grant@peridotpartners.co.uk	+44 (0) 20 84408614	Coaching Assistant (Coaching Assistance)	Yes	08/02/202 0
2744209	Neville	Thompson	neville33@live.co.uk	+44 (0) 7932 517289	Assistant Coach (1)   Discus (3)   Shot Put (3)   Throws (2)	Yes	09/11/201 8
3201264	Dave	Weightman	drgrv2013@gmail.com	+44 (0) 4407 415030896	Coaching Assistant (Coaching Assistance)	Yes	22/07/201 9



## APPENDIX C : FACILITY HEALTH CHECK

**NOTE : The main facilities used by Members are facilities operated by others. It is expected that the organisations responsible for operating these facilities will carry out their own detailed risk assessments. For such facilities the club/club members will NOT be expected to carry out their own facility health check. For completeness the main risk assessments for Allianz Park have been attached as Appendix A to this pack. For other locations the following risk assessment form will be used.**

<b>Location/Venue:</b>	<b>Date:</b>	<b>Assessor:</b>

[illegible]

## APPENDIX D. INDIVIDUAL COACH RISK ASSESSMENT

Location/Venue:	Date of check:	Name of person doing check:

### TRAINING AREA - Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity? Yes ☐ No ☐

If no, who may be at risk and action taken, if any?

.....  
.....

### EQUIPMENT - Check the equipment is suitable and sound for activity and suitable for age/group/ability.

Is the equipment safe and appropriate for activity? Yes ☐ No ☐

If no, please outline unsafe equipment, who may be at risk and action taken, if any?

.....  
.....

### ATHLETES - Check that the members register is up to date with medical information & contact details. Check that athletes are appropriately attired for the activity.

Is/are the register(s) in order? Yes ☐ No ☐

If no, please outline current state and action taken, if any?

.....  
.....

Are athletes appropriately attired and safe for activity? Yes ☐ No ☐

If no, please outline unsafe equipment/attire and action taken, if any?

.....  
.....

---

### EMERGENCY POINT – Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational? Yes ☐ No ☐

If no, please outline the issues and action taken, if any?

.....  
.....

Is a working telephone available? Yes ☐ No ☐

If no, please outline the issues and action taken, if any?

.....  
.....

**SAFETY INFORMATION - Check that evacuation procedures are published and posted somewhere for all to see.**

**Ensure that volunteers and staff have access to information relating to health and safety.**

Are emergency procedures published and accessible to those with responsibility for sessions in the club? Yes ☐ No ☐

If no, please outline what information is missing and action taken, if any.

.....  
.....

Does the club need to take any further action? Yes ☐ No ☐

If yes, please specify.

.....  
.....

SIGNED: ..... PRINT NAME: .....

DATE: .....

## APPENDIX D. INDIVIDUAL COACH RISK ASSESSMENT

Location/Venue:	Date of check:	Name of person doing check:
TRENT PARK	14-2-16	JEREMY SOTHCOTT

### TRAINING AREA - Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity? Yes ☒ No ☐

If no, who may be at risk and action taken, if any?

ADVISE ATHLETES OF UNEVEN GROUND, POTHOLES, TREE ROOTS ETC  
+ PETS + CYCLES + PEDESTRIANS

### EQUIPMENT - Check the equipment is suitable and sound for activity and suitable for age/group/ability.

Is the equipment safe and appropriate for activity? Yes ☒ No ☐

If no, please outline unsafe equipment, who may be at risk and action taken, if any?

SPIKES OR TRIAL SHOES TO BE WORN ON GRASS & TRIALS. HI-VIZ  
IF LOW LIGHT.

### ATHLETES - Check that the members register is up to date with medical information & contact details. Check that athletes are appropriately attired for the activity.

Is/are the register(s) in order? Yes ☒ No ☐

If no, please outline current state and action taken, if any?

Are athletes appropriately attired and safe for activity? Yes ☒ No ☐

If no, please outline unsafe equipment/attire and action taken, if any?

### EMERGENCY POINT - Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational? Yes ☐ No ☐

If no, please outline the issues and action taken, if any?

ACCESS FOR EMERGENCY VEHICLE ONLY IN CERTAIN AREAS. THE  
WOODS ARE UNACCESSIBLE IN CERTAIN AREAS DUE TO TERRAIN

Is a working telephone available?

Yes ☒ No ☐ (MOBILE)

If no, please outline the issues and action taken, if any?

NO PUBLIC PHONES

.....  
.....  
**SAFETY INFORMATION - Check that evacuation procedures are published and posted somewhere for all to see.**

**Ensure that volunteers and staff have access to information relating to health and safety.**

Are emergency procedures published and accessible to those with responsibility for sessions in the club? Yes ☒ No ☐

If no, please outline what information is missing and action taken, if any.  
.....  
.....

Does the club need to take any further action? Yes ☒ No ☐

If yes, please specify.  
.....  
.....

SIGNED: J.P. SATT PRINT NAME: JEREMY SOTHOTT  
DATE: 14.2.16

ENSURE THAT ALL ATHLETES ARE FIT FOR THE ACTIVITY  
& THAT THEY ARE APPROPRIATE TO THE AGE GROUP

## APPENDIX D. INDIVIDUAL COACH RISK ASSESSMENT

Location/Venue:	Date of check:	Name of person doing check:
SUNNINGFIELDS PARK	21-2-16	JEREMY SOTHCOTT

**TRAINING AREA** - Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity? Yes ☒ No ☐

If no, who may be at risk and action taken, if any?

ADVISED ATHLETES OF UNEVEN GROUND, POT HOLE, TREE ROOTS, ANIMALS, CYCLISTS & PEDESTRIANS

**EQUIPMENT** - Check the equipment is suitable and sound for activity and suitable for age/group/ability.

Is the equipment safe and appropriate for activity? Yes ☒ No ☐

If no, please outline unsafe equipment, who may be at risk and action taken, if any?

SPIKES OR TRAIL SHOES TO BE WORN ON GRASS & TRAILS IF WET  
H.I. VIZ. TO BE WORN AT NIGHT ON PAVEMENT/ROAD

**ATHLETES** - Check that the members register is up to date with medical information & contact details. Check that athletes are appropriately attired for the activity.

Is/are the register(s) in order? Yes ☒ No ☐

If no, please outline current state and action taken, if any?

Are athletes appropriately attired and safe for activity? Yes ☒ No ☐

If no, please outline unsafe equipment/attire and action taken, if any?

**EMERGENCY POINT** - Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational? Yes ☒ No ☐

If no, please outline the issues and action taken, if any?

PUBLIC PARK - ACCESS FOR EMERGENCY VEHICLE OK

Is a working telephone available?

Yes ☒ MOBILE No ☐

If no, please outline the issues and action taken, if any?

NO PUBLIC PHONES

.....  
.....  
**SAFETY INFORMATION - Check that evacuation procedures are published and posted somewhere for all to see.**

**Ensure that volunteers and staff have access to information relating to health and safety.**

Are emergency procedures published and accessible to those with responsibility for sessions in the club? Yes ☒ No ☐

If no, please outline what information is missing and action taken, if any.  
.....  
.....

Does the club need to take any further action?

Yes ☒

No ☐

If yes, please specify.  
.....  
.....

SIGNED: J.P. Southcott

PRINT NAME: JEREMY SOUTHCOTT

DATE: 21-2-16

ENSURE THAT ATHLETES ARE FIT FOR ACTIVITIES & THAT THEY  
ARE APPROPRIATE TO THE ATHLETES AGE GROUP

## **APPENDIX E: GUIDELINES FOR DEALING WITH AN INCIDENT/ ACCIDENT**

- Stay calm but act swiftly and observe the situation.
- Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first-aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/carer.
- Complete an incident/accident report form.



## **APPENDIX F . INCIDENT/ACCIDENT REPORT FORM**

(For slight incidents/accidents such as minor scratches etc this form will not need to be completed. It is assumed that coaches etc will use their common sense in making such decisions)

**Name of person in charge of session/competition**

**Site where incident/accident took place**

**Date of incident/accident**

**Name of injured person**

**Address of injured person**

**Nature of incident/injury and extent of injury**

**Give details of how and precisely where the incident took place.**

Describe what activity was taking place, for example training/game/getting changed.

**Give full details of action taken during any first aid treatment and the name(s) of first-aiders(s).**

**Were any of the following contacted?**

Parents/carers      Yes ☐      No ☐

Police      Yes ☐      No ☐

Ambulance      Yes ☐      No ☐

**What happened to the injured person following the incident/accident?**

E.g., carried on with session, went home, went to hospital etc.

**All of the above facts are a true record of the accident/incident**

**Signed:**

**Date:**

**Name:**

## APPENDIX G. APPLICATION FORM



Shaftesbury Barnet Harriers

### APPLICATION FOR MEMBERSHIP



Full Name.....

Address.....

..... Post code.....

Tel: (Home) ..... Tel: (Mobile).....

E-mail ..... EA Registration number.....

Date of Birth..... Male [ ] Female [ ]

Interests: Track & Field [ ] Road [ ] X Country [ ] Coaching [ ] Volunteering [ ]

Application status: First Claim ( ) Second Claim ( ) Higher Competition ( )

Name of current school or any other athletic club that you have belonged to.....

Date of resignation from that club..... County of birth or County to represent.....

Club joining fee: Active Athlete all age groups £55 (Includes club vest and shorts)\*  
Supporter £30

\* Please indicate required size and colour as shorts come in red or black. Annual Club renewal fee is £35.

