

## London City Athletics Club – Constitution



### Club name and colours

The Club's full name is "London City Athletics Club" or "LCAC" if abbreviated. The Club was formally established on 18<sup>th</sup> November 2013.

The Club colours are blue vests with a vertical yellow section under each arm.



### Club objectives

- To facilitate participation in and promotion of recreational and competitive track & field, road running and cross country opportunities to its members.
- To be a sustainable, not for profit and / or charitable organisation.
- To provide high quality athletics coaching to its junior and senior athletes.
- To provide athletics training and continued professional development opportunities to its members and volunteers through coaching and officiating.
- To work in partnership with local businesses, local authority, governing bodies and other related sporting initiatives.
- To complement the activities of other local athletics and running groups.

### **Affiliations**

The Club shall be affiliated to England Athletics. The Committee may affiliate to other such athletics bodies depending upon the needs and requirements of the athletics Club and its members.

### **Membership of the Club**

Membership of the Club shall be open, on application, to anyone interested in recreational or competitive athletics, regardless of sex, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs.

Individuals who wish to become members of the Club must apply using the membership application form approved by the Committee from time to time. Applications must be accompanied by the relevant subscription fee.

Members are expected to abide by the constitution and code of conduct of the Club [see **Appendix I: LCAC Code of Conduct**], and also the relevant rules of bodies to which the Club is affiliated. All Club members agree to adhere to the UKA Anti-Bullying Policy for Clubs [available here: [UKA Anti Bullying Policy Clubs.pdf](#)]

### **The Committee**

The Club shall be administered by the Management Committee as elected at the Club's AGM. The Committee will be comprised of:

a) the following core positions to be elected annually at the AGM

- Chairperson
- General Secretary
- Treasurer
- Membership Secretary
- Junior Secretary
- Race Team Manager

and

b) up to six additional Committee Members, to be elected annually at the AGM, whose responsibilities may be varied according to the requirements of The Club at any given time.

In addition to the Committee positions above, other non-Committee volunteer roles may be formed at the discretion of the Committee, as necessary. These volunteers will not be required to attend Committee meetings.

### **Officers**

LCAC shall appoint two Club Welfare Officers (one male and one female), who may also be Committee members, and whose responsibilities are to:

- Advise and support the implementation of welfare policies and procedures and to support the Club to adhere to codes of conduct and good practice.
- Ensure that committee members complete DBS if required/available via England Athletics.
- Respond to suspected breaches of the Welfare Policies and Procedures that may be referred to them, to advise and support an appropriate response in accordance.
- Report any concerns about child abuse to local children's social care services or police; these concerns should also be reported to the UKA Welfare Officer and the EA Welfare Officer including what action has been taken.
- Inform the EA Welfare Officer about any concerns regarding misconduct which is not child abuse.
- Attend relevant training on Safeguarding.

For further guidance about the role of the Club Welfare Officer, please refer to Appendix II: **EA: Information for Welfare Officers.**

**All committee members and volunteers 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.**

All those club officers, members of the Committee and volunteers who are involved in any aspect of the junior section of the club shall have up to date Disclosure and Barring Service (DBS) certification.

#### **Annual General Meeting**

The Club shall hold an Annual General Meeting each year to elect officers for the following year, approve the accounts and consider any properly seconded proposals put forward by any member. The AGM shall be held not later than the last day of March. Notice of the AGM shall be served on all paid up members at least 21 days before the date of the AGM.

#### **Extraordinary General Meeting**

An Extraordinary General Meeting shall be called by the General Secretary, on receipt of a request for such a meeting in writing by at least five paid up members. This request must specify the reason for the meeting - and the business to be transacted thereat.

The Committee shall also have the power to call an EGM. In either case notice of an EGM shall be served on each fully paid up member, not less than 21 days before the date of the meeting.

#### **Changes to the Constitution**

Changes to the Constitution may only be made at an EGM called specifically for the purpose.

#### **Property and Funds**

- i. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus monies are reinvested in the Club.

- ii. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- iii. The Club may also in connection with the sports purposes of the Club:
  - Sell and supply food, drink and related sports clothing and equipment;
  - Employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
  - Pay for reasonable hospitality for visiting teams and guests;
  - Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- iv. The Committee will have due regard to the law on Equality and Child Protection.

### **Subscription**

The Club, as a condition of membership, requires an annual subscription of fees to be paid by members to ensure the sustainability of the Club. Pricing structure will be decided annually by the Club in its December committee meeting. The Committee shall ensure that the subscription fees are set on a non-discriminatory basis, banded to ensure fairness for all and so as not to preclude open membership of the Club. The Club's Committee will decide on how any revenue is spent in the best interest of the Club and its membership.

Members shall pay their subscription to the Club. Members that fail to do so will have their membership terminated.

The subscription year is from 1<sup>st</sup> April to 31<sup>st</sup> March. If a member pays for membership in a calendar year, they are a member for that calendar year until April of the following calendar year.

In addition to a general subscription fee the Club will also collect an annual England Athletics affiliation fee from each member who wishes be affiliated to England Athletics. The annual England Athletics affiliation fee is decided by the athletics governing body. The Club will register and pay the relevant fee with England Athletics for those members who have elected and paid to be affiliated, however the Club reserves the right to change the payment method, for example to include direct payment to England Athletics by members where this may be necessary and this will be decided by the Committee and advised to members accordingly.

### **Cessation of membership**

Members may resign from membership at any time by notice to that effect given to the General Secretary. A member who resigns shall not be entitled to any refund of subscriptions in respect of the remaining period. Membership shall not be transferable and shall cease immediately on the failure of the member to comply with any condition of the membership set out in this constitution.

