

HAVANT ATHLETIC CLUB

WELCOME PACK

Welcome to Havant Athletic Club. The contents of this pack will provide you with useful information on all aspects of athletics.

If you are unsure of anything please feel free to contact any member of the committee or any member of the coaching staff.

We wish you a long and successful stay with Havant Athletic Club

Please note that in addition to the membership fee there is a weekly training fee of £1 (or £3 for 4 weeks). The membership fees do not cover costs such as school hire, track hire, travel costs etc so the training fee was introduced to keep the club on a sound financial footing.



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NEW MEMBER DOCUMENT

To assist in placing a new member in the correct training group or with the appropriate coach:

1. Name:	
2. Date of Birth:	
3. Email address:	
4. Contact/Emergency number:	
5. Name of Parent/Guardian (if applicable):	
6. Event Interest::	
7. Personal Best's:	
8. Experience:	
9. Previous club (if applicable):	
10. Date of clearance (if applicable) :	

Please return the completed for to the Club Secretary.

Our club website is: www.havantac.org.uk



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CONFIDENTIAL MEDICAL QUESTIONNAIRE

Athletes Name:

Parent/Guardian Name and Initials:

Home Address

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Contact Telephone Number Home.....

Work.....

Emergency Number (if different from above):

Name and Address of family Doctor:

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Telephone Number:

Athletes NHS Number Date of Birth:.....

Has your son/daughter suffered from any of the following:

Please tick appropriate box.

Yes

No

Asthma/Bronchitis

Heart Condition

Fits, Fainting or Blackouts

Severe Headaches

Diabetes

Allergies to any known drugs

Any other allergies e.g pollen, food, materials etc

Other illness or disability

Travel Sickness

If the answer to any of these questions is YES please give details in the space below. Please also give details of any medical points which you feel should be brought to the attention of the coaching staff.

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Immunisation Status

Has your son/daughter received vaccination against Tetanus in the last five years?

(Delete as appropriate)

YES

NO

Is your son/daughter receiving medical or surgical treatment of any kind from either your Family Doctor or Hospital?

YES

NO

Has your son/daughter been given specific medical advice to follow in emergencies?

YES

NO

If the answer to any of these questions is YES please give the details here (including dosage of any medicines/tablets).

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In the event of illness or accident, I consent to any necessary medical treatment which might include the use of anaesthetics.

Signed

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Parent/Legal Guardian

Please return the completed form to the Club Secretary



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CLUB COMMITTEE AND OFFICIALS

The following lists club committee members, coaching staff, club officials and child welfare officers.

Havant AC Committee Members

President	Sue Dewar	
Chairman	Mark Scarborough	023 9237 7694
Vice Chairman	Pete Spencer	023 9248 2521
Secretary	Mike Williams	023 9225 1027 0778 6565 412
Treasurer	Julie Bream	07456161969
Membership Sec	Alice Reynolds	
Social Media Sec	Lewis Reynolds	07845793679
Others	Corin Bearpark Craig Berryman Graham Reynolds Hayley Lovett Malcolm Lavery	

Havant AC Coaching Staff

Dave Anderson	Malcolm Rogers	Alan Ive
Mary Goater	Julie Bream	Vicki Spencer
Colin Goater	Mike Williams	Hayley Lovett
Pete Spencer		

Havant AC Officials

Field	Timekeepers	Track	Starter/Marksman
Alice Reynolds	Alan Ive	Alan Ive	Graham Foden
Alan Ive	Pam Rogers	Pam Rogers	
Malcolm Rogers		Mike Williams	
Paul Hillyard			

Havant AC Child Welfare Officers

Vicki Spencer	023 9248 2521
Julie Bream	07456161969
Craig Berryman	07718990998
Lewis Reynolds	07845793679



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EMERGENCY PROCEDURES

In the event of an emergency the following procedures should be adhered to:

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



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INCIDENT/ACCIDENT REPORT FORM