#### THE JOINING FEE DOES NOT INCLUDE THE CURRENT ENGLAND ATHLETICS REGISTRATION FEE OF £14 WHICH SHOULD BE ADDED TO THE JOINING FEE

The total for an active athlete of £69 must accompany this form. Cheque payable to "Shaftesbury Barnet Harriers". Any queries please contact the Treasurer at [geoffrey.morphitis@capeandd.com](mailto:geoffrey.morphitis@capeandd.com) or on 07976-994302

I HEREBY DECLARE THAT THE FOLLOWING PARTICULARS ARE CORRECT AND COMPLETE:

1. I am eligible to compete according to, and will abide by, the Rules of UK Athletics and the IAAF. I confirm that I have read and agree to the athlete's conduct requirements which can be found on the SBH website at the following link: <http://sbharriers.co.uk/club-membership/athletecoach-expectations/>
2. I do / do not suffer from illnesses which would prevent me from either training or competing and which should be brought to the attention of the Club. (Delete as appropriate)
3. I do / do not have any special requirements of which the Club should be aware. (Delete as appropriate)

The Club will be in touch with you if you have answered positively to either question 2 or 3.

Date of application..... Signature.....

Parent/Guardian's signature (if under 18) .....

Membership application accepted / rejected..... Secretary

This form is applicable from 1 April 2017 and when completed should be sent to:

Women: David Nathan, 41 Bedford Avenue, High Barnet, EN5 2ER  
Men: Geoffrey Morphitis, 55 Lancaster Avenue, Hadley Wood, Barnet, EN4 OER

A Community Amateur Sports Club - Registration Number: 00580  
Allianz Park, Greenlands Lane, Hendon, London NW4 1RL



Affiliated to UK Athletics and England Athletics

[www.sbharriers.co.uk](http://www.sbharriers.co.uk)

Form issued 01/04/2017

## **APPENDIX H.            CONSTITUTION**

### **SHAFTESBURY BARNET HARRIERS : CONSTITUTION AND RULES**

#### **RULE 1**

The name of the Club shall be Shaftesbury Barnet Harriers, hereinafter called the Club whose headquarters are at The Clubhouse, Allianz Park, Greenlands Lane, Hendon, London, NW4 1RL

#### **RULE 2**

The principal objects of the Club shall be the encouragement, promotion and development of amateur athletics and associated activities in the London Borough of Barnet and surrounding areas in accordance with the rules laid down by UK Athletics.

#### **RULE 3**

The Club's colours shall be black and white vertical stripes with red piping around the neck and arms.

#### **RULE 4**

The Club shall comprise of amateurs, as defined by the governing bodies of athletics, whose membership has been confirmed by the Council. Membership of the Club shall be open to anyone interested in the sport regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

#### **RULE 5**

Supporter membership shall be available to those persons who do not wish to be active members, they shall have all the rights of a full member but shall not be entitled to vote at an Annual General Meeting or a Special General Meeting.

#### **RULE 6**

Application for membership shall be made on the form provided and shall contain the applicant's full name, address and date of birth. Any applicant under the age of 18 must have their application form countersigned by a parent or guardian. The application form shall contain a declaration, to be signed by the applicant, that he or she is an amateur as defined by the governing bodies of athletics.

#### **RULE 7**

Any member wishing to resign shall give notice in writing (by letter or email) to the General Secretary who will process the letter promptly and advise Council of the resignation at its next meeting. Membership shall be deemed to have ceased on the actual date of posting of the said notice in writing (by letter or email) unless the member is financially indebted to the Club in which case the resignation may be withheld until the financial obligation has been discharged.

#### **RULE 8**

The Council may expel from the Club any member who they deem guilty of conduct detrimental to the interests of the Club or athletics in general, subject to him or her stating their case to the Council. Any such member, on giving notice within seven days of the receipt by him/her of a notice of expulsion, may claim the right of appeal to the appropriate governing body. The name of any person so expelled from the Club shall be reported to the relevant governing bodies for athletics.

#### **RULE 9**

The general management of the Club shall be vested in the Council which shall consist of the under mentioned officers. These officers shall be elected each year at the Annual General Meeting. The President will normally serve in office for a period of three consecutive years during any one term of office.

1.        President
2.        Chairman
3.        General Secretary
4.        Treasurer
5.        Eight Club Members
6.        Promotions Secretary
7.        Membership Secretary
8.        Officials Secretary
9.        Coaching Secretary
10.      Welfare Officer
11.      Webmaster / Social Media Manager
12.      Team Managers
13.      Clerk to the Council

#### **RULE 10**

Each member of the Council shall have one vote, the Chairman shall have a casting vote in the event of a tie, co-opted members shall not be entitled to vote. The Council shall normally meet as and when necessary but at least two times in a Club year. Seven Council members are required to form a quorum. The Council shall have power to fill any vacancy should one occur.

**RULE 11**

The Council shall have power to co-opt members and to form Sub-Committees as and when it considers it desirable. All expenditure by sub-committees must be sanctioned by the Council. Membership of sub-committees should always exceed four in number.

**RULE 12**

A joining fee shall be paid upon election and thereafter an Annual Subscription shall be paid on the anniversary of election. The subscription payable shall be approved at an Annual General Meeting of the Club and set at a level that will not pose a significant obstacle to people participating. Any increase in the subscription rate can become operative immediately. Individual affiliation to a Governing body is the responsibility of individual members and may be paid through the Club. .

**RULE 13**

The Treasurer shall operate such Bank accounts as authorised by the Council. The Treasurer shall be authorised to issue cheques drawn on / make payments from these accounts up to a maximum set by the Council. In the alternative, all cheques issued by the Treasurer must be signed by the Treasurer and countersigned by one of the three nominated signatories. The signatories are to be appointed at the first Council meeting of the Club year.

**RULE 14**

The accounting year of the Club will commence on 1 October and end on the following 30 September. The accounting year of the Club can be changed by resolution at an Annual General Meeting. The accounts of the Club, being a statement of Income and Expenditure for the previous financial year and a Balance Sheet as at the end of the financial year duly signed by the Treasurer and Chairman, shall be presented at each Annual General Meeting.

**RULE 15**

The Annual General Meeting can request by way of a simple majority for the accounts of the Club to be independently examined by an Auditor (not being a member of Council) who shall be elected at the Annual General Meeting for this purpose.

**RULE 16**

There shall be not less than two and not more than four Trustees of the Club who shall be appointed by the Council. All freehold and leasehold property of the Club shall, and any other property of the Club may, be vested in the Trustees who shall deal with such property as the Council or the Club in general meeting shall direct.

**RULE 17**

No Trustee should be paid for his/her service but the Trustees shall be reimbursed all reasonable expenses and shall be fully and effectually indemnified by the Club against all personal liability, save to the extent that such liability arises by reason of any fraudulent act or default of the Trustee in question.

**RULE 18**

The power of appointment of new Trustees, pursuant to the Trustee Act 1925, shall be vested in the Chairman of the Club for the time being who shall exercise such power in accordance with the directions of the Council.

**RULE 19**

An Annual General Meeting shall be held within 3 months of the accounting year end to receive the annual report and accounts, to elect officers and committees and to deal with any other item specified on the agenda.

**RULE 20**

The nomination for President, Vice Presidents, Chairman and any additional Life Members will be made by the Council for approval by the Annual General Meeting.

**RULE 21**

Any nomination from members may be submitted to the Council. The General Secretary shall notify (by e-mail or by post on request) members of the date, time and venue of the Annual General Meeting at least forty two days prior to the Annual General Meeting.

**RULE 22**

Nominations, proposed alterations to rules and notice of any business which it is desired should be placed on the agenda must be given in writing to the General Secretary at least twenty eight days prior to the meeting. A copy of the agenda and details of any proposals must be notified (by e-mail or by post on request) to the members at least fourteen days prior to the meeting.

**RULE 23**

Life Members of the Club can be elected at an Annual General Meeting on the recommendation of the Council for exceptional and meritorious services to the Club.

**RULE 24**

A Special General Meeting must be called by the General Secretary at a reasonable time and place, within a period of not less than twenty one days and not more than twenty eight days from receipt of a requisition signed by not less than twenty five members or one fifth of the membership which shall state the business to be brought before the meeting and only that business shall be discussed.

**RULE 25**

Those entitled to vote at an Annual General Meeting or Special General Meeting shall be a life member, a fully paid up member or an officer of the Club. No proxy votes will be allowed.

**RULE 26**

No alteration or addition to rules may be made except at an Annual General Meeting and must be passed by at least two thirds of those present. Notice of any proposed alteration or amendment must be given as provided for in Rule 24

**RULE 27**

The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened General Meeting. The Council will then be responsible for the orderly winding up of the Club's affairs. After settling all known liabilities of the Club, the Council shall distribute all the remaining assets for the benefit of athletics through either a registered charity, or through a registered Community Amateur Sports Club or through UK Athletics for use by them for related local projects.

