



Stockport Harriers & Athletics Club

Policies and Procedures
(Adopted from England Athletics and UK
Athletics)
All in one place.



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1.

Codes of Conduct

Your responsibilities

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

UK Athletics - Coach Code of Practice

Introduction

Coaches and coaching are essential for the health and success of our sport; they are often rightly referred to as the lifeblood of the sport. Coaches are the key people who help ensure that those who take part in our sport have fun, as well as help them work towards and achieve their goals and aspirations.

Given their role, coaches frequently have positions of trust, influence and potential power with those they coach, the UK Athletics Code of Practice for coaches aims to provide clear guidance on the standards of professional conduct to which UK Athletics expects coaches to adhere, and volunteer coaches to aspire. It has been developed to help provide clarity of what 'good' looks and feels like in terms of coaching behaviours.

The Code ensures that our organisational values – integrity, communication, accountability, respect and quality performance are translated into action to help and protect coaches who not only perform such an integral role but also often have immense influence over athletes, who in turn may be young and vulnerable.

The UK Athletics Coaching Code of Practice:

- will become a core thread of the UK Athletics coach education curriculum;
- is fully aligned to the UK Athletics values;
- reflects best practice guidance regarding coach and athlete welfare;
- reflects current best practice guidance in terms of professional conduct for athletics coaches;
- is intended to apply to individuals with a coaching role/relationship with an athlete, regardless of whether they have a UKA coaching license (or indeed whether they reside/coach in the UK);
- represents the behaviours and values to which UK Athletics hope all coaches would aspire, regardless of their coaching level or status.

This Coach Code of Practice is supported by the Home Countries and reflects the values expressed in each organisational strategy.

The Coach Code of Practice will be introduced simultaneously to all levels of the coaching community and its contents should be aspirational for all coaches, regardless of their status. From the 1st June 2019, it will be a requirement for coaches employed/contracted by British Athletics AND/OR those coaches directly benefiting (financially or otherwise) from the World Class Programme (WCP) to adhere to the Code of Practice (though in the main, any coach supported by the WCP should already adhere to the vast majority of its contents).

UK Athletics will work closely with coaches involved with the WCP in the intervening time to ensure compliance with this code but in the meantime, reserve the right to withhold support (including accreditation for major championships) should coaches consistently and purposely demonstrate behaviours that are contrary to the spirit of this document.

1. Accountability

Coaches have a responsibility to:

- At all times work within the limits of your professional competence and area of expertise and refer to senior colleagues and/or other professionals when in doubt.
- Act to safeguard the reputation of the sport.

- Encourage and guide athletes to accept and take responsibility for their own behaviour and performance.
- Act to safeguard the health and safety of athletes and colleagues at all times in accordance with UKA's Welfare Policy and Code of Conduct and where relevant, Team Members Agreement – see the links below for any relevant policies:
<http://www.uka.org.uk/governance/policies/>
<http://www.uka.org.uk/governance/welfare-and-safeguarding/>
- Be aware of the current national and international regulations on anti-doping in sport. You should not assist, support or ignore practices, policies or procedures that contravene national or international anti-doping regulations.
- Seek consent from a parent or legal guardian when providing a service to an athlete under 16 years of age or where you believe the athlete may not have the capacity to consent either through maturity or mental capacity. It is recommended that coaches obtain written consent.
- If you consider an athlete's safety to be compromised by the facilities, equipment, access to medical care or organisational provision, report this using the appropriate procedures. IF these concerns cannot be addressed sufficiently, you should cease to use the service(s) and record your concerns and the steps you have taken to resolve them.
- Not allow an intimate personal relationship to develop with any athlete under the age of 18 who you coach or supervise, either directly or indirectly. UKA will support coaches and athletes to find alternative coaching provision should there be concerns over a relationship becoming too close. It is strongly recommended that coaches should not enter into an intimate relationship with any athlete they are coaching.
- Familiarise yourself with your employment contract where relevant, understanding all aspects of the role, and seeking clarification on areas of concern before signing.
- Get professional legal advice if your provision of service to an organisation suggests that you may be required to breach your professional code of ethics.
- At all times, observe all relevant national and international regulations regarding anti-corruption in sport. Specifically, guidance in this area is clear that you should refrain from gambling (through official or unofficial channels) on any athletic championships.
- Observe international regulations when travelling abroad with athletes and teams and comply with any Team Members Agreement which may be in place at the time.

2. Integrity

Coaches have a responsibility to:

- Develop working relationships with the athletes you coach (and others) based on openness, honesty, mutual trust and respect.
- Not exploit an athlete's vulnerability or lack of training knowledge when offering services.
- Work with colleagues in a way which best serves the interests of the athlete.
- Act ethically, professionally and with integrity, and take responsibility for your actions.
- Promote clean sport.
- Not abuse your professional position to make inappropriate financial, sexual or emotional demands on an athlete.

- Consider very carefully the inherent conflicts of interest associated with fulfilling the dual role of coach and agent, before agreeing to also act as an agent for any athlete you coach. As outlined elsewhere in this document, coaches should always work with the best interests of their athlete(s) in mind – operating as an agent makes this very challenging, and as such individuals are strongly advised against fulfilling the coach and agent role simultaneously.
- Not unreasonably deny an athlete's request to see any paper or electronic records on them. By law everyone has the right to apply for access to records that contain their information under the Data Protection Act 1998.
- Strictly maintain the appropriate level of confidentiality.
- Unless specifically outlined as part of your role as a professional coach (for example, [but not limited to] NCAA university coaches or employed/contracted shoe company coaches), never try to proactively recruit, either overtly or covertly, athletes who are already receiving coaching from another personal coach. Coaches who are approached by an athlete to coach them are advised to keep a record of the contact and ensure the athlete informs his/her existing coach of his/her desire/exploration to change coaches. Coaches should also be mindful of the perception of 'poaching' when interacting with athletes not coached by them (particularly in relation to interactions at camps/competitions) and good practice suggests that attempts should be made to proactively communicate with an athlete's personal coach before taking training sessions or offering technical advice. Facilitating a good hand over of an athlete's current coaching status should he/she request to change coaches is also desirable.
- Familiarise yourself with the methods of escalating concerns about the health or welfare of athletes', potential or real doping infringements, inappropriate conduct of others and sports rule violations.
- Raise through the appropriate channel(s) if you believe you face a circumstance that leads you to believe an athlete's rights or ethics are being compromised.

3. Quality

Coaches have a responsibility to:

- Keep your professional knowledge and skills up to date, be appropriately qualified and update your coach licence as and when required by UKA.
- Ensure that you have appropriate professional and/or institutional indemnity insurance, for example through UKA Licencing.
- Actively lead the monitoring, evaluation and progression of the programmes of the athletes that you coach.
- Maintain the highest standards of coaching provision including standards of conduct and appearance and behave in a manner that shows proper respect for athletes.
- Ensure that the activities you coach or advocate are appropriate for the age, maturity, experience and ability of the individual athlete.
- Seek feedback and challenge to your own performance, actions and behaviours.
- Be critically reflective, curious and have a thirst for personal development, continually seeking self-improvement.
- Be approachable and consistent.
- Endeavour to recognise when fatigue, stress, physical or mental illness may affect your duties. You should always seek advice and then comply with that advice.

