



Leamington C&AC

**Athletics Section
Handbook**

Created on 19th November 2008
Last Edited on 19th November 2008
Last Saved by Nathan Blundell : Club Development Officers



Contents Page

➤ Welcome to Leamington Cycling & Athletics Club	Page 1
➤ Structure of the Sport of Athletics	Page 4
➤ How we Provide Your Athletics Experience	Page 5
➤ Club Facilities	Page 6
➤ Equity Policy	Page 8
➤ Codes of Conduct – General	Page 9
➤ Code of Conduct – Athlete Members	Page 9
➤ Code of Conduct - Technical Officials	Page 10
➤ Code of Conduct – Volunteers	Page 10
➤ Welfare	Page 11
➤ Child Protection	Page 11
➤ Club Welfare and Child Protection Policy	Page 12
➤ Health & Safety	Page 12
➤ Reporting of Accidents or Incidents	Page 14
➤ Guidelines for dealing with and accident or incident	Page 14
➤ Missing Child Emergency Procedure	Page 15
➤ Insurance Document	Page 15
➤ Useful Contact	Page 16
➤ Further Reading	Page 16



Welcome to Leamington Cycling & Athletics Club

Thank you for choosing to join Leamington Cycling & Athletics Club. Everyone connected with the club hopes that you enjoy your time with us and that you develop your athletics over the years to come. The Club will offer as much support as possible to both athletes and parents/carers throughout your time with us.

Leamington Cycling & Athletics Club operates a wide range of rules and policies that provide a framework for all athletics events and activities. The purpose of this handbook is to give member's parents and carer's basic information and an indication of where to find more comprehensive detail.

Leamington C&AC provides athletics opportunities for individuals from the age of 9 years upwards. Up to age 12 it is recommended they join the junior multi events group called Leam Kidz. However, the athlete can try an event specific group if they wish.

The club is based at Edmondscote Athletics Track, River Close, Leamington Spa, Warwickshire CV32 6AD. The Clubhouse at Edmondscote provides refreshments on training nights and for events and contains notice boards which are full of information for athletes.

Edmondscote Stadium and the track is owned and managed by Warwick District Council, who has fully supported Leamington C&AC for many years and undertaken substantial work at considerable cost to ensure it is maintained to a high standard. All users should treat the track and all equipment with the utmost respect.

Warwick District Council charge a daily rate for the use of the track but athletes can buy a Season Ticket. Current prices are available at Edmondscote or on the WDC web site.

To become a member of Leamington C&AC complete an application form (available at Edmondscote or on the Club web site) and return it with a cheque for the right amount to the Membership Secretary as detailed on the form.



Structure of the Sport of Athletics

The Club has a full set of Rules, or Constitution, which governs the way in which it operates. These Rules are available for inspection in the Clubhouse and are similar to the rules used by most of the 1400 or so athletics clubs in the UK. They relate closely to the competition and welfare rules of UK Athletics (UKA), the sport's policy making body, and the recommendations of England Athletics (EA) which has responsibility for day to day delivery of the athletics "experience" within each Region recognised for sport within England.

UKA devises rules for competition, sets policies and programmes relating to athletes welfare, including child protection and anti-doping policies, and the grading and licensing of coaches and officials. UKA also has responsibility for athletes who have proven or show potential high performance under National Lottery funded programmes, and the selection of teams for international competitions.

The four home country bodies, England Athletics (EA), and those in Northern Ireland, Scotland and Wales, through their Regions turn UKA's policies into practice, providing education and training for coaches and officials. With the local County Associations they drive development of athletes, clubs, and other competition promoters, to provide routes to the high performance squads. As an athlete you can further your aspirations through representing the Club, then Warwickshire, then the Midlands. A number of our athletes past and present have gone on to achieve international recognition.

Leamington C&AC affiliates to England Athletics (the governing body), Warwickshire County AA (for Track & Field , Cross Country and Road Championships) and to a number Leagues covering the whole year, both sexes and all age groups from 9 to 90.



How We Provide Your Athletics Experience

Organisation

LC&AC is managed by an Executive Council which looks at matters affecting both Sections, and by separate Athletics and Cycling Committees which manage the affairs of their specific disciplines. The Committees are made up of volunteer Officers who meet every other month. The Officers are accountable at these meetings and discuss matters when they arise. They can however always be asked to resolve issues affecting your training or competition.

An Annual General Meeting is held at the beginning of March, details of which are posted on the notice board in line with the Club Rules. The meeting elects the Officers of the Club for the ensuing year and hears reports on the year's activities presented by the Chairman and Secretary. Full accounts giving the Club's financial position are also tabled.