Tuesday 25 November 2014

## APPENDIX I : JUNIOR COORDINATOR JOB DESCRIPTION

**NOTE: THE CLUB CURRENTLY DOES NOT HAVE THIS ROLE BUT WILL CONSIDER THIS NEW POSITION DURING THE NEXT YEAR**

**Junior Coordinator:.....**

<b>Junior Coordinator Name Contact Details:</b>	
<b>Address:</b>	
<b>Tel (day):</b>	<b>Tel (eve):</b>
<b>E mail:</b>	

- Act as a liaison with external partners such as Local Authority, School Sport Partnership, County Sports Partnerships and England Athletics.
- To undertake appropriate training to the role, for example Safeguarding and Child Protection training
- Facilitate general junior athletics queries
- Key point of contact for new athletes. Ensuring they go into age development appropriate training groups
- Oversee of the junior sessions, ensuring athletes receive a range of athletic experiences
- To attend club committee meetings to represent the junior section of the club
- To collate feedback from athletes, coaches and parents/carers and feedback to committees
- To act as the main point of contact for junior coaches and helpers
- Ensure Clubmark pack is kept up to date

Signed by Junior Coordinator: .....

Date:.....

If Clubmark Coordinator is different person to Junior Coordinator please complete:

<b>Clubmark Coordinator Name:</b>	
<b>Address:</b>	
<b>Tel (day):</b>	<b>Tel (eve):</b>
<b>E mail:</b>	

## APPENDIX J : SCHOOL OR YOUTH GROUP TO CLUB LINK

NOTE: THE CLUB CURRENTLY HAS NO FORMAL LINKS TO SCHOOLS OR YOUTH GROUPS BUT WILL ADOPT AN AGREEMENT SIMILAR TO THAT SET OUT BELOW IF SUCH A LINK IS FORMED.

### School/Youth Group - Club Links Agreement

School and club should tick the appropriate boxes of what they agree to provide.

#### The School/Youth-Group agrees to...

- Provide main point of contact ☐
- Deliver Athletics in the curriculum ☐
- Deliver the Athletics skills awards ☐
- Deliver leadership awards in Athletics (Sport specific JSLA/CSLA programmes) ☐
- Enter school teams in local festivals at club ☐
- Put up poster advertising club ☐
- Advertise initiative in school newsletter to parents/assist with volunteer recruitment ☐

#### If school/youth-group agrees to outside coaches coming in, school is to...

- Provide appropriate facilities ☐
- Ensure teacher is present at all times ☐
- Ensure teacher takes lead in one session ☐
- Inform club early if sessions alter ☐
- Provide a register ☐
- (No. M/F/BEM/DISA') ☐
- Agree to enter festival ☐
- Any other ☐

#### The Club agrees to...

- Provide main point of contact ☐
- Provide posters and flyers etc. ☐
- Organise Curriculum Package ☐
- Provide coaches for agreed sessions in: curriculum time ☐
- extra curricular time ☐
- Ensure all coaches are qualified and help mentor teachers to ensure sustainability ☐
- Inform school early if sessions alter ☐
- Help organise school festival ☐
- Provide equipment for school to use ☐
- Help arrange match officials for agreed fixtures ☐
- Offer young people high quality leadership and volunteering opportunities as part of the Step into Sport programme ☐
- Provide and assess *ATHLETICS* skills awards (junior schools) or assist with schools teams ☐
- Any other ☐

**Both school/youth-group and club should review the agreement annually.**

**Club name:**

**Address:**

**Post code:**

**Club representative:**

**Signed/date:**

**School/youth-group name:**

**Address:**

**Post code:**

**School representative:**



## **APPENDIX K.      Inclusive Club Health Check - Disability Athletics**

Shaftesbury Barnet Harriers are committed to creating the right environment for athletes of all abilities to participate and perform in athletics.

The England Athletics Inclusion Policy states that: England Athletics is committed to ensure that athletes of all abilities are able to participate equitably within athletics. England Athletics seeks to develop a focus on inclusion, not exclusion, and ensure that we provide appropriate advice to affiliated members to ensure that disabled athletes can participate as fully as possible within athletics. England Athletics will seek to ensure that it complies with the Equality Act 2010 and encourages its affiliated members to do so.

This Inclusive Club Health Check is not a pass or fail document, it is designed to be used as a check list to see how inclusive our club is. It will enable clubs to identify and prioritise issues and areas where support is needed or action is required. It can be used at any time or as a formal part of the Clubmark accreditation / reaccreditation process.

The document is made up of the following sections relating to the Whole Club Planning Process:

1. **People & Member Services**
2. **Member Welfare**
3. **Community Links**
4. **Club Management & Marketing**
5. **Follow up action required**
6. **Contacts**

### **1. People and Member Services**

	<b>Yes</b>	<b>No</b>	<b>Action Needed</b> Yes / No	<b>Supporting information &amp; resources</b> (all resources referenced can be found at <a href="http://www.englandathletics.org/disabilityathletics">www.englandathletics.org/disabilityathletics</a> )
Does your membership include disabled athletes, coaches, officials or volunteers in your club? If yes – please provide rough numbers		No	No	Consider that the term disability covers a wide range of impairments, some of which can be hidden i.e. visual impairments and learning disability
Do you encourage disabled athletes to join in with main club training sessions?	N/A	N/A		Coaches are encouraged to do what they do best – adopt an athlete centred approach and adapt activities appropriately. Where disability specific sessions exist there should be clear pathways for progression into mainstream

				club training groups. Specific support is available via CCSO's (see contact details below) to provide relevant impairment specific information and other support where required.
Do you integrate disabled athletes in any competitions you provide?		No	This issue has not arisen but we would endeavour to follow best practise if situation do arise.	See England Athletics <u><a href="#">Guidance to Inclusive Practice for Competition Providers</a></u> and England Athletics <u><a href="#">Guidance to Inclusive Practice for Race Organisers</a></u> .
Do you identify appropriate competitions for your disabled athletes?	N/A	N/A		Disabled athletes can compete in mainstream events (e.g open meets), integrated events (e.g EA T/F champs) and/or disability only events (e.g National Disability Sports Organisation events). Disabled athletes should be made aware of all the options available to them so they can decide on the most appropriate events for them See England Athletics <u><a href="#">Disabled Athlete Pathway</a></u>
Do you know where to signpost an athlete for classification & advice	Yes			Athlete's requiring classification for a physical impairment should contact – <u><a href="mailto:classification@uka.org.uk">classification@uka.org.uk</a></u> For athletes with an intellectual impairment: <u><a href="http://www.uksportsassociation.org/athlete_classification">www.uksportsassociation.org/athlete_classification</a></u> For athletes with a visual impairment: <u><a href="http://www.britishblindsport.org.uk">www.britishblindsport.org.uk</a></u> For deaf athletes (no Paralympic pathway)- <u><a href="http://www.ukdeafsport.org.uk">www.ukdeafsport.org.uk</a></u> Or for further advice contact your CCSO (see contact details below) See England Athletics <u><a href="#">Classification Factsheet</a></u>

## 2. Member Welfare

	Yes	No	Action Needed Yes / No	Supporting Information (all resources referenced can be found at <a href="http://www.englandathletics.org/disabilityathletics">www.englandathletics.org/disabilityathletics</a> )
Are you aware of the Equality Act 2010?	Yes			More information available via <a href="http://www.equalities.gov.uk/equality_act_2010">www.equalities.gov.uk/equality_act_2010</a>
Are you aware of the England Athletics Inclusion Policy?	Yes			See England Athletics <a href="#">Inclusion Policy</a>
Do you have an inclusion policy?		No	Inclusion Policy to be prepared and adopted	See England Athletics <a href="#">Template Inclusion Policy</a>

## 3. Community Links

	Yes	No	Action Needed Yes / No	Supporting Information & Resources (all resources referenced can be found at <a href="http://www.englandathletics.org/disabilityathletics">www.englandathletics.org/disabilityathletics</a> )
Does your club have links with local schools, disabled people organisations, rehabilitation units or other disability groups e.g. Hearing units, Aspire, Hedley Court, limb centres, physiotherapists, local authority services, actionaires groups etc	Yes			Your CCSO will be able to help to find the right contacts via your County Sports Partnership. See England Athletics <a href="#">Inclusive Athletics Guidance</a>

## 4. Club Management & Marketing

	Yes	No	Action Needed Yes / No	Supporting Information (all resources referenced can be found at <a href="http://www.englandathletics.org/disabilityathletics">www.englandathletics.org/disabilityathletics</a> )
Do you have a dedicated officer / lead contact responsible for disability?		No		This could just be the membership secretary. Both email and phone number contacts should be available for disabled athletes to contact the club to discuss any reasonable adjustment or additional support required.