### **Club meetings**

At the Club Committee meetings, which will be held every month, the Committee Members will update on Club activities, membership and financial status. As appropriate they will discuss the way

the Club funds are being allocated and will voice any issues that have arisen from members within the club around fees and the provision of services.

### **Accounts**

The Club Treasurer has overall control of the Club's bank account and finances. A minimum of two Committee members will be co-signatories on the Club bank account. These individuals will be decided by the Club Committee.

### **Property and facilities**

The Club's operational management will take place at the Southwark Council, 160 Tooley Street, London, SE1 2QH, or an appropriate alternative location as agreed by the Committee, until the Southwark Athletics Centre becomes available.

Club training will take place at venues agreed by the relevant competition secretaries and approved by the Club's Committee.

### **Dissolution of the Club**

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 Committee will then be responsible for the orderly winding up of the Club's affairs.

All of the Club's capital will be paid to England Athletics/ National Governing Body to benefit the sport of athletics.

### **Data protection**

London City AC is compliant with The General Data Protection Regulation as detailed in the Club's Privacy Notice:

#### ***LCAC Privacy Notice***

*London City Athletics Club ("LCAC" or "the **Club**") is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, LCAC is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.*

#### ***What personal data we hold on you***

*You may share personal information with us when you fill in a form at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club. The information you give us may include your name, date of birth, gender, address, email address, phone number and the name of the England Athletics ("EA") affiliated Club with which you are registered ("Athletics Data"). We may also ask for relevant health information.*

*The Club only intends to collect data to carry out the services of administering the Club, for and on behalf of its members.*

#### ***Why we need your personal data***

*The Club needs your Athletics Data to be able to administer your membership, and provide the membership services you are signing up to when you register.*

*Our lawful basis for processing your personal data is that we have a contractual obligation to you as a member to provide the services you are registering for.*

*Reasons we need to process your Athletics Data include:*

***For training and competition entry, shared with:***

- club coaches or officials to administer training sessions*
- club team managers to enter events*
- facility providers to manage access to the track or check delivery standards*
- competition providers for entry in events*

***For funding and reporting purposes***

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority*
- analysing anonymised data to monitor club trends*

***For membership and club management***

- processing of membership forms and payments*
- processing member registrations with EA*
- sharing data with committee members to provide information about club activities, membership renewals or invitations to social events*
- club communications including newsletters via email*
- publishing of race and competition results*

***England Athletics***

*When you become a member of the Club you can also choose to be registered as a member of EA. If you decide to become a member of EA, the Club will provide EA with your data which they will use to enable you to access to the MyAthletics online portal. EA will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with EA, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org).*

*The Club will not send or share your personal information to third parties apart from the purposes described above.*

*Any special category health data we hold on you is only processed for the purpose(s) of passing health data to coaches and team managers to allow the safe running of training sessions and competitions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.*

*LCAC uses social media to promote and communicate about the Club; platforms include Facebook, WhatsApp, Twitter and Instagram. All members are free to join these social media platforms. If you join one of the social media platforms, please note that provider of the social media platform(s) have their own privacy policies and that the Club does not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the Club's social media pages.*

*The Club's data processing requires your personal data to be transferred outside of the UK for the purpose of cloud hosting and club administration. Where the Club does transfer your personal data overseas it is with the appropriate safeguards in place to ensure the security of that personal data.*

***How long we hold your personal data***

*We will hold your personal data for as long as you are a member of the Club. If your membership lapses or you cease membership, any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with EA retention policy. Your data is not processed for any further purposes other than those detailed in this policy.*

*On occasion we may collect personal data from non-members (e.g. such as any non-member participant who fills in a health disclaimer or form at a taster event). This information will be stored for a maximum of 52 weeks after an event and then destroyed securely. Our lawful basis for processing non-member data is consent. Therefore, we will need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.*

***Your rights regarding your personal data***

*As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.*

*As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.*



# London City Athletics Club Welcome Pack

***LONDON***  
***CITY ATHLETICS CLUB***



## Appendix 1: LCAC Code of Conduct

This pack is given to all new athletes, coaches, volunteers and officials within the club. It is imperative that you read and abide by all appropriate codes of conduct. If you feeling in any way that others within the club are not following these codes of conduct that you contact the Club Welfare Officer at [info@londoncityac.org](mailto:info@londoncityac.org) as soon as possible.

As part of your application to join the club you will be asked to sign up to these codes of conduct.

## **Appendix I: LCAC Code of Conduct**

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## **Appendix I: LCAC Code 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 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. DBS/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
- 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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### 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 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.
  - 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.

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- 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
- 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

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### 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 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:

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- 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
- 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

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### **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



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### **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 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 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

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### 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. 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

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### 7. Code of Conduct for Contractors, Employees, Volunteers 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

## Appendix I: LCAC Code of Conduct

### 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
- Not carry or consume alcohol to excess and/or illegal substances.

## Appendix I: LCAC Code of Conduct

### 9. Club Welfare Officer Details

*It is advised that a club has two Welfare Officers (1 male and 1 female)*

**Welfare Officer 1:**

**Name: Edwin Mooiman**

**Email: edwinmooiman@hotmail.com**



**Welfare Officer 2:**

**Name: Marie Duignan**

**Email: marie.duignan@gmail.com**



The Welfare Officer 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 (DBS checks).
- Recognise the difference between poor practice in according to club rules and matters that would be seen as welfare issue.



### 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 DBS 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 DBS and

## Appendix II: EA Information for Welfare Officers

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 DBS 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.
- 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)