4. Communication

Coaches have a responsibility to:

- When communicating with the media, provide information that is factually correct and balanced. Consent must be obtained beforehand if named athlete data is to be used.
- Explain clearly to an athlete the potential risks when testing an athlete to assess performance, or fitness to perform, in a language and manner that they understand.
- Where possible share any evidence on proposed training interventions with an athlete so far as it is currently understood.
- Discourage athletes from utilising unproven interventions, training methods or equipment if you believe it could cause them injury, illness or harm.
- Ensure effective and appropriate tools/facilities are employed to assist athletes you coach who may have a visual, hearing or learning disability.
- Be open and honest with athletes when things go wrong. You should act to put matters right as soon as possible and explain fully to all parties the circumstances leading up to the event.
- At the outset of a new coaching relationship, clarify with athletes (and where appropriate their parents or guardians) as to exactly what is expected of them and what athletes are entitled to expect from you.
- Be honest and objective when conducting or responding to appraisal information, where appropriate.
- Keep clear, accurate and legible records in the appropriate paper or electronic formats.
- Work collaboratively with all members of the multi-disciplinary team (where appropriate).
- Consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or adopt or encourage the use of prohibited or age-inappropriate substances or techniques.

5. Respect

Coaches have a responsibility to:

- Provide coaching services without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference.
- Respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability.
- Respect interpersonal sensitivities.
- Make the athlete's health and welfare your primary and overriding concern.
- Respect the athlete's right to self-determination when deciding who they are coached by.
- Ensure that a decision to participate in an event or training activity, where that participation involves a high level of risk, is freely made by the athlete. You should however raise professional concerns when appropriate.
- Be aware that you are not obliged to provide a service if you believe this will not be in the best interest of the athletes you coach.
- Respect the views of other coaches and members of the support team in public and avoid unbalanced criticism of colleagues by impugning their professional or personal reputations.

Athletics Welfare Policy and Procedures

Codes of Conduct

Reviewed Sept 2016

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/Disclosure Scotland/Access NI 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.
- 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

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

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

- 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



Athletics Welfare Policy and Procedures

Codes of Conduct

Reviewed Sept 2016

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/Disclosure Scotland/Access NI 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

Athletics Welfare Policy and Procedures

Codes of Conduct

Reviewed Sept 2016

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.

Athletics Welfare Policy and Procedures

Codes of Conduct

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

Athletics Welfare Policy and Procedures

Codes of Conduct

Reviewed Sept 2016

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/Disclosure Scotland or Access NI 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:

- 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.

Social media

Postings

At meetings where they have responsibility for the appointed Technical Officials, UKA and the Home Countries have no objections to officials posting updates on Social Media sites during events whilst at all times using common sense.

These posts must be in the first person, reflecting their own personal opinion or views and related to their own personal experience.

Technical Officials must not assume the role of a journalist, reporter or any other media capacity.

Postings should be polite, courteous, and respectful in their messages to others and should not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language.

Posts must not disclose any confidential or private information in relation to any third party including, but without limitation to, information which may compromise the security, staging and organisation of events particularly at national level events and, where relevant, the Technical Officials respective team or the privacy of any other Technical Official.

Sound or moving images

Any video/audio of this type must be for personal use only and not uploaded to any online platforms whether on a live or delayed basis.

Still Pictures

UKA and the Home Countries are happy for Technical Officials to upload images from inside and outside the venues for personal use. It is not permitted to commercialise, sell or otherwise distribute these photographs. If other persons are featured in still pictures, their consent to publish the picture should be obtained.

Such pictures must not infringe on a person's confidentiality or bring UKA and the Home Countries into disrepute. They must also not compromise the security of the event, venue or an individual.

Technical Officials must not take still or moving pictures of athletes ,other than those authorised by UKA or event management, whilst in back-of-house areas of any competition venues, including, but not limited to, warm up areas, locker rooms, call rooms , and field of play mixed zone or presentation waiting areas. This includes photographs of athletes with their knowledge and consent.

Autographs and souvenirs

UKA Technical Officials enjoy a privileged position in being able to work with an assist athletes at all levels and stages in their careers. There has to be therefore a degree of professional distance between athletes and officials. Whilst acting as a technical official you must not seek autographs from athletes or ask for souvenirs either for yourself or a third party. This includes the signing of memorabilia and personal clothing. Officials must not without authority remove items of equipment as souvenirs from events.

Liability

It is brought to your attention that, when Technical Officials choose to go public with their opinions on a Social Media platform they are responsible for their commentary. Social Media users can be held personally liable for any commentary deemed to be defamatory, obscene or proprietary. In essence, Social Media users post their content at their own risk and they should make it clear that the views expressed are their own.



2.

Jurisdiction Guidance

Guidance to help you direct enquiries or concerns

Jurisdiction Guidance for Affiliated Clubs

Utilise the charts below to direct your concerns/complaints appropriately, if you require any further guidance please contact a member of the EA Compliance & Wellbeing Team

EA Affiliated Clubs

- Club Members - Misconduct/Disputes
- Club Events
- Club Competitions

England Athletics

- EA Registered Athlete
- EA Affiliated Club – Serious Misconduct
- England National Teams

Contacts:

<https://www.englandathletics.org/clubs-and-facilities/club-support-services/compliance-wellbeing/>

UKA

- UKA Licensed Official
- UKA Licensed Coach
- Safeguarding
- Child protection
- GB & NI Teams

Contacts:

<https://www.uka.org.uk/governance/welfare-and-safeguarding/about-the-uka-welfare-team/>



3.

Complaints Procedure

Who to go to & how to.

