

Shelton Striders Coaching and Welfare Policy 2018

Introduction

Shelton Striders have developed a Welfare Policy that aligns with UKAthletics.

Shelton Striders welcome families and children and strive to create a safe and positive environment. We have adopted the UKA policies and Codes of Conduct, and will introduce additional more stringent controls if it is deemed necessary.

Shelton Striders have qualified Coaches, whilst these are competent and trained they are also volunteers. They have developed a Specific Coaching Policy, this is additional to the header policy and does not replace it. Although we welcome young people to the club Shelton Striders do not have any Trained Coaches to train children under 12, or facilities to care for Children. The UKA definition of a child is any person who has not reached their 18th birthday.

We must ensure the safety of all who attend the training, whether club members, visitors or general public. We expect that members and guests to abide by the policy.

The following documents are to be recognised as part of the Policy.

- Shelton Striders Mission Statement.
- Shelton Striders Coaching Policy, note there are additional documents specific to Coaching held elsewhere.
- UKA Welfare Officers Roles and Responsibility.
- UKAthletics Welfare Policy and Procedures, Code of Conduct for athletics clubs.
- UKAthletics Welfare Policy and Procedures, Code of Conduct for athletes.
- UKAthletics Welfare Policy and Procedures, Code of Conduct for parents/people with parental responsibility.
- Shelton Striders Coaching Policy Procedure.

The latest documents can be found on the Shelton Striders Website, with the latest UKA documents found at the [UKA website](#).

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Shelton Striders mission statement.

Shelton Striders, their members and guests agree that.

- That safety at the training is paramount for members, guest and the general public.
- The advice/ decision of the Coach or his/her designated assistant is to be final.
- The advice/decision of a Committee Member(s) will be adhered to.

In order to meet this obligation Shelton Striders members and guests will:-

- Read, Understand and Accept the Welfare Policy.
- Ensure any children who take part in athletics and associated events are able to participate in a safe and fun environment, they will also need to be supervised directly by the Parent/Guardian unless agree otherwise as per the Shelton Welfare Policy.
- If a member or guest has any concerns over safeguarding, however minor, they must speak to the coach or event organiser immediately and contact a Welfare Officers as soon as reasonably practicable. Any contact with the Coaches, Committee or Organisers will be done with complete confidentiality
- Accept that if they indulge in any unsafe behaviour they may be asked to leave the group.
- Guests will be required to complete a Visitor form prior to the event and any child attending with them will need to be signed in separately, and supervised by the Parent/Guardian at all times.
- Guests will be required to sign in at each occasion, and will only be allowed to attend for 3 events before becoming a paid up member.

The Committee and Coaches also agree that they will:-

- Recruit, train and supervise Coaches and volunteers to adopt best practise to:
 - Safeguard and protect members, guests and the general public from accident and injury as far as reasonably practicable.
 - Ensure any Children are protected and supervised by a responsible adult.
 - Make decisions regarding group size.
- Require members and guests to adopt and abide by the Shelton Striders Safeguarding Policy and Procedures. Members will be governed by the relevant grievance, investigatory and disciplinary procedures. Guest's will be reported to the relevant authorities additional to the club Welfare Officers
- Ensure that group sizes are not excessive and that they will make the decision to exclude members and guests if required if safety is compromised.
- Exclude any member or guest if they are deemed to be acting unsafely.
- Carry out inductions, or delegate to an appropriate deputy.
- Review policies regularly.

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Shelton Strider Coaching Policy

Coached Sessions

Attendance by Younger Members

1. Children under 12 need a parent or approved guardian to run with them in training or coaching sessions. If the parent or guardian is a non-runner then they shall be within sight of the child at all times. Parents or guardians shall: sign in/out the child (per session), provide an emergency telephone number, and provide relevant medical information.
2. For children between 12 and 15 a parent or guardians shall: sign in/out the child (per session), provide an emergency telephone number, and provide relevant medical information. Parents or guardians do not need to be present during the session but are responsible for the drop off and pick up of the child.
3. Younger members between 16 and 18 will need a parent or guardian to provide a consent signature, emergency contact number and emergency medical information providing; this is a one off form.
4. Children shall stay with the training group for the entirety of the session and follow the instructions of the coach, LiRF or assistant coach. If the child needs to leave the group early they shall be signed out by the parent or guardian.

Friday Attendance

Friday is not a coached session – it is a social run from the club house.

Non-Members

1. Non-members shall sign in for each Wednesday or Friday session.
2. Non-members may attend for 3 occasions, after that they will be expected to join as a member.
3. New attendees are requested to contact the coach prior to attending a Wednesday session (see contacts on the website. They should agree a suitable time and place with the coach, and the coach will provide an induction if they are available. Any new attendee arriving without an agreed induction will unfortunately be turned away.

