



## Birtley Athletics Club Welcome Pack



This pack is given to all new athletes, coaches, volunteers and officials within the club. It contains an application form for membership, general club information, helpful advice for new athletes, and the club codes of conduct. It is imperative that you read and abide by all appropriate codes of conduct. As part of your application to join the club you will be asked to sign up to these codes of conduct.



# General Code of Conduct

## Aims

For a safe, wholesome and developmental environment, good order has to exist within Birtley Athletics Club. Children need a well ordered, purposeful and caring atmosphere and it is our aim to create and maintain such conditions. In order to achieve this aim, a code of conduct will apply at training sessions, race meetings and social events.

A Code of Conduct exists for ALL members and associates of Birtley Athletics Club. A copy of this code is available on our website [www.birtleyac.co.uk](http://www.birtleyac.co.uk) and is also on display in the club meeting place.

## Behaviour

- Behave sensibly and with consideration for others at ALL times
- Do not behave aggressively, either verbally or physically, to anyone.
- No sexual or racial harassment (intimidation or bullying)
- Do not vandalise property belonging to the club or anyone else.
- No spitting
- Do promote a good image of Birtley Athletics Club
- Do not be rude or insolent to anyone.
- Do not swear or use obscene language or gestures
- Recognise the importance of team spirit
- Dispose of litter correctly
- Do have fun and enjoy yourselves

## Health & Safety

- **Obey instructions from coaches and club officials**
- **Do not endanger others**
- **Observe track protocol, you will be reminded of protocol prior to each training session**
- **Always wear the appropriate footwear and training clothes**
- **No chewing gum whilst training**

**TRY TO PERFORM TO THE BEST OF YOUR ABILITY AT ALL TIMES**



## 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



## **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



## Club Welfare Officer Details

### Welfare Officer 1:

Name :- Alison Hopkins

Email :- patrickalison\_23@live.co.uk

Phone Number

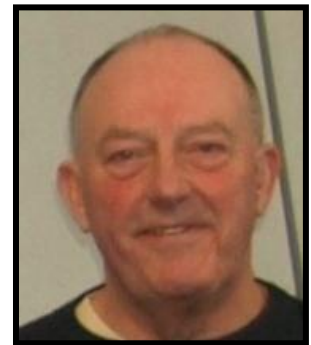


### Welfare Officer 2:

Name :- Ed Lown

Email :- edlownbirtleyac@hotmail.co.uk

Phone Number 0191 4105267



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

## BIRTLEY ATHLETICS CLUB (founded 1987)



Club Headquarters	Lord Lawson of Beamish School, Birtley Lane, Birtley	
Club nights	Tuesdays and Thursdays at 6.45pm (Additional sessions at the discretion of coaches & athletes)	
Membership fees (Includes North of England Registration fees)	Payable by 1 <sup>st</sup> May annually Adults £40 Family £70 Juniors, u/20 £20 Unemployed & students £20 Social £11	
Nightly subscription	All members to pay £1 per session – money to be paid at door and register signed	
Club Contacts	Chairperson	Les Todd
	Secretary	Val Baxter 7 Lanchester Fatfield Washington NE38 8SR Tel: 07739097411 Email: <a href="mailto:val.baxter@yahoo.co.uk">val.baxter@yahoo.co.uk</a>
	Coach co-ordinator	Ed Lown 19 Fairisle Ouston Co. Durham DH2 1JT Tel: 0191 4105267 Email: <a href="mailto:edlownbirtleyac@hotmail.co.uk">edlownbirtleyac@hotmail.co.uk</a>
	Treasurer	Bob Jacques
Club Website	<a href="http://www.birtleyac.co.uk">www.birtleyac.co.uk</a> for news, race dates, and further club information. Find us on Facebook as Team Birtley.	



Coaches	<p>The club has a number of UK Athletics qualified coaches who work with the club on a purely voluntary basis. Their drive and commitment help all of our athletes achieve their goals, and make the club the success it is today.</p> <p>A full list of coaches and the qualifications they hold is available on <a href="http://www.birtleyac.co.uk">www.birtleyac.co.uk</a> along with the coaching structure, and a list of our qualified officials can also be found there. Many of our coaches have also had training in first aid, child protection and equality and diversity.</p> <p>Copies of our child protection policy are available on request from our welfare officers (Ed Lown and Alison Hopkins).</p>
Code of Conduct	<p>A code of conduct exists for all members and associates of Birtley AC. Copies of the codes of conduct for athletes and parents (if applicable) are included in this pack, and all codes of conduct are available on the club website (address above).</p>
Club Clothing	<p>The registered club colours are a blue vest with a yellow side stripe, and blue shorts with yellow stripe. Athletes are required to wear club vests in most events – these can be purchased from the assistant treasurer Pauline Lown, along with club sweatshirts. Hoodies (with athlete name if desired) and lightweight jackets are also available – see Lee Millmore for samples and orders.</p>
Club Activities	<p>Throughout the year the club competes in a variety of athletics events, road racing and track and field. All upcoming races, events, etc. are displayed on the noticeboard – <u>please check regularly</u>. The club enters teams in Northern and National competitions. A copy of the selection procedure is available on our website. <b>AS THIS IS AN ATHLETICS CLUB, MEMBERS ARE EXPECTED TO COMPETE.</b></p> <p>The club holds various social events throughout the year such as discos and Presentation Night, with reduced price tickets for members. Numerous fundraising activities also take place during the year, with monies raised being used to help finance events and to add to the development fund.</p> <p>Club meetings are held on the second Monday of each month to discuss club business. Agenda items can be recorded on the club notice board. All members are encouraged to attend and have input into how the club is run - contact the club secretary for further details of time and location.</p>



Top tips for new members, and parents of younger athletes

Attending your first proper competition can be daunting, but it needn't be. Here are some tips to help you enjoy the experience!

1. Remember to pack your vest and spikes (if needed) – most events require you to wear your club vest.
2. Arrive in plenty of time - if the race is due to start at 11.30, try not to arrive at 11.25! For league matches, your coaches need to sort out teams on the day, so the earlier you arrive the easier it is for all involved.
3. Look for the Birtley colours and coaches (or our flag + tent at cross-country races). For a lot of the events, Birtley AC will have already registered you, but you will still need to get your number from one of the coaches, and let them know you've arrived.
4. Certain events (e.g. North Eastern Athletics League) require registration on the night – sign up for the events you wish to compete in, then you will be given a number.
5. Bring a good supply of safety pins to attach numbers to your vest (usually two numbers - one for the front and one for the back = 8 safety pins).
6. Most YAL matches begin at 11.30 on a Sunday and last for most of the day – bring lunch! Most venues have space on grass for chairs, rugs, etc. if it's a nice day.
7. If transport (or time) is a problem, please remember that our members are very friendly and will help out with car-sharing etc. if possible.
8. Cross-country can sometimes be cold and wet – remember to bring a change of clothing and a big bag for the muddy stuff!
9. Remember to warm up and then cool down after the event(s).
10. Remember, you may not win, but participation is important, and this is especially so in league matches, where the club can gain valuable points for every member who competes. We also gain points for running certain field events – please help out if you're asked to do so by a team manager, or even better – volunteer your services at the start of the match!
11. Results are often displayed on the day (usually near the reporting box), but if not, they can usually be found online – search for the particular event and you will usually find a link to results, or [www.thepowerof10.info](http://www.thepowerof10.info) is a good general site, with athlete profiles plus links to most main events.
12. Try to perform to the best of your abilities at all times, but more importantly, ENJOY IT!