Does your club membership form and welcome pack mention disabled athletes?		No		Knowing whether members are disabled will enable you to provide them with the most appropriate training, competition and support. See England Athletics <a href="#">Inclusive Athletics Guidance</a>
Do your coaches, officials & volunteers have a good understanding of disability athletics?	Yes			Coaching resources at: <a href="http://ucoach.com/coaching/event_specific/#disability">http://ucoach.com/coaching/event_specific/#disability</a> See England Athletics <a href="#">Inclusive Athletics Guidance</a>
Have you provided or have your coaches, officials and volunteers accessed Disability Awareness Training? Please state names and numbers attended.		No		<b><i>UK Disability Inclusion Training-Athletics course available via:</i></b> <b><i><a href="http://www.englandathletics.org/UKDIT">www.englandathletics.org/UKDIT</a></i></b> <b><i>SCUK Effective Communication: Coaching Deaf People in Sport course available via:</i></b> <b><i><a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a></i></b>
Have you completed an audit of the disability experience and knowledge of your coaches? Please provide a copy.		No		Consider events, different impairment groups, performance level etc.
Do your coaches, officials and volunteers use appropriate terminology?	Yes			See England Athletics <a href="#">Terminology Factsheet</a>
Do you have any funding to support disabled athletes or develop disability athletics at your club?		No		Contact your CCSO or County Sports Partnership for details of local and national funding opportunities
Do you try to encourage and attract disabled athletes to your club? And can show evidence i.e. flyers, website, promotional activity etc		No		Think about use of photos, language and communication methods (audio and visual) but also how to market your club to disabled individuals and disability organisations locally. See England Athletics <a href="#">Inclusive Athletics Guidance</a> See England Athletics <a href="#">Providing Accessible Information Guidance</a>
Do you use images of disabled athletes in your marketing?		No		Think about different impairment groups, ages, genders, performance levels and event groups
Are your facilities accessible to disabled athletes?	Yes			Think about parking, steps / ramps, signage, toilets, changing, doors, lifts / stairs, 3-2-1 routes, throws fixings etc <a href="http://www.sportengland.org">See Sport England Guidance (www.sportengland.org)</a> and <a href="http://www.efds.co.uk">EFDS Guidance (www.efds.co.uk)</a>

Do you have access to appropriate equipment for disabled athletes? e.g. racing chairs, throwing frames, correct implement weights.		No		See England Athletics <u>Equipment and Funding Documents (Running Blades, Racing Chairs, throwing)</u>
Can wheelchair users access the track for training?	Yes			

## 5. Notes / Follow up Action Required

Any issues/ areas for support and actions need to be incorporated into your clubs development plan with appropriate timescales for implementation.

### NOTES:

Inclusion Policy to be prepared and adopted

## 6. Contacts

Further support, information and advice on disability athletics is available through your Club and Coach Support Officer (CCSO)

[www.englandathletics.org/yourarea](http://www.englandathletics.org/yourarea)

**England Athletics website:** [www.englandathletics.org/disabilityathletics](http://www.englandathletics.org/disabilityathletics)

# **SHAFTESBURY BARNET** **HARRIERS**



## **Development Plan** **2016 - 2020**

### **Introduction – The Current Picture**

Athletics is recognised as Britain's most successful sport and over the years there have been many memorable British performances at World and Olympic level. Athletics has many strengths and offers benefits to all, regardless of age, gender, ability or disability. In addition, the main tenets of athletics: running, jumping and throwing; provide a foundation for the skills required in all sports.

The cornerstones of athletics, both nationally and locally, are its clubs, and the many volunteers who devote their time to coaching, officiating and administration. Shaftesbury Barnet Harriers offer a full range of opportunities for all, from young people wanting to begin their involvement in athletics, to those that compete for Great Britain in Olympic Games and World Championships.

The development plan recognises the commitment, skills and expertise within the club, and that it is vital to build upon this and improve the quality of athletics in the club and surrounding area. The plan identifies key objectives to achieve these goals, as well as highlighting the clear need for partnership working and the pooling of resources to ensure that objectives are met.

Shaftesbury Barnet Harriers (SBH) must ensure that it delivers the best possible level of service. It must strive to be welcoming, inclusive and equitable. The club must provide enjoyable and fulfilling opportunities ensuring that all those who wish to participate are exposed to the best coaches, quality facilities and appropriate levels of competition and support.

### **Club History**

SBH came into being in 1890 when some young men from Old Jubilee Hall at Hornsey decided to form a running club. Since those days the club has emerged to be one of the cornerstones of British Athletics, providing equitable, professional and structured sessions for beginners to Olympic athletes alike. The club moved from a number of venues to Allianz Park Stadium when it was built in 1964 and have been residents ever since. We are responsible for promoting a number of fixtures throughout the year at the Allianz Stadium.

The Club caters for athletes of all age groups from 10 years upwards and competes in track and field athletics, cross-country and road running. It is heavily involved in all levels of athletics within the community and provides coaching for athletes from novices to Olympic athletes.

### ***SBH Athletics Development Plan – Its Purpose***

This development plan builds on previous plans and aims to address the challenges facing athletics in the club at a local level. This development plan has been produced in order to identify:

- Aims and Objectives - what needs to be done to develop the sport?
- Methods – how will it be achieved?
- Key Partners – who will be responsible?
- Target – what will be achieved and when will it be achieved by?
- Resources – what will be needed?
- Performance Indicators – how will we measure success?

The plan will:

- be used as a working document for all those involved in the sport
- help different organisations decide what should be done
- help to avoid duplication and ensure that all aspects of athletics development are covered

From this, more specific aims can be identified as follows:

- to provide a co-ordinated framework for development in the club
- to ensure effective communication between all partners involved in the provision of athletics
- to identify clear targets for the development of the sport
- to increase the number of junior able-bodied and disabled athletes regularly participating in schools and clubs
- to increase the number and quality of coaches at all levels
- to increase the number of volunteers committed to the sport and to support and retain those that are currently active

- to ensure that developmental pathways exist which allow individuals to enjoy athletics at all levels from foundation through to excellence
- to assist with the identification and development of talented athletes
- to ensure that individual experiences of athletes are positive and fulfilling
- to ensure that robust child protection measures are adopted in the club

Effective partnership working between providers is essential for the successful implementation and monitoring of the plan, which will run for 5 years and will be reviewed annually by the Club Committee.

### **SBH Development Plan**

The following Action Plan provides detailed tasks, responsibilities, targets and resources in order to achieve the aims identified. It is structured as follows:

- Section 1: Planning, Co-ordination, Communication and Information
- Section 2: Coaching and Officiating
- Section 3: Junior Development
- Section 4: Talent Development
- Section 5: Facilities



<b>Aims &amp; Objectives</b> <i>- what do we want to achieve?</i>	<b>Method</b> <i>- how will we achieve it?</i>	<b>Key Partners</b> <i>- who will be responsible?</i>	<b>Target</b> <i>- what and by when?</i>	<b>Resources</b> <i>- what will be needed?</i>	<b>Performance Indicator</b>
<b>SECTION 1: PLANNING, CO-ORDINATION, COMMUNICATION AND INFORMATION</b>					
To appoint a Coaching Secretary	Approach existing coaches and also parents to try to recruit this critical post	SBH	Appoint a Coaching Secretary in 2015	Administration	Appointment of Coaching Secretary <b>COMPLETED OCT 2015</b>
Establish the SBH Coaches meetings to monitor, and implement the development plan	Meetings of all key club contacts held quarterly	SBH	Meetings to be established when coaching secretary in place.	Administration	Meetings held three times per year Numbers attending Targets attained Broad representation
Ensure quality and accessible information relating to the club is available in the borough	Regular updating of central contacts list  Preparation & distribution of Club newsletter	SBH	Central contacts updated annually Club Newsletter Website updated regularly	Officer time	Information regularly reviewed and updated Regular news letters
Improve contacts with local schools					
Inclusion Policy to be prepared and adopted	Use EA Template	SBH	In the next year	Officer time	Adpted Inclusion Policy
To improve links with neighbouring boroughs and encourage a joint approach to athletics development for the benefit of the borough and the wider region	Through working on national and local initiatives and by attending meetings with other boroughs	N&ELSN LB Barnet LB Enfield	Representation at meetings as required		
Take all necessary steps to ensure that athletics offers opportunity for all and is accessible to					

individuals with disabilities					
Maintain and enhance coverage of athletics by local media	Submission of articles / press releases for publication in local press	SBH	Press releases from club regarding developments; Articles written by clubs following events	Nil	Number of articles published
<b>Aims &amp; Objectives</b>  <b>- what do we want to achieve?</b>	<b>Method</b>  <b>- how will we achieve it?</b>	<b>Key Partners</b>  <b>- who will be responsible?</b>	<b>Target</b>  <b>- what and by when?</b>	<b>Resources</b>  <b>- what will be needed?</b>	<b>Performance Indicator</b>
<b>SECTION 2: COACHING AND OFFICIATING</b>					
Improve the quantity and quality of coaches in the club	Work with UKA to deliver coaching courses, ensuring that local people are aware of them and can attend.	SBH UKA	Provide more 'Coaching Assistant' and 'Athletics Coach' per year based on local need	Tutor Venue hire Refreshments Marketing	Number of courses Number of qualified coaches Number of active coaches Number of attendees
Improve the quantity and quality of officials in the club	Work with UKA to deliver officiating courses, ensuring that local people are aware of them and can attend	SBH UKA	Provide courses each year based on local need	Tutor Venue hire Refreshments Marketing	Number of courses Number of qualified officials Number of active officials Number of attendees
Ensure the club has enough coaches, officials and administrators	Provide guidance, advice and training for targeting and retaining volunteers i.e. parents (via Youth Sport Trust 'Sports Parent'), students, juniors, etc.	SBH YST	Organise at least 1 Running Sport course per year; Encourage clubs to sign up to Sport England's Volunteer Investment Programme (VIP)	Tutor Venue hire Refreshments Marketing	Course organised Number of attendees Increased number of volunteers
Identify further areas for recruitment of potential leaders / coaches, with a focus on specific target groups	Establish links with LBB Youth Service, Middx University and local community groups	SBH	Provide opportunities to gain relevant coaching / sports leadership qualifications		Number of new leaders Number of courses Number of attendees