Any paid up member 16 years and over can make proposals to be considered and voted on at the AGM and all members are encouraged to attend. Parents or Guardians may represent Members younger than 16.

Training

You can train at any time the track is open, apart from the infrequent occasions when the track is booked by another organisation, such as a school for its own championships, but you have to pay the WDC Attendant a usage fee each time unless you have purchased a season ticket.

Club sessions generally take place at the following times:

- Tuesday 6.30pm – 8.15pm
- Thursday 6.30pm – 8.15pm
- Sunday 10.30 am – 12.30pm

Coaching

Anybody can coach at Edmondscote (a parent may coach his/her children) but the Club recommends that you only use its approved coaches. The Club's coaches are qualified, they have been CRB checked and they have committed to respect the Club's welfare policies. They are listed on the photo-board in the Clubroom.

The coaches do not charge a fee. They are all unpaid volunteers.



Competition

The club is affiliated to all the major athletic organisations, enabling club members to compete in competitions at no cost, covering track and field, cross-country, and road running. We enter teams in the following leagues:

- Young Athletes Track & Field League (for ages 11-16)
- National Junior Track & Field League (for ages 15-19)
- Midland Counties Track & Field League (for ages 15 and older)
- Midland Veterans Track & Field League (for ages 35 and older)
- Men's Birmingham Cross-Country League (for ages 17 and older)
- Midland Ladies Cross-Country League (for ages 17 and older)
- West Midland Young Athletes Cross-Country League (for ages up to 16)
- Gloucester Cross Country League (all age groups)
- Warwickshire, Midland & National Road Race Relays (all age groups)
- Warwickshire Sportshall Athletics League (for ages up to 15)
- CSW Under 11s Track & Field League (for ages up to 10)
- Warwickshire Road race League (ages vary depending on the distance of the race)

Individuals are encouraged to enter events recognised by the Warwickshire Road Race League, to which we affiliate to participate in their team competition.

Individuals are also encouraged to enter County, Territorial and National T&F, Cross-Country and Road-Running Championships for which the Club pays most entry fees.

Members also enter other open competitions, details of which together with information on championships are frequently displayed on the notice board.

Club Facilities

The Track

The track and its grounds are owned by Warwick District Council. Members must follow the rules of the track (on the notice board near the entrance) and take care to avoid interfering with other athletes training. Please also take care with equipment, such as landing beds, covers and throwing implements.

The Clubroom

The Clubroom, to which the Club has priority access, forms a vital part of our activities. It is used for:

- Refreshments, from our volunteers
- Notices, entry forms and results
- Club and committee meetings
- Buying club kit – vests, shorts, sweatshirts etc.



The Strength Training Room

The strength training gym is available for members to use under the supervision of coaches familiar with the equipment. We have an excellent range of weight-training equipment, mainly multi-gym and machine based for safety but also some free weights. Athletes wishing to use the facilities are expected to attend an induction session beforehand. Cyclists also use the equipment and bring their own turbo and roller stands to provide a comprehensive facility for their specific use. Please do not use equipment that is not part of the routine approved by your coach.

Athletes under the age of 18 are only allowed to use equipment in this room in the presence of a coach qualified in weight-training. All users must sign the usage book and have read the terms of reference for equipment use prior to commencing a training session.

Cycling

Our Cyclists use the Clubroom and Strength Training Room, but because of the nature of their sport they meet elsewhere for their weekly training rides. The Cycling Secretary will provide details – our website or a Club Officer will give the current contact telephone number.



Equity Policy

Leamington Cycling & Athletics Club is committed to ensuring that equity is incorporated across all aspects of its activities including development and competition. In doing so it acknowledges and adopts the **Sport England** definition of sports equity, that:

- Sports equity is about fairness in sport, equality of access, recognition of inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will take seriously any incidence of discriminatory behaviour, and deal with it according to club disciplinary procedures.

Leamington Cycling and Athletics also adheres to the England Athletics Equity Plan and Statement; which can be found at,

http://www.englandathletics.org/core/core_picker/download.asp?id=622&filetitle=England+Athletics+Equity+Policy



Codes of conduct – general

LC&AC is fully committed to safeguarding and promoting the well-being of ALL its members. The Club believes that it is important that athletes, officials, coaches, administrators, helpers and parents associated with the Club should, at all times, show respect and understanding for the safety and welfare of others. To this end, members and associated coaches and volunteers are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the Club with the Club's Committee Members or Welfare Officers (see contact page for details).