Reporting a Serious Misconduct Concern within the Athletics Environment

How to report allegations against a volunteer within the Athletics Environment

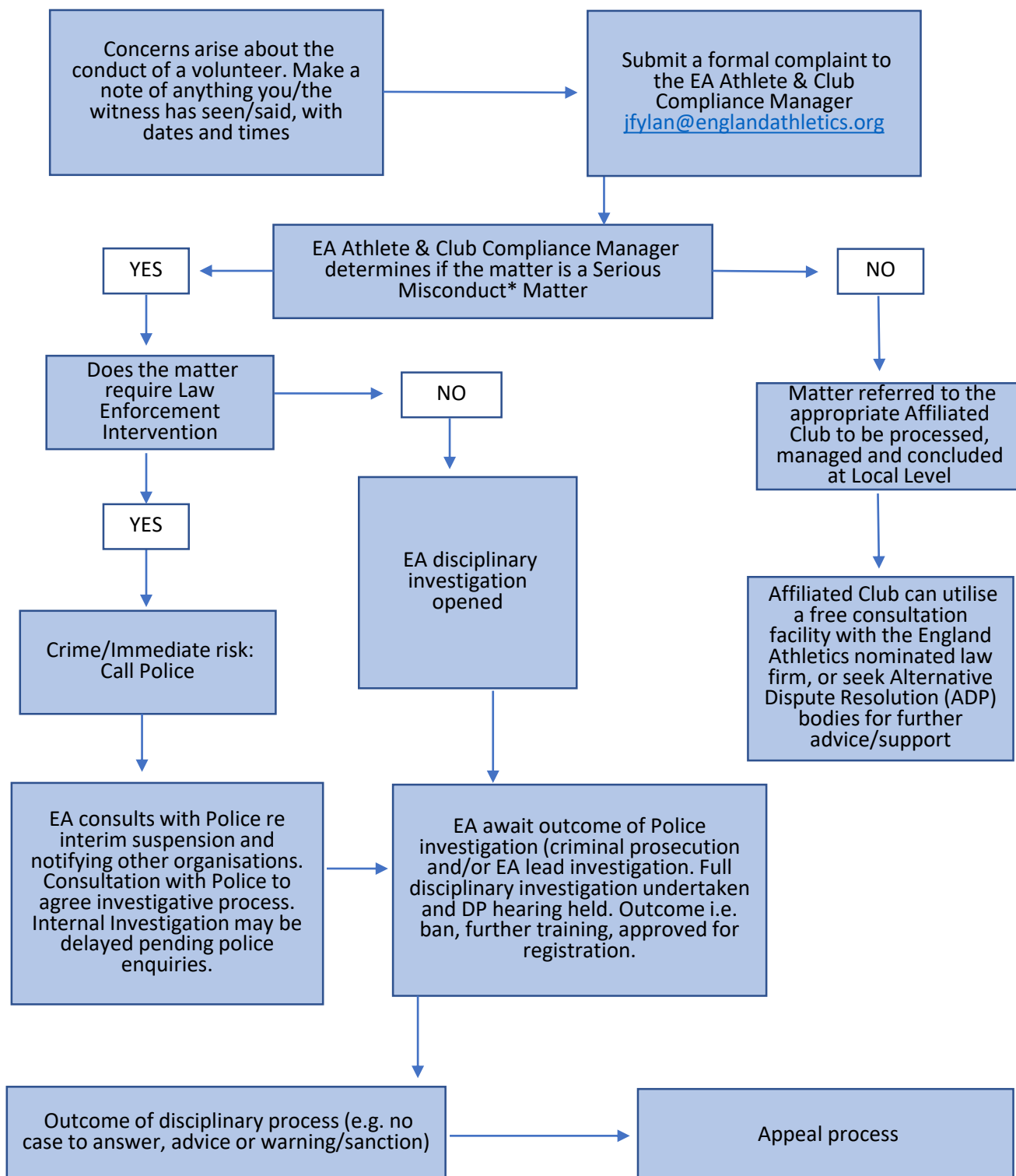


Useful Contacts

EA Compliance Team: 0121 713 8450 (option 3)

Email: ifylan@englandathletics.org

Emergency Services: 999



*DP (EA) – England Athletics Disciplinary Panel

* Serious Misconduct – Defined as matters of criminality for the purpose of EA National Disciplinary Policy

UK ATHLETICS COMPLAINTS PROCEDURE

UKA/Document Name/version	UKA/W33/1
Policy owner	David Brown CBE Lead Welfare and Compliance Officer
Applicable to	External
Approving body	Board committee
Date approved by approving body	20/12/2018
Next review date	14/12/2020

UK Athletics' approach to its Complaints procedure is characterised by an ethos of vigilance and of respect for UKA's integrity and control processes. The values of UKA are:

- We operate with **integrity**.
- **Communication** is timely and relevant to our specific stakeholders.
- We deliver **quality** performance through innovation and continual improvement.
- **Respect** is shown to everyone we deal with.
- We all have **accountability**.

Concerns and complaints will always be taken seriously; they will always be explored thoroughly and responded to in good time.

BACKGROUND INFORMATION

POLICY REQUIREMENT: Why does the policy exist? (Select one)

Legal requirement	<input type="checkbox"/>	Enter relevant legislation: Click or tap here to enter text.
Code of Sports Governance requirement	<input checked="" type="checkbox"/>	
Self-assessment requirement	<input type="checkbox"/>	
Best practice	<input type="checkbox"/>	
Other	<input type="checkbox"/>	Please state: Click or tap here to enter text.

Document Purpose	To provide clear guidance on the process of making a complaint		
Target Audience	External customers of UKA		
Equality Impact Assessment (EIA) done?	YES <input checked="" type="checkbox"/>		
Name of Lead Officer undertaking EIA	Ralph Knibbs		

HAVE APPROPRIATE INTERNAL STAKEHOLDERS BEEN CONSULTED? (Select all that apply)

Consultees	Yes	No	N/A
Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operations Management Group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TV Events	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UKA Colleague Action Group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

APPROVAL PATHWAY FOR THE POLICY?

(Select all that apply e.g. if it is a requirement that a policy is approved by both SLT and then Board both the SLT and Board boxes should be selected).

Approving body	Yes
Board	<input type="checkbox"/>
Board committee	<input checked="" type="checkbox"/> Enter committee name: HR Remuneration Committee
Senior Leadership Team (SLT)	<input checked="" type="checkbox"/>
Operations Management Team	<input type="checkbox"/>
Performance	<input type="checkbox"/>
TV events	<input type="checkbox"/>

DOCUMENT REVISION: CONFIRMATION BY POLICY OWNER

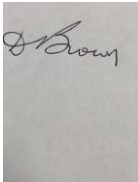
I confirm that I have reviewed this document and:	Select as appropriate:
a) No changes are required.	<input checked="" type="checkbox"/>
b) Some minor editorial changes were required. These do not change the substance of the document.	<input type="checkbox"/>
c) There are material changes that are summarised in the document history table at the front of the revised document.	<input type="checkbox"/>

Signed:

Name:

Title:

Date:



David Brown CBE
Lead Welfare and Compliance Officer
17/12/2018

Equality Impact Assessment

Section A

Date of screening	20/12/2018
Name of person and job title of the person screening	Ralph Knibbs (Head of HR and Welfare)
What is being screened?	UK Athletics Complaints Procedure


	Yes	No	Notes
Is this a decision being taken to the Board?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Is this a document that provides guidance for members of staff?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.

If the answer to any of these is yes, please go to Section B. If the answer is no, you do not require to complete an EQIA.

Section B

	Yes	No	Notes
Does the decision or policy impact disproportionately on gender and does the policy resolve this? (This can include pregnancy/maternity and marriage/civil partnerships?)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on different age groups?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on people from different ethnic groups?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on people from different religions, faiths or beliefs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on people from different sexual orientations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on transgendered people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does this decision or policy potentially affect the health and safety of members of staff or other parties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Any other changes to the policy required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.

Signed:



Name:

Ralph Knibbs

Date:

20/12/2018

DOCUMENT HISTORY

Revision Number	Date	Amendments
Original document Version 1	17/12/2018	This is the firstly created version of this procedure.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.

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3	Definition	5
4	Principles	5
5	Safeguarding	5
6	Submitting a Complaint	5

UK ATHLETICS COMPLAINTS PROCEDURE

1. INTRODUCTION

UK Athletics is committed to providing high quality services in all areas of operation. We recognise that sometimes people may be dissatisfied with our services and/or may feel we have not treated them fairly and that they may wish to formally complain.

Concerns and complaints will always be taken seriously; they will always be explored thoroughly and responded to in good time.

We realise the learning opportunity presented by complaints to allow us the opportunity to put things right.

2. DEFINITION

We consider a complaint to be an expressed view that we have failed to perform or deliver a service that people can reasonably expect UK Athletics to provide. For example, this might be an expressed dissatisfaction about a policy, action, lack of action, or service provided either directly or indirectly by UK Athletics.

3. POLICY STATEMENT

The complaints system is designed to give us the opportunity to consider the matter and to respond accordingly, depending on the nature of the complaint.