Provide coaches the opportunity to increase their awareness of equity issues	Organise 'Equity in Your Coaching' course	SBH H & SD Mx U	As demand dictates	Tutor costs Venue hire Refreshments Marketing	Course held Number of attendees
Provide all coaches with the opportunity to attend a child protection awareness course	Organise 'Working with Children' (Level 1) and 'Good Practice and Child Protection' (Level 2) courses	SBH Mx U	As demand dictates	Tutor costs Venue hire Refreshments Marketing	Course held Number of attendees
Provide coaches with the opportunity to learn skills and techniques for coaching disabled people	Organise Level 1 equivalent course 'Working with Disabled Sportspeople' and 'Coaching Disabled Performers' (Level 2)	SBH LSF LAP SCUK	As demand dictates	Tutor costs Venue hire Refreshments Marketing	Course held Number of attendees
<b>Aims &amp; Objectives</b>  <i>- what do we want to achieve?</i>	<b>Method</b>  <i>- how will we achieve it?</i>	<b>Key Partners</b>  <i>- who will be responsible?</i>	<b>Target</b>  <i>- what and by when?</i>	<b>Resources</b>  <i>- what will be needed?</i>	<b>Performance Indicator</b>
<b>SECTION 3: JUNIOR DEVELOPMENT</b>					
Increase opportunities for children to take part in athletics and develop sporting skills at schools	Promote the use of UKA's Shine Awards in schools	SBH Schools	Organise a Shine Awards workshop for schools in the borough	Tutor costs Venue hire Refreshments Marketing	Course held Number of attendees Number of schools utilising Shine Awards
Ensure that children have access to out of school athletics activities	Implement Community TOP Athletics in the borough (KS2)	SBH Schools	Establish Community TOPS Clubs	Coach fees	Number of clubs Number of children attending
	Enter teams for London Heathrow Youth Games (KS4+), Mini-Games (KS2), the Mini Marathon (KS3/4); Maximise their development opportunities	SBH Schools	Ensure that these events provide an opportunity for all via trials system; Utilise managers / coaches from local clubs to enhance developmental pathways	Venue hire Coach fees	Number of participants involved in trials Number of competitors in events

	Build on the success of the inaugural Primary Schools Cross Country Championships (KS2)	SBH Schools H & SD	Attract at least 2 more schools to the event per year	Venue hire Marketing	Number of schools involved Number of participants
	Work with H & SD to organise the Secondary Schools Cross Country Event (KS3/4)	H & SD SBH Schools	Utilise the event as a trial for the LHYG Cross-Country to increase participation	Venue hire	Number of participants Number of schools involved Team entered for LHYG
	Provide holiday athletics schemes (focus mainly on KS2)	H & SD GLL SBH UKA	Hold at least 1 Star Track scheme per year	Coach fees Venue hire Goody bags Revenue	Number of children attending
	Continue programme of indoor athletics activity with schools	SBH Schools Whitefields Sports College	Initial activities (KS2) implemented	Venue hire Coach fees	Number of activities Number of children involved
	Facilitate links between schools and clubs to support both extra-curricular and curricular delivery	SBH  Whitefields Sports College	Ensure representation of schools and clubs at BAF; Utilise club coaches for TOPS activities		Number of schools utilising club coaches in athletics provision
Ensure that appropriate child protection measures are in place	Ensure all coaches are police checked	SBH UKA		Cost of checks	Number of coaches checked
	Ensure appropriate policies and procedures are updated in line with UKA & Sport England guidelines	SBH Child Protection in Sport	Updated ½ yearly		Policies and procedures
Aid progression of junior athletes through the stages of development	Ensure appropriate development pathways are in place via improved communication	SBH	Identification of available opportunities by SBHAC and BAF		Existence of opportunities to participate at all levels Number of junior members of clubs

Identify gaps in competition provision and implement new competitions where appropriate to ensure year round competitive opportunities	Gaps identified by discussions between key partners through the BAF (all Key Stages)	SBH	Establish current competitive opportunities; Implement new competition where appropriate	Venue hire Administration and organisation costs of new events	Number of competitions Number of schools entering Number of competitors
Ensure there is opportunity for all and that athletics is accessible to those with disabilities	Appropriate training for athletics providers; Ensure access to athletics venues	SBH H & SD Schools	Coaching courses for working with disabled people	Tutor costs Venue hire Refreshments Marketing	Number of disabled people regularly participating in athletics
<b>Aims &amp; Objectives</b>  <b>- what do we want to achieve?</b>	<b>Method</b>  <b>- how will we achieve it?</b>	<b>Key Partners</b>  <b>- who will be responsible?</b>	<b>Target</b>  <b>- what and by when?</b>	<b>Resources</b>  <b>- what will be needed?</b>	<b>Performance Indicator</b>
<b>SECTION 4: TALENT DEVELOPMENT</b>					
Assist schools to identify those with talent and highlight pathway to clubs	Regular communication between providers and improved links between clubs and schools	SBH Schools Whitefields Sports College	Increase the number of junior members of clubs		Number of junior members of clubs
Ensure clear pathways for those with the potential to represent their school, borough, region or country in the sport	Ensure good communication between SBH and the regional and national level of the governing body	UKA SEAA ESAA	Increase the number of athletes gaining county, area, and national representative honours		Number of athletes gaining representative honours
Increase opportunities for athletes to access quality sports science and sports medicine services	Create stronger links with Middlesex University in order to offer services to athletes	Mx U	Initiate discussions with Middlesex University, via BAF		Number of athletes accessing services

Ensure that SBH has a strong profile and is well placed to maximise opportunities presented by programmes such as Active Sports, the World Class Programmes, and proposed UKA pilot activities	Ensure that good communication exists between LBB and key partners such as Sport England	SBH  LBB H & SD SE UKA	Representation at meetings where necessary	Officer time	Number of people accessing Active Sports and World Class Programmes
<b>Aims &amp; Objectives</b>  <i>- what do we want to achieve?</i>	<b>Method</b>  <i>- how will we achieve it?</i>	<b>Key Partners</b>  <i>- who will be responsible?</i>	<b>Target</b>  <i>- what and by when?</i>	<b>Resources</b>  <i>- what will be needed?</i>	<b>Performance Indicator</b>
<b>SECTION 5: FACILITIES</b>					
Ensure that Allianz Park has a current permit at all times	Application annually to NGB	Sacarens UKA	Renewed every 5 years.	Staffing Saracens Equipment changes in line with regulations	Up to date permit
Club House		Sacarens			

## **APPENDIX M : Risk Assessments for Allianz Park**

### ***Allianz Park Stadium***

### ***Indoor Athletic Facility***

### ***Risk Assessment***

### ***Track and Field Training***

26<sup>th</sup> November, 2013

## **General Considerations**

The more confined area generally associated with indoor athletics will require greater attention being paid to safety. **In view of the fact that athletic training often takes place in halls which are either multi-purpose halls or halls which have not been specifically designed for athletics, particular attention must be paid by facility staff, coaches and athletes to the following:**

1. Uneven, raised and insecure surfaces.
2. The placement of equipment.
3. The risk of collisions.
4. The proximity of walls and ceilings.
5. The conduct of activities.
6. The close proximity of different activities and the consequent danger of collisions.
7. The likely intrusion of non participants into the training area.
8. The more frequent damage done to equipment which is constantly being moved.
9. The availability of space for any particular activity.

## **Evaluating Risk Levels:**

**Severity** = How severe the outcome would be should the identified hazard happen.

This does not always relate to injury even though this is what the scale below demonstrates. It could be business downtime, reputation, financial impact etc. The severity level is established without considering the likeliness. As 'Likeliness' will not effect the outcome of severity.

Critical	=	5	Possibility of Death
Major	=	4	More than 7 + days to recover
Moderate	=	3	Less than 7 days to recover
Minor	=	2	Minor injuries needing first aid only
Insignificant	=	1	Near Miss

**Likelihood** = How likely the identified hazard is to happen.

Note: The outcome of 'Likeliness' is a result of what risk control measures there are in place. If no risk control measures are in place then this will affect the Likeliness of the hazard happening.

Almost certain	=	5
Likely	=	4
Possible	=	3
Unlikely	=	2
Rare	=	1

Risk Level = SEVERITY X LIKELIHOOD



Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Inherent Risk level		Action Required
	Little chance of incident or injury	Manage through careful coaching supervision and management checks
	Some chance of an incident or injury requiring first aid	Careful supervision and adequate control measures in place
	Likely chance of an incident or serious injury medical treatment.	Correct control measures must be in place and coaching supervision must be present.
	High chance of a serious incident resulting in a debilitating injury.	Unless adequate control measures are in place alternatives to the activity must be considered.