The Club's Codes of Conduct and Policies are available on its web site and in the Clubroom at Edmondscote and the UKA Codes of conduct are available on their web site.

Code of Conduct - Athlete Members

- You must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background, religion and any other grouping or predisposition within society.
- You must ensure you update the Club and your coach with any changes to your contact details and medical conditions which could affect your training.
- You should make every effort to keep to timings agreed for training and competitions. If from time to time this is not possible you must inform your coach or team manager without delay. (see contacts page)
- All members are expected to support the Club in team competitions and if you are receiving coaching you are particularly expected to arrange, with your coach, your training and competition schedule to enable you participate as a team member.
- Competitions in which you participate will be held in accordance with the UK Athletics Rules for Competition and you should respect officials and their decisions.
- Members should wear suitable kit. For young athletes this will be at least Tee shirt, shorts/pants and trainers or other similar footwear and when the weather requires, a top and bottom to keep you warm. Club colours **MUST** be worn for Club Competitions in accordance with UKA Rules for Competition. These can be purchased from the Club on training evenings.
- All members who are required to pay subscriptions must do so on joining. Subsequent subscriptions become due on 1st January each year. Failure to pay would not only make you ineligible to compete in the name of the Club as you would not be registered with EA for the forthcoming year, but would also make you ineligible to benefit from the insurances arranged on behalf of accredited members.
- No smoking is allowed by anyone anywhere in the Clubroom, changing rooms or within the track area. You should also observe this restriction when visiting other facilities or venues for training or competition.
- The consumption of alcohol or recreational drugs of any type is not permitted in the Clubroom, changing rooms or within the track area.



Code of conduct - Technical Officials

All Technical Officials are licensed by UK Athletics and to gain their licence must have followed a suitable course of training and obtained clearance through a routine police check (CRB check). To maintain their licence they are expected to follow the UKA **Code of Conduct for Officials**.

Unqualified volunteers may be called upon to help at meeting but only under the direction of a qualified official. The vast majority of the Sport's technical officials became qualified after volunteering to help and enjoying it.

Code of conduct - Volunteers

A Volunteer is any individual who takes part in an activity for and on behalf of Leamington C&AC in any role e.g. coach, team manager, helper, refreshments provider.

Everyone so taking part is required to subscribe to the Club's policies and the UKA Athletics Welfare Procedures. Volunteers who have contact with Members who are under the age of 18 will be asked to submit to a CRB check. This policy is mandatory for all coaches and team managers.

The Volunteer becomes a non-competing Member of the Club and in common with all other Members is encouraged to work to high standards and adopt recognised best practice whenever possible.



Welfare

In joining Leamington C&AC a positive step in an individual's athletic career has been taken. Each member deserves every other member to exercise a duty of care as set out in our various policies. With particular regard to those members under the age of 18 the Club recognises the trust that parents or guardians place in us and accepts the responsibility to exercise a duty of care for young people whilst at the Club.

In return the Club expects parents and guardians to be aware of our policies and to help us by bringing and collecting their sons and daughters to and from training and competition areas at times agreed with the relevant coach or team manager. Each coach records the presence or otherwise of each of his or her athletes at each session as a duty of care. Should prompt arrival or collection be unavoidably delayed, parents and guardians are expected to make all reasonable efforts to contact the relevant coach or team manager. See the Contact page for details.

If you are a parent or guardian of a young athlete member you will have received and signed a Consent Form which set out basic expectations, and on which you gave an emergency contact telephone number. This number is made available to the Coach looking after your son or daughter.

Child Protection

As an athletics club Leamington C&AC is committed to creating and maintaining the safest possible environment in which children and young people may practise athletics.

The Club does this by:

- Recognising that all children and young people have the right to freedom from abuse, exploitation or neglect. Our Child Protection Policy covers this in detail but it does include aspects of physical abuse, which might result from deliberately inflicted injury or from the nature and intensity of training or competition exceeding the capacity of a child's still growing body, or emotional abuse when adults or other children use sarcasm, or taunt a child, or scream over-enthusiastic encouragement at a struggling performer.
- Ensuring that all our coaches and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children in their care
- Responding swiftly and appropriately to all suspicions and allegations of abuse, providing parents and children with the opportunity to voice any concern they may have.
- Appointing a Child Protection Officer who has specific responsibility for child safety and acts as the main point of contact for parents, children and outside agencies.
- Ensuring access to confidential information is restricted to the Child Protection Officer or appropriate external authorities, except where health matters which might affect training and competition capabilities must be made known to the member's Coach.
- Reviewing the effectiveness of our Child Protection Policy annually at a relevant Committee Meeting.