4. PRINCIPLES

Complaints will be investigated seriously, objectively and promptly.

We will endeavour to resolve complaints without the need for external intervention.

Complaints will be investigated at each stage by an independent member of staff. Staff will not investigate complaints about their own actions.

Complainants will be treated fairly; UK Athletics will not discriminate against anyone because they have complained.

At each stage of the complaint process we will aim to resolve the complaint and to prevent it escalating.

The complaints procedure will not be used while legal action regarding the same issue or closely related matter is being undertaken, as the legal process takes precedence. We will usually defer beginning or suspend a complaint investigation immediately legal action is underway, either by UK Athletics or against UK Athletics.

5. SAFEGUARDING

Where a complaint has been referred to the local authority under its safeguarding procedures, the local authority safeguarding procedures take precedence over UK Athletics complaints procedure. UK Athletics will implement its own investigations once the local authority process is complete.

6. SUBMITTING A COMPLAINT

A complaint must be made within **14 days** of:

- a. the date of the event being complained about; **or**
- b. the last time a complainant contacted UK Athletics about the issue; **or**
- c. from when the complainant became aware of the issue.

Exceptions may be made where there are justifiable reasons which prevented the complaint being made earlier.

A complaint can be submitted by sending an email to David Brown CBE (Lead Welfare and Compliance Officer) at dbrown@uka.org.uk or posting a letter to Athletics Welfare, PO Box 332, Sale, Manchester M33 6XL.

If the Lead Welfare and Compliance Officer is implicated, then the complaint should be referred to the UK Athletics CEO by sending an email to Sarah Coffey (Executive Assistant) at scoffey@uka.org.uk.

To enable the complaint to be dealt with by the most appropriate process, can you please include as much factual information, such as:

- nature of the complaint;
- date of event in question;
- witnesses to the event in question;
- any evidence the complainant will be relying on;
- contact details of complainant.

PERSISTENT OR VEXATIOUS COMPLAINTS POLICY

PURPOSE

England Athletics is committed to offering the highest quality of service provision across grassroots athletics and running in England.

Our three values of PRIDE, INTEGRITY and INCLUSIVITY ensure our staff work continually to achieve these benchmarks by working in an open and accountable way that builds trust and respect.

England Athletics works hard to provide an efficient and effective service to all. However, we recognise that there may be occasions where we fall short of expectations and individuals may not be completely satisfied.

In making complaints most people act entirely reasonably. Occasionally, we receive complaints that are vexatious in that they cause disruption to our work, disproportionate cost and time to handle and impact on the wellbeing of our employees.

We are committed to dealing with all complaints equitably, comprehensively, and in a timely manner.

This policy sets out England Athletics approach to dealing with persistent or vexatious complaints.

SCOPE

This policy applies to all stakeholders who wish to make a complaint about any of England Athletics services or activities.

OUR AIM

To ensure that:

- We deal with all complaints promptly, politely and, when appropriate, confidentially;

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- To decide which complaints will be treated as persistent or vexatious and what we will do in those circumstances.

What are Persistent and Vexatious Complaints?

Features of the type of complaint and behaviour that this policy covers can include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in this category):

- Persisting in a complaint after being advised that there are insufficient or no grounds for their complaint.
- Refusing to co-operate with the complaints process whilst still wanting their complaint to be resolved, including a failure or refusal to specify the grounds of the complaint despite offers of assistance, changing the basis of the complaint or introducing trivial or irrelevant new information and expecting this to be considered and commented on.
- Submitting repeat complaints, after the complaints procedure has been completed, essentially about the same issues, with additions/variations which the complainant insists on being treated as new complaints and put through the complete complaints procedure again.
- Refusing to accept the outcome of the complaint procedure after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given.
- Harassing or otherwise seeking to intimidate employees dealing with their complaint or correspondence, by using inappropriate language or behaviour, by use of racist or offensive language and/ or making what would appear to be groundless complaints about our employees.
- Making an unreasonable number of contacts with us, by any means, in relation to a specific complaint or correspondence including making persistent and unreasonable demands or expectations of employees and/or the procedure after the unreasonableness has been explained (such as insistence on immediate responses to numerous, frequent and/or complex letters, telephone calls or emails).
- Recording meetings and conversations without the prior knowledge and consent of the other person involved.

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Handling Persistent or Vexatious Complaints

Managing vexatious complaints can be very time consuming. England Athletics is not obliged to meet a complainant's unreasonable demands, for example, by answering every single point in an unreasonable letter.

The most difficult vexatious complaints to deal with are those where the complaint is slightly different from the original complaint, but about the same broad area of activity. A careful decision will have to be made as to whether or not the matters are sufficiently different to justify being considered as a new complaint. If they are considered as a new complaint then the England Athletics Complaints Policy and Procedure will be followed.

Equally if the complainant keeps making complaints about different matters, each complaint should be considered in the usual manner unless they are about entirely trivial matters.

Stage 1

In the first instance, the Membership Services Manager will consult with the relevant Senior Manager prior to issuing a warning to the complainant. The Membership Services Manager will contact the complainant in writing to explain why their behaviour is causing concern and the actions that may be taken if the behaviour does not change.

Stage 2

If the Persistent or Vexatious Complaint persists then the CEO will contact the complainant in writing advising them of the way in which they will be allowed to contact England Athletics in future, if and what procedures have been put in place and, if applicable, for what time period. The CEO may consult with the Welfare Department or England Athletics Board, if required.

Possible restrictions will be tailored to deal with the individual circumstances and may include:

- Banning the complainant from making contact by telephone except through a third party e.g. solicitor or friend acting on their behalf
- Banning the complainant from sending emails to employees of England Athletics and insisting they only correspond by letter
- Banning the complainant from accessing England Athletics premises
- Requiring contact to take place with one named employee only
- Restricting telephone calls to specific days/times/duration
- Requiring any personal contact with an England Athletics employee to take place in the presence of an appropriate witness

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- Letting the complainant know that England Athletics will not reply to or acknowledge any further contact from them on the specific topic of that complaint
- Informing the complainant that any further complaints submitted by the individual will only be considered if the CEO agrees

For complaints considered Persistent or Vexatious the CEO's decision is final.

All records will be retained, and details of any or all of the actions taken.

Please note: We reserve the right at any point in the process to forward the Persistent or Vexatious Complaint to our legal representatives who may respond on our behalf.

Equality

We will ensure that we meet the requirements of the Equality Act 2010 to make 'reasonable adjustments' for disabled customers.

In some circumstances disabled people may have difficulty in expressing themselves or cannot communicate appropriately in a clear and concise manner. Where we consider that there may be an indication that this is the case, we will consider the needs and circumstances of the individual in the first instance, and then use this information to make an informed decision.

NB. The contents of this policy will be subject to revision from time to time.

Version Control

Issue Number	Date of Issue	Updated by	Update	Communication channel
1		Gill Jones	Created	Email, Website Sharepoint

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4.

Whistleblowing Procedure

Information about the UK Athletics process

Whistleblowing within the Athletics Environment

The Welfare Team is a UKA/EA shared service, the Whistleblowing process is strategically managed by UK Athletics

Anyone approaching UK Athletics, in good faith, with information regarding matters of wrongdoing, such as fraud, misappropriation, bad practice in child (and/or vulnerable adult) protection or safety, discrimination or breach of codes of conduct, by staff (including contractors) or volunteers working for UK Athletics & England Athletics, will have the matter dealt with in an appropriate manner with a duty of care to all those involved.