Group Sizes

1. The coaches will provide session plans that may be then overseen by a Coaching Assistant or LiRF.
2. The EA recommended group size is roughly 12-20 people per member of coaching staff. To allow Shelton Striders to continue without imposing pre-booking and size caps all attendees will be expected to comply with the 'Code of Conduct' and follow the instructions of the coaching volunteers.
3. The level of supervision provided by coaching staff during the session will be appropriate to the level of experience and competence of the runners within the group. Therefore, at the discretion of the coach in charge of the session, a group may be permitted to train with 'arms length' supervision, provided the arrangements and any health and safety controls are agreed before training commences. Participation in such a group is at the discretion of the coach and the above rules in respect of juniors remain applicable.
4. Attendees are requested to arrive for the warm-up prior to the coaching sessions; a late arriver shall first make the coach aware before joining the session.
5. If a group is too large (in the coach's opinion) it is the coach's discretion as to whether people can partake in the session.

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Non-Coached Sessions

Friday Attendance by Non-Members

1. All guests shall sign in the guest book, understanding their responsibilities. They shall provide the information requested within the guest book and be aware of the disclaimer and code of conduct.

Friday Attendance by Younger Members

1. If any children (under 16) are to be left with friends while their parent or guardian is running then the parent/guardian shall provide a consent signature, emergency contact number and emergency medical information.

2. Any children of Primary school age or younger may only run with a group with their parent/guardian running with them.

3. If any children between 12 and 15 run with a group without their parent/guardian then one member of that group shall agree PRIOR to the commencement of the session/run with the parent/guardian to be responsible for their safety and behavior and the signing in and out of the individual.

Attendance at Other Strider Events

Other club attended events include (but are not limited to): Cross-country, Handicaps, Headbangers, Dave Nunn 5/10/15k, and any other club organized or sponsored event or trip. In recognition that these events are not coached or part of the Friday session the following shall apply:

1. Children of primary school age shall not be left unsupervised and unattended during events, even where their parents compete, unless they are supervised by a member of the club in agreement with the parent/guardian. It should be recognised that Shelton officials/organisers will be too busy to supervise children. It is expected that a suitable adult is either a parent (of children in the club), an adult family member/friend or a DBS checked adult member.

2. Suitable adult cover needs to be organised by the parents before an event. To facilitate this, the Chair has set up a closed Facebook group so that parents could organise cover prior to an event between themselves.

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Information for Welfare Officers

Welfare covers a range of issues such as safeguarding and protecting children, anti-bullying, equity, poor practice in coaching and disciplinary and grievances matters. It encompasses policies and procedures to set out minimum standards of expectations, such as codes of conduct, procedures to follow for dealing with child protection concerns, other welfare issues or complaints, and to ensure that EA, clubs and associations meet their statutory responsibilities to safeguard and protect children. Welfare is essential to contribute to good practice within the sport, develop performance and to ensure the safety and enjoyment of athletes, coaches, officials and volunteers. It is everyone's responsibility to ensure the welfare of all those who participate in athletics.

The key roles and responsibilities are set out below:

Athletics Clubs

- Every athletics club should appoint at least one Welfare Officer, preferably two, one male and one female and they should notify EA of the name and contact details for each Welfare Officer.
- ALL club officer and committee members have responsibility to uphold the welfare policies and procedures, to adhere to good practice and to support the club Welfare Officer to respond to any suspected breaches. This is NOT the sole responsibility of the Welfare Officer.
- Under the Welfare Policies and Procedures, if there is any concern about child abuse the Welfare Officer should be informed immediately. If the Welfare Officer is not available, the person with concerns should report the matter to the local Children's services or police themselves.
- The Welfare Officer, club officers and committee members should ensure that information is available at the club and to all club officers, team managers, coaches and officials regarding contact details for local Children's services, the police and the NSPCC.
- The club officers and committee members should ensure there are club disciplinary procedures to deal with issues of misconduct which are not child abuse.
- All club officers and committee members should ensure that club members, coaches, club officers and committee members attend recommended training in welfare and safeguarding and protecting children as appropriate, comply with requirements to obtain CRB and Independent Safeguarding Authority checks (when required after July 2010) and that all coaches/volunteers/helpers complete volunteer reference forms or comply with a club volunteer recruitment process.

Club Welfare Officers

- The Welfare Officer's role is to advise and support the club officers and committee to implement welfare policies and procedures and to support the club to adhere to codes of conduct and good practice.
- The Welfare Officer's role is to ensure that all club coaches/helpers/volunteers have completed a volunteer reference form or complied with a volunteer recruitment process and assist in this process as appropriate and to ensure that all coaches/officials/volunteers have completed CRB and Independent Safeguarding Authority checks as required and assist in this process as appropriate. (N.B. The Independent Safeguarding Authority is a new government body that should start processing checks in July 2010 but checks should be managed by UKA under their current CRB procedures)
- The Welfare Officer's role is to respond to suspected breaches of the Welfare Policies and Procedures that may be referred to them, in accordance with the Welfare Procedures and, to advise and support other club officers or committee members how to respond appropriately in accordance with the Procedures.