Details of the Club's Child Protection Officers are given on the contacts pages.



Club Welfare and Child Protection Policy

Policy Document - The Club's Policy on child protection is built upon the current UK Athletics documents concerning Welfare Policy and Procedures. This is available for inspection in the Clubroom.

The Club Welfare Officers review any amendments made to this source document and any consequent changes required are referred to the Club Committee and any appropriate actions recorded and taken.

Club Official(s) - The Club appoints at least one Child Protection/Welfare Officer with the specific responsibility of implementing this Policy. The name(s) and contact(s) of the appointed person(s) are given on the contacts page.

Child Protection Training - The Welfare Officer(s) and all Coaches of the Club are given support by the Club to attend a Child Protection Awareness Course. Helpers and Volunteers may also be required to attend a course in Child Protection Awareness but this will be at the discretion of the Committee.

Coaches and Volunteers - All coaches or volunteers with access to young people are required to obtain clearance through the UKA Child Protection clearing system giving police confirmation that they have no convictions that would make their access inappropriate.

Health and Safety

All the things we do in life have an element of risk, some greater than others. Athletics is no different, being a multi-discipline sport with some areas needing greater consideration than others to ensure the safety of all concerned.

Health and Safety for training and competition taking place within an athletics arena is covered in detail within the UK Athletics Code of Practice, a copy of which is available for inspection in the Clubroom. Activities off track also have to be considered and it is the responsibility of everyone – athletes, coaches, volunteers and spectators- to act in a responsible and safe manner at all times.

In particular, it is the responsibility of coaches and senior athletes to challenge any unsafe practices at all times and to enforce safety.

The assessment of Risk involved in every Activity is the subject of the **Leamington C&AC Athletics Section's Risk Assessment Policy**

Club responsibilities

Through this policy the Club aims to ensure that

- Club officers, officials and coaches are aware of their duty of care and members understand their responsibilities regarding their own and other peoples' safety
- All equipment owned by the Club is maintained and fit for use
- Members have reasonable insurance cover
- Health and safety records are kept and all accidents are reported to the Club, the owners of the venue or equipment concerned and UKA
- Reasonable First aid is available for Club activities
- All Club Activities are conducted safely at suitable venues with suitable equipment and competent officials or coaches

Members have to understand their responsibilities regarding their own and other peoples' safety

The Club's officers are responsible for all Club activities but it is not practical for a single officer, or



even the whole Athletics Section Committee, to supervise every activity. Some Club activities, especially training sessions, are necessarily organised without the detailed knowledge of the Committee. It is the duty of every Club member and the parents or guardians or young athletes to read the Club's **Risk Assessment Policy** and to be aware of their responsibilities.

The full Policy is stored on the Club's website and in the Club room and will be changed from time to time. Members and the parents or guardians of young athletes should therefore make a point of reading it at least once a year to check for updates. If you do not have access to the Club website then you should ask a Club Officer for a paper copy. The following gives some direction:

Club Activities are any things performed in the name of the Club such as:-

- Administration Meetings – for example section committee meetings
- Social events – for example a Club disco or awards night
- Competitions – for example a Club cross country race or track and field league match
- Road runs for training
- Coaching sessions – at the track or at a cross-country venue

Track

- If wearing spikes, ensure that they are no longer than the maximum permitted.
- Be aware of other users of the track when coming onto the track and/or when starting or finishing an effort.
- If there is a need to cross the infield be aware and check that throwing is not taking place. Preferably go to another part of the track via the track or immediately inside the kerb.
- If high jumping, javelin or steeplechase is taking place be aware that the track kerbing may have been removed and that this could pose a risk. – Nathan – this is not required now because we don't have a kerb.
- Be aware of, and pay attention to any notices displayed relating to the use of the facility.
- Ensure when walking on the track do so out of the way, as to not get in the way of other athletes using the track.

Throwing

- Throwing implements **MUST NOT** be collected nor used unless a qualified UKA coach is present.

Jumping

- Pole vaulting equipment must not be collected nor used unless a qualified UKA coach is present.
- Long/Triple Jump - ensure that the pit cover is cleared before using and that the sand is raked to ensure a consistent level over the landing area.
- High Jump – ensure that two or more people uncover the high jump bed, and that the upright are put up correctly on an even surface.