## Risk Assessment Form

NAME OF ORGANISATION:

EXPECTED NUMBER OF PARTICIPANTS:

Training Areas	Hazards	Who/ What may be harmed	Risks	Control Measures	Risk Level Severity x Likelihood	Resultant Risk Levels	Control Measure Responsibilities
Indoor track	Walls Doors	<b>Athletes</b>	Impact injuries	<ol style="list-style-type: none"> <li>1. Projections on side wall are advised to be protected with padding.</li> <li>2. Lane nearest the side wall should not be used for hurdles.</li> <li>3. Ensure that any doors which open outwards onto the training area are locked during training sessions.</li> </ol>	12	6	Facility Management, Coaches
	Track	<b>Athletes</b>	Falls, collisions, slips	<ol style="list-style-type: none"> <li>1. Ensure that the area should be free of any obstructions or rubbish; visually check the playing area before commencing activity.</li> <li>2. Activities should be so arranged so that activities are well spaced and the likelihood of collision is limited.</li> </ol>	9	4	Facility Management, Coaches

				3. Ensure that there is sufficient run out space at conclusion of sprints.			
	Equipment	Coaches, Athletes	Trips, collisions	Any moveable equipment and kit must be placed so as not to constitute a hazard to any events or individuals	6	2	Coaches
	Hurdles	Athletes	Trips, Collisions	1. Hurdles must be used in the correct direction. 2. Ensure hurdles are well maintained. 3. Damaged hurdles must be replaced. 4. Ensure adequate maintenance and regular inspection. 5. Hurdles must be set at a height appropriate to the age and ability of the athletes. 6. The use of loose canes placed on bricks or cones should be avoided.	12	4	Facility Management, Coaches
				7. Lane nearest the side wall should not be used for hurdles.			
Long/Triple Jump	Runway	Athletes	Trips, Falls, Collisions	1. Ensure no obstructive check marks are placed on runway.			Facility Management,

				<ol style="list-style-type: none"> <li>Control measures must be in place to ensure athletes only use runway under direction of coach and only when runway is clear.</li> <li>If tape measures are used ensure they are removed from runway in between jumps.</li> </ol>	6	2	Coaches, Athletes
	Take off and blanking boards	Athletes	<p>Slips, trips</p> <p>Back strains, hand injuries</p>	<ol style="list-style-type: none"> <li>Before training ensure that insert boards and blanking boards are adjusted so as to be stable and level with runway.</li> <li>Ensure that board lifting implements are available and suitable for the purpose of lifting the boards.</li> </ol>	6	2	Facility Management, Coaches
	Landing Area	Athletes	<p>Injuries from poor landing, Collisions, Cuts, Bruises</p>	<ol style="list-style-type: none"> <li>Before training check that the landing area is free of any rubbish.</li> <li>The area 12m. beyond the take off line or take off line extended and 1m. from the edge of the landing area must have no obstructions. Any immovable objects such as walls are advised to be covered by padding or some other suitable material.</li> <li>The landing area should be covered when not in use.</li> </ol>	9	4	Facility Management, Coaches

				4. Ensure that rakes and brushes used for levelling and cleaning are kept away from landing area and that prongs of rakes face the ground or away from the landing area.			
Pole Vault	Vaults into sand	Athletes	Injuries from poor landing, Collisions, Cuts, Bruises	<ol style="list-style-type: none"> <li>1. Before training check sand as for long jump.</li> <li>2. Use a low grip and correct teaching procedure.</li> <li>3. Ensure that the surrounds are free of all objects i.e. rakes etc.</li> <li>4. Never use full approach vaults into sand</li> </ol>	9	4	Coaches
	Running drills with poles	Athletes	Injuries from collisions	Check that coaches and other athletes are aware of vaulters running.	6	4	Coaches, Athletes
	Vaulting poles	Athletes, Coaches	Injuries to athletes from broken poles and impact injuries from falling poles	<ol style="list-style-type: none"> <li>1. Poles should be checked carefully for deep scratches or cracks.</li> <li>2. The bottom of poles should be protected with tape.</li> <li>3. Do not let the poles fall onto hard surfaces.</li> </ol>	12	6	Coaches, Athletes

				<ol style="list-style-type: none"> <li>4. Beware of poles falling to side of landing area after a vault.</li> <li>5. When not in use ensure poles are stored where athletes/coaches cannot trip over them and where they cannot fall onto anyone.</li> </ol>			
	Vaulting	Athletes	Injuries from poor landing, Collisions, Cuts, Bruises	<ol style="list-style-type: none"> <li>1. As a result of the roof height vaulters should not attempt heights in excess of 4.20m. Experienced vaulters should use low grips, small poles ( less than 4.60m. )or limited approaches for training.</li> <li>2. Ensure vaulter`s technique is adequate for the poles he/she is using.</li> <li>3. Ensure that the pole is of correct weight and length.</li> <li>4. Ensure other athletes and coaches are aware of vaulters on the run up.</li> <li>5. Athletes should not wear jewellery or other objects which might cause injury.</li> </ol>	12	8	Coaches, Athletes
	Landing Area	Athletes	Injuries from poor landing.	<ol style="list-style-type: none"> <li>1. Bed units must be made of foam and securely fastened together. Prior to training the landing area should be checked to ensure that the</li> </ol>			Facility Management, Coaches

				<p>sections are correctly secured and that there are no gaps between sections. The entire area must be covered by an attached spike proof wear sheet.</p> <p>2. Ensure adequate maintenance and regular inspection with particular reference to impacted foam, tears and holes.</p>	8	4	
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	Surrounds	Athletes	Impact injuries from hard surfaces	<ol style="list-style-type: none"> <li>1. Any hard surface from the centre of the box 5m. to the front and sides and 7m. to the rear must be covered with an impact absorbing material for a critical fall height of 1.5m. or suitable additional matting, and must have no obstructions onto which an athlete might fall. The wall nearest the side of the pole vault landing area must be covered in suitable padding when vaulting is taking place. Temporary crash mats may be used in place of any permanent padding.</li> <li>2. There must be no obstructions within 1m. of any runway or landing area.</li> </ol>	16	8	Coaches, facility management
	Uprights	Athletes, Coaches	Impact injuries from collisions	<ol style="list-style-type: none"> <li>1. Uprights must be secured in such a way as to ensure that they cannot fall in the event of an athlete colliding with them. Particular care must be</li> </ol>			Coaches, Facility management



				<p>taken with the use of demountable uprights.</p> <p>2. Coaches must use extreme care when using an elasticated bar and ensure that the tension is not so tight as to harm the vaulter nor bring down and damage the stands.</p>	6	4	
High Jump	Landing Area	Athletes	Impact injuries as a result of bottoming out on floor	<p>1. Bed units must be made of foam, securely fastened together and must conform in size to the official specification. Prior to training the landing area should be checked to ensure that the sections are correctly secured and that there are no gaps between sections. The entire area must be covered by an attached spike proof wear sheet.</p>	6	4	Coaches, Facility management
				<p>2. Ensure adequate maintenance and regular inspection with particular attention to impacted foam.</p> <p>3. Athletes should not wear jewellery or other objects which might cause injury.</p>			

	Uprights	Athletes, Coaches	Impact injuries from collisions	<ol style="list-style-type: none"> <li>1. Uprights must be sufficiently stable when set up.</li> <li>2. Coaches must use extreme care when using an elasticated bar and ensure that the tension is not so tight as to harm the jumper nor bring down and damage the stands.</li> </ol>	6	4	Coaches, Facility management
	Surrounds	Athletes	Athletes	<ol style="list-style-type: none"> <li>1. Any hard surface within 2m of the sides and rear of the bed must be covered with an impact absorbing material with a critical fall height of 1.5m. or suitable additional matting. In view of the proximity of the wall to the rear of the landing area the projections from the wall must be padded with suitable material and the landing area should be located at least 1m. from the wall or protective padding ( crash mats ) must in in place between the landing area and the wall.</li> </ol>	12	6	Coaches, Facility management

				2. There should be no objects placed within 1m. of the sides and rear of the bed.			
Throwing Net	Netting	Athletes, Coaches	Impact injuries	<ol style="list-style-type: none"> <li>1. The throwing enclosures must have double netting for front and sides and single netting for the roof.</li> <li>2. The netting, which forms the entrance into the enclosure, must not be exactly opposite but should overlap to ensure that no implement can pass through.</li> <li>3. There must be no gaps between the runners and the netting.</li> <li>4. Both inner and outer nets should be weighted at the bottom and must be secured either by permanent fixings on the floor or by heavy objects such as sandbags.</li> <li>5. The inner netting should be sufficiently loose to prevent implements from rebounding and that the outer netting should be</li> </ol>	12	6	Facility/club Management, Coaches, Athletes

				angled out such that the gap between the nets is maintained with a minimum distance of 30cm and secured such that minimum deflection is possible. Where this is not possible additional netting will be required for the side nearest the wall to prevent damage to the wall.			
	Circle	Athletes	Slips, trips	Ensure that the circle is immovable and undamaged.	6	4	Coaches, Facility/Club management
	Surrounds	Coaches, athletes, others	Impact injuries	<ol style="list-style-type: none"> <li>1. There should be a safety zone of at least 2m. around the netting.</li> <li>2. While throwing is taking place the areas to the sides of the throwing nets should not be used either as a walkway or as a spectator viewing position.</li> </ol>	8	4	Coaches, Athletes, Facility/club management
	Javelin	Coaches, athletes, other occupants	Impact injuries	The javelin release point should be at a distance from the front netting such that the javelin will strike the front netting rather than the roof or side netting or	8	4	Coaches, Athletes, Facility/club management

				the netting protecting the runners and track way.			
	Equipment	Coaches, athletes, other occupants	Impact injuries	<ol style="list-style-type: none"> <li>1. No outdoors javelins should be used indoors, only indoor javelins or javelins specifically modified for indoor use.</li> <li>2. Shots must be indoor shots.</li> <li>3. Hammers designed for indoor use may be used.</li> <li>4. Outdoor discus may be used.</li> <li>5. All equipment should be checked before use.</li> </ol>	6	3	Coaches, Athletes, Facility/club management
	Training	Coaches, athletes, other occupants	Impact injuries	<ol style="list-style-type: none"> <li>1. During throwing athletes and coaches must remain outside the enclosure.</li> <li>2. During sessions coaches and athletes must stand at a safe distance from the netting.</li> <li>3. Prior to training check that the netting is correctly positioned and is good repair.</li> </ol>	8	3	Coaches, Athletes, Club management
Indoor shot competition (If applicable)	Sector	Coaches, athletes, other occupants	Impact injuries	<ol style="list-style-type: none"> <li>1. Ensure that the sector is covered with impact absorbent material that if in sections is tight fitting so as not to cause a tripping hazard.</li> <li>2. Ensure that the sector is surrounded at the far end and on both sides as close to the</li> </ol>	8	4	Facility/Club management, Officials

				circle as may be necessary for safety, by a barrier which should be adequate to stop a shot whether in flight or bouncing			
	Circle	Athletes	Slips, falls	Ensure that the circle is immovable and undamaged.	6	3	Athletes, Facility/Club management, Officials
	Implement s	Coaches, athletes, other occupants	Impact injuries, cuts	<ol style="list-style-type: none"> <li>1. Check shots to ensure a smooth undamaged surface.</li> <li>2. Ideally use plastic or rubber covered shots.</li> <li>3. Metal shots must not be used unless an adequate safety barrier has been erected.</li> </ol>	6	3	Officials, Athletes, Facility/Club management
	Competition	Coaches, athletes, other occupants	Impact injuries	<ol style="list-style-type: none"> <li>1. The area must be clear of all persons in front of the circle. In addition, when rotational throwers are putting ensure that all persons in the vicinity are at a safe distance.</li> <li>2. If protective netting is used : <ol style="list-style-type: none"> <li>(a) Ensure no-one is standing behind the netting during a put.</li> <li>(b) Ensure that rotational throwers put from within a netting enclosed area.</li> <li>(c) Ensure that only the thrower is allowed within the netting enclosed area</li> </ol> </li> </ol>	8	4	Officials