1. Site where incident/accident took place:	
2. Name of person in charge of session/competition:	
3. Name of injured person:	
4. Address of injured person:	
5. Date and time of incident/accident:	
6. Nature of incident/accident:	
7. Give details of how and precisely where the incident/accident took place. Describe what activity was taking place, eg training, competition etc:	
8. Give full details of the action taken, including any first aid treatment and the name(s) of the first aider(s):	
9. Were any of the following contacted:	Police Yes <input type="checkbox"/> No <input type="checkbox"/> Ambulance Yes <input type="checkbox"/> No <input type="checkbox"/> Parent/guardian Yes <input type="checkbox"/> No <input type="checkbox"/>
10. What happened to the injured person following the incident/accident? (eg went home, went to hospital, carried on with session etc) :	

All of the above facts are a true and accurate record of the incident/accident.

Signed: Date:

Name:



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HAVANT ATHLETIC CLUB CARE POLICY

It is the policy of Havant Athletic Club to safeguard the welfare of all members by protecting them from neglect, physical, sexual and emotional abuse.

A code of good practice for Adults in Athletics.
Designed for you to keep with you – carry it.

KEY PRINCIPLES

1. For the purposes of this document, anyone under the age of 18 years should be considered a child.
2. The child's welfare is paramount.
3. All children, irrespective of their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
4. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
5. Working in partnership with children and their parents/carers is essential for the protection of the child.
6. Havant Athletic Club recognises the statutory responsibilities of Social Services Departments to ensure the welfare of children.



HAVANT ATHLETIC CLUB CARE POLICY

What happens if ?

1. **If you suspect a child is being abused:**
 - Immediately tell your Club Protection Officer(s).
 - record the **facts** as you know them and give a copy to your Child Protection Officer(s).
 - ensure that the child has access to an independent adult.
 - Ensure that no athletic situation arises which could cause any further concern.
2. **If a child discloses to you abuse by someone else:**
 - Allow the child to speak without interruption, accepting what is said.
 - Alleviate feelings of guilt and isolation, while passing no judgement.
 - Advise that you will try to offer support, but that you **must** pass the information on.
 - Proceed with the steps detailed in paragraph 1.
3. **If you receive an allegation about any adult or about yourself:**
 - Immediately tell your Club protection Officer(s).
 - Record the facts as you know them and give a copy to your Club Protection Officer(s).
 - Try to ensure no-one is placed in a position which could cause further compromise.

You must refer; you must not investigate

Code of behaviour

- | | |
|--------------|--|
| Do | treat everyone with respect. |
| Do | provide an example you wish others to follow. |
| Do | plan activities which involve more than one person being present, or at least which are within sight or hearing of others. |
| Do | respect a young person's right to personal privacy. |
| Do | have separate sleeping accommodation for leaders and young people. |
| Do | provide access for young people to talk to others about any concerns they may have. |
| Do | encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like. |
| Do | maintain a healthy adult life style. |
| Do | remember that someone else might misinterpret your actions, no matter how well intentioned. |
| Do | recognise that caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse. |
| Don't | permit abusive youth peer activities (eg initiation ceremonies, ridiculing, bullying). |
| Don't | play inappropriate physical contact games with young people. |
| Don't | have any inappropriate physical or verbal contact with others. |
| Don't | jump to conclusions about others without checking facts. |
| Don't | allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes. |
| Don't | exaggerate or trivialise child abuse issues. |
| Don't | show favouritism to any individual. |
| Don't | make suggestive remarks or gestures. |
| Don't | rely on just your good name to protect you. |
| Don't | believe 'it could never happen to me'. |





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WHAT AGE GROUP AM I IN?

The 'Competition Year' extends from 1st October to 30th September in the following year.

Under 13

Track and field events for Under 13's shall be confined to competitors who are aged 11 or 12 on the 31st August within the Competition Year.

Road Running competition for Under 13's shall be confined to competitors who are aged 11 on the day of competition, or 12 on the 31st August prior to the commencement of the Competition Year.

Cross Country competition for Under 13's shall be confined to competitors who are aged 11 on the day of competition, or 12 on the 31st August prior to the commencement of the Competition Year.