Whistleblowing Contacts (secure & confidential reporting)

Email: whistleblowing@uka.org.uk

Telephone: 0121 713 8440 - secure, recorded service.

Post: UK Athletics – Welfare & Compliance Officer
Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE.

Whistleblowing Policy: <https://www.uka.org.uk/governance/policies/>

It is in the interests of the sport and its membership that individuals with genuine concerns are able to raise them in a confidential and effective way.

You will receive a written receipt, usually within 48 hours (if received during business hours), which will outline the proposed next steps and timeline. Should you raise your concerns via telephone message service, a member of our compliance team will call you back to discuss the complaint in person, usually with 48 hours of receipt.

Any investigation will not, at any stage, be carried out by any person against whom allegations are made, and details will only be shared with those individuals who are considered vital to the effective functioning of any investigation.



5.

Disciplinary & Appeals Process

A clear process to assist if issues arise

Club Discipline and Appeals Process

This template has been produced to assist Clubs to implement a clear process to follow whilst dealing with misconduct complaints within the Club environment.

Step 1:

All complaints regarding the misconduct of club members should be submitted in writing to the Club Secretary. Where the matter relates to the Club Secretary, submit the complaint to the Club Welfare Officer. The content of a complaint will include specific details and evidence in relation to the infringement of Club Rules or any other offence or misconduct carried out during or in association with athletics activities which might reasonably be considered as bringing or having the potential to bring the Club into disrepute.

Step 2:

Upon receipt of a formal complaint, the Club Secretary shall, having taken, and subject to, such advice as he or she considers it prudent to take in the circumstances, write to the Member or Members concerned to inform them of the complaint and to invite them to comment in writing within fourteen days upon the relevant allegations.

Step 3:

On completion of step 2, the Club Secretary will determine if the complaint has sufficient grounds and is capable of being pursued based on the evidence/statements provided and will dismiss any frivolous complaints at this stage.

If the matter is sufficiently evidenced a process will be pursued. The Club Secretary will appoint 3 club members to sit on the Disciplinary Panel, none of whom have had any direct interest or involvement in the matter.

Step 4:

The Club Disciplinary Panel or Hearing will consider the matter on receipt of the initial complaint and formal responses from the member(s) involved.

The Club Disciplinary Panel will have the power to suspend temporarily from membership any Member accused of an offence or misconduct, pending further investigations or enquiries. This suspension shall be to facilitate the investigation and be without prejudice to the outcome of the investigation.

The Disciplinary Panel/Hearing will make such further enquiries as it thinks fit and will offer a reasonable opportunity to any Member concerned, who may be accompanied by a supporter, if so desired, to meet with it and answer the allegations and the Disciplinary Panel/Hearing will hear such witnesses as are reasonably produced. The Disciplinary Panel/Hearing will make such procedural provisions as necessary for the just and efficient disposal of the case.

If the Disciplinary Panel/Hearing is satisfied that an offence of misconduct has been committed by a Member, then it may impose one or more of the following actions:

- i. note the offence or misconduct but take no further action;

- ii. formally warn the Member concerned as to future conduct;
- iii. suspend or disqualify the Member from club athletic competition, club coaching and/or administration and/or use of the Club's premises for some definite or indefinite period;
- iv. recommend to the relevant governing body that the Member be disqualified from any involvement in athletics for some definite or indefinite period and/or;
- v. terminate the membership or such other penalty as the Disciplinary Panel considers appropriate.

All parties concerned will be provided with the Disciplinary Panel's/Hearing formal written outcome notification by hand or by recorded delivery within seven days of the decision.

Step 5 – Appeal Process:

The letter notifying the decision of the Disciplinary Panel shall also set out the right to Appeal.

The accused and/or the Complainant, may appeal against the decision of the Disciplinary Panel/Hearing, by serving a Notice of Appeal on the Club Secretary within seven calendar days of receiving the written decision. The Notice of Appeal must state the grounds on which the verdict of the Disciplinary Panel is challenged.

The Club Secretary shall acknowledge a Notice of Appeal within seven calendar days of its receipt and will cast a decision in regards to 'the grounds on which the verdict is challenged', if there are sufficient grounds/evidence provided to support the challenge, the Appeal Panel process will commence (Step 5.1.), if there are insufficient grounds, the appeal will be dismissed.

Step 5.1.

The Club Secretary, shall appoint an Appeal Panel of three members who have not been involved directly, either in the events giving rise to the Hearing, or in the initial Disciplinary Hearing itself.

The Club Secretary shall inform all parties concerned of the composition of the Appeal Panel. Either party may object to the composition of the Appeal Panel by notifying the Club Secretary of the Objection and setting out the reasons for such an Objection no later than seven calendar days from the date of being informed of the composition of the Panel.

The Club Secretary, within fourteen calendar days from the date of receipt of an Objection, will notify in writing the parties that either:

- the composition of the Panel has changed, in which case the Club Secretary shall provide details of the new Appeal Panel; or
- the composition of the Panel has not changed, in which case the Club Secretary shall give reasons why it has not accepted the Objection.

Within fourteen calendar days from the date the Club Secretary responds to the Objection above (as appropriate), the Club Secretary shall give such directions to all parties that include;

- the date and place at which the Appeal Panel will meet to determine the Appeal.
- whether the appeal will proceed by way of written submissions or an oral hearing; and

- whether the parties should be required to submit statements of their evidence and/or written submissions prior to the hearing and, if so, a timetable for doing so and the procedure for exchanging such statements and written submissions.

Powers of the Appeal Panel

The Appeal Panel shall meet on the date fixed by the Club Secretary. The Appeal Panel may at its sole discretion disregard any failure by a party to adhere to this appeal procedure and may give such further directions as may be appropriate.

Any such hearings shall be in private unless all parties agree otherwise, or unless the Appeal Panel directs. The Appeal Panel shall have power to make a decision on the facts as it thinks fit and may:

- Quash the original decision;
- Confirm the original findings
- Request that the case be reheard (re-trial)
- Increase the original sanction;
- Abate the original sanction;

The Appeal Panel shall inform all parties of its decision within fourteen calendar days together with written reasons for its decision. The decision of the Appeal Panel shall be final. The Appeal Panel shall decide on any issue by majority.

A supporter can be a legal representative, who must be named, and may accompany the Complainant/Accused throughout the appeal process.

Records of Hearings and Appeals

The decision of a Disciplinary Panel/Hearing, including Appeal Panel/Hearing, shall be recorded and retained in confidential records for a period of six years by the Club. Supporting documentation shall also be retained in the same fashion.

Notification to UK Athletics (UKA) and England Athletics (EA)

Where appropriate the Panel Chair, once the Appeal notice has expired, will inform EA/UKA;

- Disciplinary Hearing - details of a decision, including sanctions imposed, will be communicated to EA and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.
- Appeal Panel - details of a decision, including sanctions imposed, will be communicated to EA and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.

Co-operation of All Parties

The procedures described in these Discipline Procedures assume that all parties will co-operate in the interest of resolving the issue in question. In the absence of such co-operation, or if it is withdrawn at any stage, the Club reserves the right to proceed with a Hearing or an Appeal based on such evidence and information as it is able to obtain.