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- The Welfare Officer should report any concerns about child abuse to local children's social care services or police immediately. If the Welfare Officer is not available, the person with concerns should report the matter to the local children's services or police themselves.
- The Welfare Officer should also report any concerns about child abuse to both the UKA Welfare Officer and the EA Welfare Officer and inform them what action has been taken.
- The Welfare Officer is advised to inform the EA Welfare Officer about any concerns regarding misconduct which is not child abuse.
- The Welfare Officer should have attended Safeguarding and Protecting Children Training and Time to Listen Training for Club Welfare Officers within the last 3 years. (N.B. Time to Listen is a course that is currently being developed by England Athletics and the Child Protection in Sport Unit and will be offered to all club welfare officers when available from 2010)

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Athletics Welfare Policy and Procedures

Codes of Conduct

Reviewed Sept 2016

Code of Conduct for Athletics Clubs

As a responsible Athletics Club you 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 a welfare officer, preferably two, one male and one female, and ensure that they are provided with appropriate training to act as a first point of contact for concerns about welfare issues
- Ensure that all staff and volunteers operating within the club environment hold the appropriate qualifications and have undertaken the appropriate checks e.g. CRB/Disclosure Scotland, licences, qualifications such as massage, sports nutrition etc
- Ensure that coaches, technical officials and club officers attend recommended training in welfare and safeguarding and protecting children as appropriate.
- Liaise appropriately with parents/persons with parental responsibility, officials, coaches, sports scientists, 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 or Children First in Scotland
- 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



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Athletics Welfare Policy and Procedures

Codes of Conduct

Reviewed Sept 2016

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



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Athletics Welfare Policy and Procedures

Codes of Conduct

Reviewed Sept 2016

Code of Conduct for parents/people with parental responsibility

As a responsible parent/person with parental responsibility 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 when ever 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 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



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Shelton Striders: Key Documents and Requirements for Attending Training Sessions v1 Oct 17

1. Membership Form

Required for:
All members

- Purpose:**
1. Apply for membership (competitive or social).
 2. Parental consent for Juniors 16-18 years old to attend training unaccompanied.

Note: Parental consent for Juniors attending as guest recorded on Induction/Guest Form.

2. Membership List

Required for:
All members

- Purpose:**
1. For the Membership Secretary to record details of all members and current status
 2. Record of inductions, and parental consent for 16-18s
 3. Provide coaching staff with emergency contact details

Note: Parental consent for Juniors attending as guest recorded on Induction/Guest Form.

3. Induction & Guest Form

Required for:

- Any person wishing to attend a coached session for the first time, including members; and
- Non-members attending a coached session as a guest

- Purpose:**
1. Obtain emergency contact and medical info
 2. Record induction has taken place
 3. Record sessions attended as guest (up to 3 allowed)
 4. Record payment for attendance as guest (first session free)
 5. Parental consent for Juniors (16-18) attending as guests

Note: Forms to be retained by Coaching staff after first session.

4. Junior Sign-In/Out Form

Required for:

- Any person under 16 attending a coached session, on every occasion

- Purpose:**
1. Parental consent to take part in training
 2. Record emergency contact details for person responsible

Note: Athletes under 12 must be accompanied by a parent/ guardian throughout the session.

5. Visitor's Book



Required for:

- Any non-member attending on a Friday club-night

- Purpose:**
1. Obtain emergency contact and medical info
 2. Record sessions attended as guest

Note: Friday runs are not coached sessions. They are social runs

Requirements

- Any person wishing to attend a coached session for the first time must arrange an induction with one of the coaching staff beforehand. This includes existing members who have not attended a session before.
 - Non-members are welcome to attend up to 3 sessions before committing to membership. The first of which is free, the £3 per session.
 - All persons attending training sessions must adhere to Code of Conduct at all times. A copy will be provided during induction and is also on the club website.
- Additional requirements for Juniors**
- Anyone under 18 must have signed parental consent to attend training
 - For 16-18 year olds this is recorded on the membership form, or Induction & Guest Form for those that are not yet members.
 - For under 16's this is on the Junior Sign-In/Out Form at every session.
 - Under 12's must be accompanied at all times during training by a parent /guardian

Key Responsibilities

Athletes

- Arrange an induction prior to attending a coached session for the first time
 - Adhere to the Shelton Striders Code of Conduct
- Parents / Guardians**
- Provide parental consent using the relevant form
 - Closely supervise children during training sessions (under 12's and others at discretion of coaching staff)
- Coaching Staff**
- Provide inductions
 - Plan and deliver sessions in accordance with UKA guidance and club policy
 - Retain copies of Induction & Guest, and Junior Sign-In Forms during training sessions, and forward completed forms to the Membership Secretary.
 - Maintain membership records and make up-to-date copies available to coaching staff