Under 15

Track and field events for Under 15's shall be confined to competitors who are aged 13 or 14 on the 31st August within the Competition Year.

Road Running competition for Under 15's shall be confined to competitors who are aged 13 or 14 on 31st August prior to the commencement of the Competition Year.

Cross Country competition for Under 15's shall be confined to competitors who are aged 13 or 14 on 31st August prior to the commencement of the Competition Year.

Under 17

Track and field events for Under 17's shall be confined to competitors who are aged 15 or 16 on the 31st August within the Competition Year.

Road Running competition for Under 17's shall be confined to competitors who are aged 15 or 16 on 31st August prior to the commencement of the Competition Year.

Cross Country competition for Under 17's shall be confined to competitors who are aged 15 or 16 on 31st August prior to the commencement of the Competition Year.

Under 20

Track and field events for Under 20's shall be confined to competitors who are aged 17 or over on 31st August within the Competition Year, but under 20 on 31st December in the calendar year of competition.

Road Running competition for Under 20's shall be confined to competitors who are aged 17, 18 or 19 on 31st August prior to the commencement of the Competition Year.

Cross Country competition for Under 20's shall be confined to competitors who are aged 17, 18 or 19 on 31st August prior to the commencement of the Competition Year.

Seniors

Athletes aged 20 and over on 31st August prior to the commencement of the Competition Year.



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UK ATHLETICS COACH QUALIFICATIONS

What does each qualification mean?

Leader (Level 1) – Assistant Coach (Qualified to assist Level 2 coaches and above).

Children in Athletics (CIA) – Qualified to lead athletics activities for children using appropriate soft athletics equipment. Age range 8 – 15.

Fitness in Running and Walking (FRW) – Qualified to lead safe, recreational fitness sessions.

Coaching Assistant (Level 2)– Qualified to coach athletics in the group events identified on the uka:pass i.e. SPEED, ENDURANCE, JUMPS or THROWS.

Coach (Level 3) – Qualified to coach in the event group(s) in which they have received Performance/Development training, in one or more individual events or one or more groups of events.

Coach (Level 4) – Qualified to coach in the event group(s) in which they have received a superior degree of specialist Performance/Development training, in an individual event or group of events.

All coaches of Level 2 and above are insured to deliver athletics conditioning work involving running and the use of athletics equipment.

UK Athletics recommend that coaches work within the group of events in which they have specialised.

A responsible athletics coach will follow the UK Athletics code of conduct that includes:

- respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability
- place the welfare and safety of the athlete above the development of performance
- develop appropriate working relationships with athletes (especially under 18's), based on mutual trust and respect
- do not exert undue influence to obtain personal benefit or reward
- encourage and guide athletes to accept and take responsibility for their own behaviour and performance and give them as much autonomy as possible
- avoid critical language or actions, such as sarcasm, that undermine an athlete's self esteem
- do not spend time alone with a young athlete unless clearly in view of others
- ensure the parents/carers know about and have given prior approval in advance if taking a young athlete away from the usual training venue.



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- respect the right of young athletes to an independent life outside athletics
- adopt safe training regimes appropriate to the age, state of development and capacity of the athlete
- at the outset, clarify with athletes (and where appropriate their parents or carers) exactly what is expected of them and what performers are entitled to expect from you
- consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited or age-inappropriate substances
- report any accidental injury, distress or misunderstanding or misinterpretation (using a standard accident report form)
- consistently display high standards of behaviour and appearance



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CODE OF CONDUCT FOR JUNIOR ATHLETES

The athlete should:

1. Respect coaches, officials, volunteers and their decisions.
2. Respect opponents and each other.
3. Keep to agreed timings for training and competitions and inform their coach/team manager if they are going to be late.
4. Pay their membership fee promptly.
5. Compete for the club if selected.
6. Act with dignity at all times.
7. Notify a responsible adult if they have to go somewhere (why, where and when they will return).
8. Not respond if someone seeks private information, unrelated to athletics e.g. home/school life.
9. Never accept lifts in cars or invitations into homes on their own without the prior knowledge and consent of their parent/guardian.
10. Avoid destructive behaviour and leave athletics venues as they find them.
11. Never engage in any illegal or irresponsible behaviour.
12. Speak out immediately if anything makes you concerned or uncomfortable (tell parents/guardians and/or the Club Welfare Officer or if a club mate has suffered from misconduct by someone else).
13. Wear suitable kit for training and club colours for competition.