When dealing with a complaint, the Club Secretary or nominated Club representative shall be entitled to take, or omit to take, such action as is recommended pursuant to legal advice received from a legal practitioner whom the Club Secretary reasonably believes is competent to provide such advice and/or EA's legal representative service for affiliated members (contact EA Membership Services for further details on 0121 347 6543).

Guidance for Disciplinary/Appeal Hearings

This guidance template is designed to assist the Club Disciplinary/Appeal Panel Chair to conduct hearings appropriately and to provide guidance to the possible outcomes and panel decisions.

Process of the Hearing

1. Chair of Panel introduces fellow Panel members and confirms identity and status of all other persons present.
2. Chair reminds all parties of the confidentiality of the Hearing and that it will be held in private.
3. Chair informs all parties that a Hearing conducted under these procedures is not a judicial Hearing and so evidence given will not be delivered under oath. The Panel adjudicating the Hearing will, however, apply the rules of Natural Justice. For example, the duty to give a fair hearing to everyone with a concern in the case, the duty to explain the reasoning behind any decision and the obligation for any decision makers to be impartial.
4. Chair informs the parties that the Panel will make its decisions on whether the accused is guilty of misconduct, based on a balance of probabilities. This means that it must be demonstrated that it is "more probable than not" that the accused is guilty of misconduct. The panel will consider whether or not on the balance of probabilities the allegations are substantiated by the facts of the case.
5. Chair confirms that all parties and Panel members have previously received copies of all relevant documentation. In the event that documents have not been exchanged as required, the Chair may consider an adjournment.
6. The Panel must consider any written and or oral submission made by the accused and any written and or oral evidence provided by witnesses called on his or her behalf.
7. The Panel will then consider their decision in private. The Panel shall decide any matter based on a simple majority and may reject the complaint or may partially or fully uphold the complaint.
8. If the Panel upholds the complaint they must then consider the most appropriate manner to resolve the case and in so doing may take account of all relevant information disclosed during the Hearing, including any submission made by or on behalf of the Accused.

9. In consideration of what sanction to impose the Panel should consider the following criteria:

- a. the nature and seriousness of the misconduct including whether the misconduct involved dishonesty, culpable or reckless neglect;
- b. the accused conduct record and, in particular, whether any misconduct of a similar kind has occurred before and the period of time which has elapsed since any previous misconduct.
- c. where relevant, the length of time over which the misconduct occurred;
- d. the number of breaches;
- e. any steps taken by the accused to avoid a recurrence of the misconduct;
- f. whether any admission, and regret is expressed by the accused;
- g. the extent to which the accused has derived benefit, or stood to derive benefit, from the misconduct;
- h. any steps taken by the accused to compensate or provide restitution to the Complainant;
- i. the degree of co-operation with the Investigation;
- j. any penalties previously imposed by the Club in similar cases;
- k. the need to deter the accused and other Members from future misconduct;
- l. the need to demonstrate to the athletics community and society in general, that England Athletics (EA) takes firm action intended to promote the standards of conduct and behaviour required of all athletes and volunteers and others engaged in athletics.

10. The powers of the Panel are to issue:

- i. a warning in respect of the misconduct committed;
- ii. to terminate his or her membership or remove him or her from any official position within the club;
- iii. a requirement to complete education or training;
- iv. in the case of an accused who is a registered EA athlete, a recommendation to EA that the athlete is suspended from competition (or official participation within athletics) or from taking part in any event organized or run under the UKA Rules for Competition for a specified period;
- v. In the case of an accused who is a UKA Licensed coach or technical official, a recommendation to UKA that the Accused license to coach or officiate be suspended for a period of time;
- vi. any combination of the above.

11. The Chair of the Panel may vary this procedure in his or her absolute discretion if, after discussion with the other parties he or she is of the opinion that such change would assist the Hearing process in a fair and impartial way.

13. Where appropriate and in the absolute discretion of the Chair of a Disciplinary Panel, details of a decision, including sanctions imposed, may be communicated to UKA, a National Association, county association, club or other body where it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity.

14. A record of the proceedings and decisions of Disciplinary/Appeal Panels, including any sanctions imposed, shall be confidentially held on file by the Club for a period of six years and confidentially shredded/deleted after six years



Revised: 10/2018

England Athletics' National Disciplinary Policy

England Athletics
Disciplinary Procedures
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Powers of the Disciplinary Panel	Paragraph 10.4-10.7
Appeal	Paragraph 11
Jurisdiction of the Appeal Panel	Paragraph 12
Powers of the Appeal Panel	Paragraph 13
Records of Hearings and Appeals	Paragraph 14
Co-operation of Respondent(s) & Other Parties	Paragraph 15

Glossary of Terms

In these Disciplinary Procedures the following words shall have the meaning set out opposite them:

"Appeal"	means an appeal from a decision of a Disciplinary Panel under these Disciplinary Procedures;
"Appeal Hearing"	a hearing conducted by the Appeal Panel as further described in paragraphs 11 to 14;
"Appeal Panel"	the appeal panel that may be convened to conduct an Appeal Hearing under these Disciplinary Procedures;
"Board"	the board of England Athletics from time to time as constituted under England Athletics' Memorandum and Articles of Association;
"Chair"	the person appointed from time to time to be the chair of the Disciplinary Panel or the Appeal Panel (as the context requires) under these Disciplinary Procedures;
"Chief Executive"	the chief executive officer of England Athletics, or his or her nominee;
"Complainant"	the person who makes a Complaint or allegation of Serious Misconduct against the Respondent (under these Disciplinary Procedures) and may be an individual, a Club, an association or any other body within the jurisdiction of England Athletics;
"Complaint"	a complaint of Serious Misconduct referred to the Investigating Officer and made by a party who is an individual, a Club, an association or any other body that is subject to England Athletics' jurisdiction [and which alleges a breach of a rule, policy, procedure, code of conduct, or similar regulation];
"the Decision"	the written decision of either the Disciplinary Panel or the Appeal Panel (as the case may be) given in accordance with these Disciplinary Procedures;
"Disciplinary Hearing"	a hearing conducted by the Disciplinary Panel as further described in paragraph 10;
"Disciplinary Panel"	the disciplinary panel that may be convened to conduct a Disciplinary Hearing under these Disciplinary Procedures;

"Disciplinary Procedures"	the procedures set out in this document, as amended from time to time;
"England Athletics"	England Athletics Limited (CRN: 0558371) whose registered address is at Athletics House, Alexander Stadium, Walsall Road Perry Barr, Birmingham, B42 2BE
"England Athletics' Athlete & Club Compliance Manager"	a person employed as Athlete & Club Compliance Manager for England Athletics, or his or her nominee;
"Interested Party"	any person or member, who in the Investigating Officer's opinion, is likely to be affected by the outcome of any Complaint raised under these Disciplinary Procedures;
"Investigating Officer"	the investigating officer(s) appointed by the England Athletics' Welfare Officer on a case by case basis or generally and includes any deputy appointed by him;
"Misconduct"	improper or unprofessional conduct;
"National Association"	England Athletics; Scottish Athletics Limited (CRN: SC217377); Welsh Athletics; and Athletics Northern Ireland or their respective successor bodies;
"Natural Justice"	<p>A term that denotes the basic principles of justice, which are considered so fundamental as to be self-evident. The principles of natural justice include, for example, the following:</p> <p>there is a duty to give a fair hearing to everyone with a concern in the case;</p> <p>there may be a duty to explain the reasoning behind a decision; and</p> <p>there is an obligation for the decision maker to be impartial.</p> <p>Kelvin's English Law Glossary 2002</p> <p>Where a person's legal rights are concerned, the principles of natural justice are bolstered by Art. 6 (1) of the European Convention on Human Rights, and the Human Rights Act, 1998;</p>