				<p>during a put.</p> <p>(d) Those standing outside should be a safe distance from the netting.</p> <p>3. No-one should stand behind the netting during a throw.</p> <p>4. Only the thrower is allowed within the netting enclosed area during a throw.</p> <p>5. Those standing outside should be a safe distance from the netting.</p> <p>6. Ensure that the netting is undamaged and is of the correct tension.</p>			
Throwing Wall		Athletes, Coaches	Impact injuries	<p>1. Use only the correct area of the wall for throwing.</p> <p>2. Coaches and athletes should stand behind the thrower.</p> <p>3. Coaches should ensure that the area is clear of other athletes/personnel.</p>	6	4	Coaches, athletes
Training Venue	Minor Injuries	Any occupants	Lack of adequate treatment	Ideally first aider should be present, alternatively ensure that facility has first aider on premises and that communication is readily available.	6	4	Coaches, Facility management

	Medical Emergency	Any occupants	Lack of adequate treatment	1. The club should have a written emergency plan* 2. Means of communication should be available. 3. Club officials should be aware of necessary procedures.	10	5	Club
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### **Additional safeguards for young persons and children.**

#### **Clothing**

- Coaches should ensure that clothing is not so loose that it obstructs movement, but not so tight that it restricts movement.
- Clothing should insulate / aerate the athlete comfortably.
- It may be necessary for athletes to wear tracksuit bottoms and / or long sleeves when using sandpits to prevent friction burns.
- All jewellery and watches should be removed prior to the activity commencing.
- Spectacles should be with plastic or unbreakable lenses.

#### **Footwear**

Coaches should ensure that athletes wear appropriate footwear.

- Footwear should provide good traction.
- Footwear should provide good support and appropriate cushioning for the activity being carried out
- Laces should be well tied and there should be no obstructions such as loose tongues of shoes.

#### **Athletes**

- Sweets and chewing-gum should not be allowed during activities.
- Ensure that all activities are commensurate with the children's ages and abilities.
- Ensure that all children are familiar with the safety routines specific to the activity in which they are participating.
- Be aware of specific needs and requirements of athletes and any medical conditions which may be relevant to the activities.
- Athletes must be sufficiently 'fit' to participate in athletic activities. Coaches must be aware of any health issues which are likely to affect a athlete's ability to take part in any activity or which might restrict the nature, longevity or difficulty of the activity.
- Monitor levels of fatigue.



## **Running**

### Organisation

- Activities should be so arranged so that athletes are well spaced and the likelihood of collision is limited.
- Activities should be laid out so that the risk of running into walls or other obstacles is limited.
- Athletes should be involved in assessing whether the activity area is safe in order to encourage future good safety practice.

## **Hurdles**

### Equipment

- Hurdles should be smooth and rigid and their feet must be at a right angle to their legs.
- Never use unsuitable equipment (canes on pegs etc.)

### Organisation

- Athletes must never attempt to clear hurdles with the legs facing away from them.
- Hurdle heights must always be set to suit the ability of the athlete.

## **Jumping**

- Soft landing areas are vital when participating in jumping that involves landing on the back and shoulders.
- Multiple soft landing areas should be firmly secured together. Ensure gaps do not appear during the course of a activity or competition.
- Pole vault stands must be securely fixed.

### Sandpits

- Sandpits should be deep enough to absorb impact and should be dug regularly.
- If the sandpit has hard edges, the edges should be covered where the participant may make contact with them.
- Sand pits should be inspected regularly to ensure that they are free of debris.

### Organisation

- Activities should be so arranged so that athletes are well spaced and the likelihood of collision is limited.
- Activities should be laid out so that the risk of jumping into walls or other obstacles is limited.
- Athletes should be involved in assessing whether their landing area is safe in order to encourage future good safety practice.

- Athletes should never jump when another athlete is in the jumping area,
- Activities should be carried out away from walls or other obstacles.
- There should be set procedures for lining up, jumping and rejoining the line.

### **High jump and pole vault**

- Sand pits can be used for teaching beginners providing that athletes are taught to land on their feet. Fosbury should only be taught to more experienced athletes using a UKA approved landing area and by a coach with sufficient competency.
- Never secure the horizontal bar so that it cannot fall.
- Only coaches with the necessary experience should attempt to teach athletes to bend pole vault poles.

### **Throwing**

#### **Equipment**

#### **Shot Putt**

- Younger athletes should be introduced to shot using less hazardous substitutes such as cricket balls.
- The shot should always be carried with both hands and placed on the ground rather than dropped upon arrival at the throwing site.
- Athletes should only implement movement / rotational methods once they can complete a standing shot confidently.

#### **Discus**

- Younger athletes should be introduced to discus using foam or rubber equivalents.
- Athletes should only implement movement / turning methods once they can complete a standing throw confidently.
- When athletes collect their disco, ensure that they carry them firmly.
- The throwing nets should always be used.
- Athletes should never throw or roll a discus back from where it has landed

#### **Hammer**

- Younger athletes should be introduced to hammer using a quoit and a rope or a ball inside a sock.
- The protective netting should always be used.
- The hammer should always be carried with great care upon collection.

## Organisation

- The throwing area should be clearly marked.
- Athletes who are waiting to take part or who have taken part should stand in a clearly designated area whilst the activity takes place.
- Only one athlete must throw at a time.
- There should be a clear drill for lining up, throwing and retrieving.

### Javelin

- Younger pupils should be introduced to javelin using foam equivalents.
- Only javelins modified for indoor use should be used.
- Throwing must take place in the throwing nets.

### \* Emergency Plans

The club emergency plan should include the following:

1. The means to access contact details of (parents, relatives etc.) for any participants.
2. Exact location of the facility and means to give exact directions.
3. Means of communication.
4. Named club officials responsible for coordinating emergency procedures.
5. The means to ensure ready access to the facility by any emergency vehicles.

***Allianz Park Stadium***

***Outdoor Throws Facility***

***Risk Assessment***

***Training***

Competition Areas	Hazards	Who/ What may be harmed	Risks	Control Measures	Risk Level Severity x Likelihood	Resultant Risk Levels	Control Measure Responsibilities
Sector	Thrown Implement	<b>Athletes, Coaches</b>	Impact injuries	<ol style="list-style-type: none"> <li>1. There should be only Coaches/athletes within or in the vicinity of the throwing sectors before throws commence.</li> <li>2. The sector should be smooth and level and holes in the sector arising from hammer throws should be filled in to ground level.</li> <li>3. Ideally hammer/discus throwing should not take place at the same time as javelin training. When both facilities are being used simultaneously coaches and athletes must take particular care to ensure that the landing sectors are clear of all personnel. No retrieval of implements must take place during any throwing and coaches/athletes must ensure that throwing ceases while implements are retrieved.</li> </ol>	15	5	Facility Management, Coaches, Club management

				<ol style="list-style-type: none"> <li>4. If hammer/discus training and javelin training take place at the same time then warnings must be sounded when a throw is to take place.</li> <li>5. Particular care must be taken when using underweight implements as training aids.</li> </ol>			
Hammer /Discus	Cage	<b>Athletes, Coaches</b>	Impact injuries	<ol style="list-style-type: none"> <li>1. The cage must be constructed and erected in accordance with the UKA rules.</li> <li>2. Prior to training the netting should be checked to ensure that there is no damage to the net structure and no holes or gaps.</li> <li>3. Ensure that the netting is secured or ballasted at ground level.</li> <li>4. Check that netting tension has sufficient retardation and minimal bounce.</li> <li>5. Any holes in the netting which occur during training</li> </ol>	9	6	Facility Management, Coaches

				should be reported to the facility management.			
	Cage Gates (Hammer only)	Athletes, Coaches	Impact injuries	<ol style="list-style-type: none"> <li>1. For hammer check that the gates can move freely and be secured in both their open and closed positions.</li> <li>2. Check that gate netting is not holed and appears in good condition.</li> <li>3. Check that gate netting tension has sufficient retardation and minimal bounce.</li> <li>4. Gates must be secured in the correct positions during training.</li> </ol>	8	4	Facility Management, Coaches