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CODE OF CONDUCT FOR SENIOR ATHLETES

The athlete should:

1. Respect coaches, officials, volunteers and their decisions.
2. Respect opponents and each other.
3. Keep to agreed timings for training and competitions and inform their coach/team manager if they are going to be late.
4. Pay their membership fee promptly.
5. Compete for the club if selected.
6. Act with dignity at all times.
7. Avoid destructive behaviour and leave athletics venues as they find them.
8. Never engage in any illegal or irresponsible behaviour.
9. Wear suitable kit for training and club colours for competition.



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COACHES CODE OF CONDUCT

As a responsible Coach you will agree to adhere to Havant Athletic Club's Code of Conduct:

1. Respect the rights, dignity & worth of everyone equally, regardless of background or ability.
2. Place the welfare & safety of the athlete above the development of performance.
3. Clarify with athletes exactly what is expected of them and what they can expect from you.
4. When working with young people (under 18) there will be at least one coach to every 12 young people.
5. Develop an appropriate working relationship with athletes, based on mutual trust and respect.
6. Encourage and guide athletes to take responsibility for their own behavior and performance, giving them as much autonomy as possible.
7. Avoid critical language or actions such as sarcasm, that undermine an athlete's self esteem.
8. Consistently promote positive aspects of the sport & challenge inappropriate behavior.
9. Consistently display high standards of behavior and appearance.
10. Co-operate fully with other coaches in the best interests of the athlete.
11. Never try to recruit athletes who are already receiving coaching.
12. Make sure that you are appropriately qualified for activities that you coach and update your coaching qualification(s) and education as and when required.
13. Coaches are asked to carry a bumbag with mobile phone and emergency first aid kit when leading a training group off site.

Please also read Havant Athletic Club's code of behaviour.

I have read and understood the Coaches Code of Conduct

Name of Coach Signed

Date



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CODE OF CONDUCT FOR PARENTS/GUARDIANS AND SUPPORTERS

The essence of good ethical conduct and practice is summarised below. All parents, guardians and supporters of members of Havant AC are expected to:

1. Discourage unfair play and arguing with officials.
2. Set a good example by recognising fair play and applauding the good performances of all.
3. Never belittle or punish a child for losing or making mistakes.
4. Publicly accept officials' judgements.
5. Use correct and proper language at all times.
6. Report any concerns about any child's welfare/treatment to the club's welfare officer.

All parents/guardians are also expected to:

1. Meet the people who are coaching or managing your child and ensure you understand the role each person plays.
2. Take an active interest in your child's participation and communicate with the club and coach in order to understand what training your child is participating in and why.
3. Ensure you are given the opportunity to attend training and competition sessions whenever possible.
4. Ensure your child does not take unnecessary valuable items to training and competition.
5. Know exactly where your child will be at all times and who they are with.
6. Inform your child's coach of any special needs that should be taken into consideration during your child's training and athletic performance.
7. Provide any necessary medication that your child needs for the duration of any trips.
8. Report any concerns you have about your child's welfare/treatment to the club/regional/national welfare officer (this does not affect your rights to notify the social services department or police if you feel a crime has been committed).



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CODE OF CONDUCT FOR PARENTS/GUARDIANS AND SUPPORTERS **Continued**

9. Get involved with the club and help out at events. The club will be delighted to have some help. You can always take some coaching or officiating qualifications to enable you to participate more fully in this role and the club are able to provide you with information on this.
10. Emphasise your child's enjoyment rather than an overemphasis on winning.
11. Encourage your child to learn the rules and play within them.