"Notice of Appeal"	the notice of the Respondent that they wish to Appeal the Decision of the Disciplinary Panel as further described in paragraph 11;
"Notice of Complaint"	the notice of the Complaint to be given to the Investigating Officer as further described in paragraph 6;
"Objection"	any objection by the Respondent to the composition of the Disciplinary Panel or Appeal Panel notified to the England Athletics' Athlete & Club Compliance Manager;
"Party"	a party to the proceedings conducted under these Disciplinary Procedures;
"Respondent"	the person who is the subject of the Complaint by a Complainant (under these Disciplinary Procedures) and may be an individual, a Club, an association or any other body within the jurisdiction of England Athletics (excluding any paid employee(s) whilst carrying out their duties under the terms of their employment, in which case the terms and conditions of their employment will apply);
"Rules for Competition"	the rules for competition of UKA adopted by the UKA Board from time to time;
"Serious Misconduct"	matters of criminality or any matter specified in paragraph 4.2 of these Disciplinary Procedures;
"UKA"	UK Athletics Limited (CRN: 03686940) whose registered address is at Athletics House, Alexander Stadium, Walsall Road Perry Barr, Birmingham, B42 2BE;

Words denoting the singular number shall include the plural number and vice versa and words denoting the masculine gender shall include the feminine gender and vice versa.

Any term(s) which are not defined in these Disciplinary Procedures shall have the meaning attributed to them in England Athletics' Articles of Association.

Guiding Principles

- 1.1. There are standards of conduct and behaviour required of all athletes and volunteers and others engaged in athletics and regrettably there will be occasions when someone will breach those standards. Although such incidents are rare it is important that England Athletics is seen to deal with Serious Misconduct breaches in a fair, consistent and timely manner.
- 1.2. The vast majority of people engaged in athletics in England are committed to the sport and take part because they choose to do so. The use of formal Disciplinary Procedures by England Athletics to deal with such individuals should only be resorted to in cases where issues of Serious Misconduct are involved for the purpose of this Policy (refer to 4.2).
- 1.3. Confidentiality, diligence, fairness, impartiality, natural justices are key features of these Disciplinary Procedures and will be applied at all times.
- 1.4. This document describes the Disciplinary Procedures to be followed in the event of a Complaint to England Athletics for an offence which constitutes alleged Serious Misconduct, as described above.
- 1.5 All other complaint(s) which do not constitute Serious Misconduct shall be dealt with by the relevant Club or association itself in accordance with its governing document(s) and any related internal policies.

2. Role and Jurisdiction of England Athletics

- 2.1. England Athletics is the governing body for all branches of athletics in England incorporating cross country, fell and hill, race walking, trail running, road running and track and field.
- 2.2. The Articles of Association of England Athletics grant under Article 14 authority for the directors, following consultation with the England Council and the Regional Councils and (where practicable) the Members, from time to time make, vary and revoke rules relating to

all aspects of membership of the Company including, (without limitation) rules addressing “the organisation of Members” which includes disciplinary procedures relating to athletes and participants in athletics.

2.3. It is accepted that England Athletics may refer certain responsibilities to UKA when considered appropriate.

2.4. England Athletics is an employer and any grievance or disciplinary matters concerning members of England Athletics' staff shall be dealt with under separate procedures.

3. Role & Jurisdiction of UKA

3.1. UKA has its own disciplinary rules and dispute resolution and disciplinary procedures, adopted by its Board under UKA's Articles of Association.

3.2. Jurisdiction under Rules for Competition

3.2.1. Under the Rules for Competition England Athletics have their own jurisdiction to resolve disputes arising in certain areas (namely eligibility (Rule 21 S5 and 21 S8), permission to promote (Rule 2 S1 and 2 S2), misconduct (Rule 145 S1) and protests (Rule 146 S1)). England Athletics have their own procedures for disputes and disciplinary matters falling within their jurisdiction (see above) and these may provide for an appeal to UKA.

3.2.2. UKA also has jurisdiction under the Rules for Competition to deal with appeals from decisions of England Athletics under Rules 146 S1 and a general jurisdiction to resolve disputes under Rule 146 S1. Such appeals or dispute resolution would be dealt with in accordance with UKA rules and procedures.

3.3. Jurisdiction under Welfare Policy and Procedures

3.3.1. Under UKA's welfare policy and procedures, it is envisaged that in certain circumstances UKA will exercise disciplinary jurisdiction. UKA has exclusive jurisdiction over licensed coaches and

officials (who are dealt with under separate procedures). Either England Athletics or UKA may have disciplinary jurisdiction where the person concerned is not licensed but otherwise participates in the sport. Where UKA deals with such a matter it would do so under its own rules and procedures.

3.4. Jurisdiction under the Athlete Agreement in relation to members of the GB and NI Team and World Class Pathway Funded Athletes.

3.4.1. UKA has entered agreements with athletes who are funded through World Class Pathway (WCP) and also those (non-funded) athletes who are members of the GB and NI Team. Under those agreements, UKA has exclusive disciplinary jurisdiction and its rules and procedures apply.

3.5. Jurisdiction over Clubs

3.5.1. The Articles of Association of UKA recognise only those Clubs and organisations, which are affiliated or associate members of a National Association. UKA has the right to withdraw or cancel an affiliated or associate membership by a majority vote of its executive board if, after investigation, the executive board is of the opinion that this is in the interests of UKA.

3.6. Separate Rules and Procedure

3.6.1. UKA has separate rules and procedures, which apply in relation to:

3.6.1.1. an anti-doping rule violation alleged to have been committed (the Anti-Doping Rules);

3.6.1.2. a coach who has his or her UKA Coaching License withdrawn (Appeal Procedures for Coaches);

3.6.1.3. an official who has his or her UKA License withdrawn (Appeal Procedures for Officials);

3.6.1.4. a complaint received against an employee or consultant engaged by UKA;

3.6.1.5. a challenge by an athlete to a selection decision taken by UKA;

3.6.1.6. a challenge by an athlete to a decision taken in relation to his/her membership of the WCP.

3.7. Copies of UKA rules and procedures are available on request from UKA.

4. Serious Misconduct & Jurisdiction

4.1. Complaints which constitute Serious Misconduct

A Complaint may be made against a Respondent and may be referred to a Disciplinary Panel at England Athletics where he:

4.1.1.1. refuses or neglects to comply with England Athletics' Articles of Association

4.1.1.2. breaches UKA's Welfare Policies and Procedures or any terms of reference, regulations or other rules of UKA as adopted by England Athletics;

4.1.1.3. behaves (whether by action or omission) in a manner which England Athletics considers (acting reasonably) is disgraceful or opposed to the general interests of England Athletics or the sport of athletics or is likely to bring the sport into serious disrepute; or

4.2. **Serious Misconduct:** examples of Serious Misconduct include (without limitation) theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Respondent which in the opinion of

England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute.