Off-Track

- When away from the track, run on the pavement whenever this is possible.
- Where there is no pavement, run towards the traffic so that you are aware of traffic.
- Try, whenever possible, to run with a group. This is especially relevant for female athletes
- When running during the hours of fading or no daylight, run where there is street lighting and wear light and/or reflective clothing so increasing your visibility to traffic. (Note: I think it should say just reflective clothing)
- Take due care when crossing roads. Do not presume drivers have seen you and can or will give way.
- When deciding on the route you are to take, make a mental risk assessment of the intended course and try to ensure that someone, at the track when this is applicable, has some idea of



the general area that you and the group will be in and how long you will be away from the track.

- Check that everybody who starts the run is accounted for at the finish

Coaching sessions at the track

The Club only recommends and supports coaches who have a current UKA coaching qualification and who have adopted the Clubs policies, including its risk assessment policy. The coaches recommended by the Club are displayed on the notice board at Edmondscote and on the Club's web site.

If a coach from outside the Club is engaged by the Club for an ad hoc training session then the person who makes the arrangements should check that the coach has a current coaching qualification and has adopted the UKA risk assessment policy.

Members who train on their own or under the guidance of a coach not recommended by the Club are responsible for their own safety.

Reporting of Accidents or Incidents

In the event that an accident does occur, the person responsible for the activity (Club Officer, coach, official or organiser) should ensure that an accident report is completed.

Copies of the accident report should be given to the owner of the venue or equipment concerned, to the Club and to UKA. Health and safety records are kept and monitored by the Club Secretary to see if action needs to be taken to avoid a repetition.

Guidelines for dealing with an accident / incident

- 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, or coach who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services. (A phone is available from the Groundsman's Office)
- 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 or guardian – the coach should have a telephone number. (A phone is available from the Grounds man's Office)
- Complete an incident/accident report form copies of which are kept in the Clubroom and Attendant's office and enter the basic details in the accident report book.
- Notify the Club Secretary who in turn will send a copy of the report form to UK Athletics.



Missing Child Emergency Procedure

A child is deemed missing when the coach or person in charge cannot locate the child for 5 minutes. If this is the case then follow the steps below;

1. Check all area of the track including changing rooms, and areas just outside of the track.
2. Establish if the child may have left with parents or a carer, without you knowing.
3. Speak to their friends to establish if they know anything, or where the child was last seen.
4. If you have not found the child so far then contact the parents.
5. If after 20 minutes the child has not been found then contact the police as soon as possible.

The guidelines need to be followed in every case of a suspected missing child.

Insurance

As a club affiliated to England Athletics, Leamington C&AC is covered by Third Party Liability Insurance for all activities in which it is involved. The Club also takes out a recommended further, limited level, of Personal Accident Insurance for its members. These insurances cover training, competition, club and regional meetings and social and fund raising activities.

Officials and coaches are also covered for legal liability whilst they are involved in athletics activities on behalf of the club at any location. Unqualified individuals are covered if they are under the direct control of a qualified licensed coach or official

Full details of the cover provided by England Athletics can be found in the Clubroom or by contacting their insurers www.theovalgroup.com.



Useful Contact

Club Post Code; CV32 6AD

Club website; www.leamingtoncyclingandathletics.org.uk

WDC emergency contact number for track during open hours: 0778 626 4618

Leamington C&AC Coaches Contacts

A full and current list of coaches who are currently coaching at Leamington C&AC can be found at www.leamingtoncyclingandathletics.org.uk/athletics/coaches.html

Child Protection Officers

	
<p align="center">Simon Bull Child Protection Officer</p>	<p align="center">Megan Eastaugh Child Protection Officer</p>

The Leamington C&AC Child Protection policy can be view with in the clubhouse or downloaded and viewed from the club, website www.leamingtoncyclingandathletics.org.uk

Other Agencies

Coventry Solihull and Warwickshire Sport - Athletics Development Officer

Dave Boughey – 07957 551833, dave@cswsport.org.uk

www.cswsport.org.uk

England Athletics West Midlands

Regional Manager – Paul Bearman

07968498704 pbearman@englandathletics.org

Warwickshire County Athletics Association

<http://www.warwickshirecountyaa.co.uk/>

UKAthletics

0870 998 6800 www.ukathletics.net



Further Reading and Downloads

Leamington Cycling & Athletics Club Documents and Downloads

All of which are available from the club website or ask a club officer for further information;

- Child Protection Policy
- Risk Assessment Policy
- Disciplinary Policy

Coventry Solihull & Warwickshire Sport – County Sport Partnership

Available from www.cswsport.org.uk

- Safeguarding and Protecting Children
- Equity

UKathletics

Available from www.ukathletics.net

- Child Protection Policy