	Training	Athletes, Coaches	Impact injuries	<ol style="list-style-type: none"> <li>1. When throws take place no person should stand within 2m. of the cage netting and <b>under no circumstances should any person stand inside the cage during throws.</b></li> <li>2. Throws must not commence unless the coach signals it is safe to begin.</li> </ol>	6	2	Coaches, Athletes, Club management
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				<ol style="list-style-type: none"> <li>3. All practice swings and throws shall only take place from the circle and within the cage and be supervised.</li> <li>4. Discoi and hammers must be returned by hand carry only and never thrown.</li> <li>5. All throws shall only take place from the circle, within the cage and be supervised.</li> <li>6. Only coaches or senior athletes are allowed forward of the throwing circle.</li> <li>7. Ensure that coaches and athletes are aware of the need for concentration at all times</li> </ol>			
	Circle	Athletes	Trips, Falls	<ol style="list-style-type: none"> <li>1. Check that the circle is in good order and not cracking or breaking up.</li> <li>2. Examine circle rim to ensure that it is free from protrusions of shards of metal.</li> <li>3. Prior to use ensure that the circle is free of extraneous material, grit, dirt or standing water.</li> </ol>	6	2	Facility Management, Coaches



				4. Check that the drainage holes are kept clear. 5. If the ground is wet provide mats for wiping shoes.			
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Javelin	Runway	Athletes	Slips, trips	1. Examine runway to ensure no worn or damaged areas. 2. Regularly clean any drainage ducts around runway. 3. Regularly clean porous surfaces to allow drainage. 4. Sweep runway to remove excess water and/or grit, dirt. 5. Ensure that no obstructive check marks are placed on the runway.	9	4	Facility Management, Coaches

	Implements	Athletes	Grip problems	Implements that are provided by the facility must be checked before commencement of throwing to ensure they conform to UKA rules (reference UK Athletics Handbook “Rules of Competition”) in particular that they have serviceable grips and profiles.	6	2	Facility Management, Coaches, Athletes
	Hammer/Discus	Athletes, Coaches	Impact injuries	<ol style="list-style-type: none"> <li>1. Ideally javelin throwing should not take place simultaneously with hammer/discus. However if hammer/discus training coincides with javelin training then coaches and athletes must position themselves safely well back from the javelin runway while throws take place from the cage.</li> <li>2. Throws must not commence unless the coach signals it is safe to begin.</li> </ol>	6	4	Facility Management, Coaches, Club management
	Sector	Athletes, Coaches, Coaches,	Impact Injuries	When javelin throwing is taking place the service road behind the stand should be	10	5	Facility Management, Coaches, Club management

		& other personnel		cordoned off and only used for emergency vehicles.			
	Training	Athletes, Coaches	Impact injuries	<ol style="list-style-type: none"> <li>1. All throws must be from the runway and only in the direction of the sector.</li> <li>2. Javelins are to be returned after throwing by carrying vertically and not by throwing.</li> <li>3. Only coaches, or supervised athletes, are to be forward of the throwing line.</li> <li>4. All coaches and athletes are aware of the need for concentration at all times.</li> <li>5. When approaching a thrown javelin to mark the point of landing, or retrieve it, coaches or other appointed persons should approach the javelin from the side and not move in towards the pointed tail end of the javelin.</li> <li>6. During a throw, coaches and athletes must stand outside the sector lines or behind the thrower.</li> </ol>	10	5	Coaches, Athletes, Club management

Shot Putt	Implements	Athletes	Cuts	All implements must be checked for surface damage that may cause injury.	6	2	Facility Management, Coaches, Athletes
	Circle	Athletes	Slips, falls	<p>Ensure that circle is in good order and not cracking or breaking up.</p> <p>2. Examine circle rim to ensure that it is free from protrusions of shards of metal.</p> <p>3. Ensure that circle is free of extraneous material, grit, dirt or standing water.</p> <p>4. Ensure that drainage holes are kept clear.</p> <p>5. Ensure that mats are provided for wiping shoes if ground is wet.</p> <p>6. Ensure that stop board is firm and stable.</p> <p>7. Ensure that stop board is not damaged so as to cause a foot injury</p>	6	2	Facility Management, Coaches
	Sector	Athletes, Coaches	Impact injuries	Monitor golf balls from neighbouring range and if necessary notify the facility management.	8	5	Coaches, Club management

	Training	Athletes, Coaches	Impact injuries	<ol style="list-style-type: none"> <li>1. Practice trials are not allowed outside the circle.</li> <li>2. All coaches and athletes must be aware of the need for concentration at all times.</li> <li>3. Only coaches and senior athletes are allowed forward of the stop board.</li> <li>4. Coaches/athletes forward of the stop board should stand outside the sector lines and always face the circle.</li> <li>5. The shot is returned using appropriate apparatus or by carrying and not throwing or rolling.</li> <li>6. Particular care must be taken when rotational shot putting takes place. Coaches and athletes should stand well away from the circle.</li> </ol>	10	5	Coaches, Athletes, Club management
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26<sup>th</sup> November, 2013

***Allianz Park Stadium***

***Outdoor Throws Facility***

***Risk Assessment***

***Competition***

# Risk Assessment Form

NAME OF ORGANISATION:

EXPECTED NUMBER OF PARTICIPANTS:

Competition Areas	Hazards	Who/What may be harmed	Risks	Control Measures	Risk Level Severity x Likelihood	Resultant Risk Levels	Control Measure Responsibilities
Sector	Thrown Implement	<b>Athletes, Officials, Spectators</b>	Impact injuries	<p>6. There should be only officials within or in the vicinity of the throwing sector before throws commence.</p> <p>7. The sector should be smooth and level and holes in the sector arising from hammer throws should be filled in to ground level.</p>	15	5	Facility Management, Officials
	Cage	<b>Athletes, Officials, Spectators</b>	Impact injuries	<p>6. The cage must be constructed and erected in accordance with the UKA rules.</p>		6	Facility Management, Officials

Hammer /Discus				<ol style="list-style-type: none"> <li>7. Prior to competition the netting should be checked regularly to ensure that there is no damage to the net structure and no holes or gaps.</li> <li>8. Ensure that the netting is secured or ballasted at ground level.</li> <li>9. Check that netting tension has sufficient retardation and minimal bounce.</li> </ol>	9		
	Cage Gates (Hammer only)	Athletes, Officials, Spectators	Impact injuries	<ol style="list-style-type: none"> <li>1. For hammer check that the gates can move freely and be secured in both their open and closed positions.</li> <li>2. Check that gate netting is not holed and appears in good condition.</li> <li>3. Check that gate netting tension has sufficient retardation and minimal bounce.</li> </ol>	8	4	Facility Management, Officials

	Scoreboards	Athletes, Officials	Impact injuries	<ol style="list-style-type: none"> <li>1. Ensure that scoreboards are set up not less than 2m from officials' judging positions, or</li> </ol>	4	2	Facility Management, Officials
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				<p>from where athletes will be waiting to throw.</p> <p>2. Ensure that scoreboards are well ballasted or secured at ground level.</p>			
	Implements	Athletes	Cuts	<p>Any implements provided by the facility should be checked before any competition to ensure they conform to UKA rules (reference UK Athletics Handbook “Rules of Competition”) and that they are serviceable, particularly with regard to hammers the handle, and the wire and swivel assembly.</p>	6	2	Facility Management, Officials, Athletes

Javelin	Runway	Athletes	Slips, trips	<p>1. Examine runway to ensure no worn or damaged areas.</p> <p>2. Regularly clean any drainage ducts around runway.</p> <p>3. Regularly clean porous surfaces to allow drainage.</p>	9	4	Facility Management, Officials
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				<p>4. Sweep runway to remove excess water and/or grit, dirt.</p> <p>5. Ensure that no obstructive check marks are placed on the runway</p>			
	Implements	Athletes	Grip problems	Implements that are provided by the facility must be checked before commencement of throwing to ensure they conform to UKA rules (reference UK Athletics Handbook "Rules of Competition") in particular that they have serviceable grips and profiles.	6	2	Facility Management, Officials, Athletes
	Scoreboards	Athletes, Officials	Impact injuries	When revolving scoreboards are supplied, ensure they do not revolve over or are sited close to the runway, and are well ballasted or secured at ground level.	6	4	Facility Management, Officials
	Sector	Athletes, Officials, Coaches, Spectators	Impact Injuries	When javelin throwing is taking place the service road behind the stand should be cordoned off and only used for emergency vehicles.	10	5	Facility Management, Officials

		& other personnel					
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Shot Putt	Implements	Athletes	Cuts	All implements must be checked for surface damage that may cause injury.	6	2	Facility Management, Officials, Athletes
	Circle	Athletes	Slips, falls	<p>Ensure that circle is in good order and not cracking or breaking up.</p> <ol style="list-style-type: none"> <li>2. Examine circle rim to ensure that it is free from protrusions of shards of metal.</li> <li>3. Ensure that circle is free of extraneous material, grit, dirt or standing water.</li> <li>4. Ensure that drainage holes are kept clear.</li> <li>5. Ensure that mats are provided for wiping shoes if ground is wet.</li> <li>6. Ensure that stop board is firm and stable.</li> <li>7. Ensure that stop board is not damaged so as to cause a foot injury</li> </ol>	6	2	Facility Management, Officials

	Sector	Athletes, Official, Spectators	Impact injuries	Monitor golf balls from neighbouring range and if necessary notify the golf range management.	8	5	Facility management
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26<sup>th</sup> November, 2013