5. Rapid Repatriation – England Representative Teams

5.1. Managers of England Athletics' national teams and training squads in the United Kingdom and abroad, appointed by or on behalf of England Athletics, may (in conjunction with the coaching staff for that team or training squad and England Athletics' head of competitions and teams or members of his or her staff authorised by him or her) take immediate disciplinary action to repatriate or otherwise exclude any member of the team or training squad due to Misconduct after the team or training squad has been formed (i.e. the members of that team or squad have come together either at the point of departure from the UK or at the competition or training venue, whichever is the earlier). For the avoidance of doubt, such persons shall not be entitled to use the power to take immediate disciplinary action for the sole purpose of altering the composition of the team or squad of which they are in charge.

5.2. In the event of such immediate disciplinary action being taken, the team leader/manager shall report the matter to England Athletics' Athlete & Club Compliance Manager as soon as practical but at least within 24 hours of the event. England Athletics may at its discretion invoke disciplinary proceedings under paragraph 3.2.1 above, if it considers further action is necessary.

5.3. Jurisdiction over Serious Misconduct

5.3.1. England Athletics shall have exclusive jurisdiction to investigate and discipline any Complaint which constitutes alleged Serious Misconduct by athletes who have signed an athlete agreement or who are current members of the England Representative Athletics Team.

5.3.2. Notwithstanding paragraph 5.1, any Misconduct which is not within UKA's exclusive jurisdiction or which is alleged to have been committed by other persons under UKA's jurisdiction shall be reported to England Athletics for it to take such action as it deems necessary. In cases where England Athletics takes no further action, UKA may charge the person concerned with Misconduct and take disciplinary action under their own disciplinary procedures. In cases

concerning a breach of UKA's Welfare Policies and Procedures, England Athletics may refer the matter to UKA for it to resolve under their own disciplinary procedures.

5.4. Disputes and Appeals

5.4.1. The National Associations have jurisdiction under the Rules for Competition to decide disputes arising under Rule 21 S3 (Club Membership), Rule 21 S5 and 21 S8 (Eligibility Committee and Exemption Applications), Rule 2 S2 (Permission to Promote), Rule 145 S1 (Misconduct) and Rule 146 S1 (Protests and Appeals). UKA has jurisdiction to deal with appeals from these decisions under Rules 21 S8(4), 2 S1(6), 146 S1 and 146 S1(4) of the Rules for Competition.

6. Procedure by England Athletics on Receipt of Complaint

6.1. This paragraph 6 of the Disciplinary Procedures describes the steps to be taken when the initial Complaint is made to England Athletics or delegated to it by UKA.

6.2. Complaints Process

6.2.1. Any Party who is an affiliated member of England Athletics, and may include an individual, a Club, an association or any other body that is subject to England Athletics' jurisdiction, may make a complaint which, depending on the severity of the alleged offence, may be categorised in accordance with these Disciplinary Procedures and then made:

6.2.1.1 (where the complaint does not relate to or constitute a matter of alleged Serious Misconduct) to their respective Club or association for determination in accordance with that Club or association's own grievance and disciplinary procedures; or

6.2.1.2 (where the complaint falls within the definition of or constitutes Serious Misconduct as defined and referred to at paragraphs 4.1 and 4.2 above and will be classed as a Complaint for the purposes of these Disciplinary Procedures) to England Athletics.

Only Complaints of Serious Misconduct may be referred to and investigated by England Athletics under the terms of these Disciplinary Procedures and 'Complaint' in this paragraph 6 shall be construed accordingly.

6.2.2. The Party making a Complaint under paragraph 6.2.1.2 shall do so by giving a Notice of Complaint in writing to the England Athletics' Athlete & Club Compliance Manager as soon as

practicable and in any case within 30 calendar days of the incident and shall set out full details of the Complaint and the alleged Respondent.

6.3. Responsibility of the England Athletics' Athlete & Club Compliance Manager

6.3.1. The England Athletics' Athlete & Club Compliance Manager (or a nominated deputy) shall have responsibility for the management of Complaints, disciplinary investigations and hearings in accordance with the procedures set down in these Disciplinary Procedures. This responsibility shall extend to making every reasonable effort to select an Investigating Officer and Disciplinary Panel, who at all times may be expected to operate these Discipline Procedures in a fair and impartial manner, solely on the basis of the evidence before them.

6.4. Action on the receipt of a Complaint

6.4.1. If a Notice of Complaint is received by England Athletics outside the 30-day period, it may, in exceptional circumstances and with complete discretion, process the Complaint.

6.4.2. Where the matter (in the view of the England Athletics' Athlete & Club Compliance Manager or their nominated deputy) justifies such action, he or she must refer the matter to the police for investigation and must then postpone consideration of the matter under these Disciplinary Procedures until the police investigation has been concluded.

6.4.3. Where any matter referred to England Athletics does not amount to an allegation of Serious Misconduct and arises from one or more incidents within an affiliated Club, association or any other body that is subject to England Athletics' jurisdiction, the England Athletics' Athlete & Club Compliance Manager will refer the matter to the Club or association concerned in accordance with paragraph 6.2.1.1 above, for the affiliated Club, association or other body to deal with under their own internal procedures.

6.5. Referral to the Investigating Officer

6.5.1. Where it is not appropriate to deal with the Complaint or dispute under the provisions of paragraphs 6.4.2 and 6.4.3, the England Athletics' Athlete & Club Compliance Manager, or his or her nominee, shall appoint an Investigating Officer to investigate the matter and complete a report for the Disciplinary Panel. In the interests of impartiality, the Investigating Officer shall

not have had any previous direct involvement in the matter, which has given rise to the Complaint.

6.5.2. Details of all Complaints shall be given to the Investigating Officer by the England Athletics' Athlete & Club Compliance Manager in the form of a Notice of Complaint. The Notice of Complaint shall be given in writing as soon as practicable and ideally within two weeks of the receipt of the Complaint and shall set out details of the Complaint etc. and the terms of reference of the investigation.

6.5.3. If a Notice of Complaint is received by the Investigating Officer outside the specified period, he or she may, in exceptional circumstances and with complete discretion, process the Complaint.

7. Investigatory Procedure

7.1.1. As soon as practicable (and without prejudicing any investigation into the matter by England Athletics or another Party) the England Athletics' Athlete & Club Compliance Manager shall give the Respondent written notice:

- 7.1.1.1. of the nature of the Complaint;
- 7.1.1.2. specify who the appointed Investigating Officer is
- 7.1.1.3. that there is to be an investigation into the Complaint.

7.1.2. The Investigating Officer shall:

- 7.1.2.1. Carry out such investigations and gather such evidence as he or she in their sole discretion considers appropriate;
- 7.1.2.2. Take such steps as he or she thinks appropriate to ensure that the Respondent concerned is informed of the evidence against him or her and has the opportunity to respond to the allegations and evidence before any report of the investigation is completed. Any response must (unless the Investigating Officer decides otherwise) be in writing;
- 7.1.2.3. Complete a report for the Disciplinary Panel in relation to the breach of the relevant rule, policy, procedure or code of conduct, which may include a recommendation as to the outcome of the Complaint if appropriate.

7.2. Interim Suspension

If the Investigating Officer considers that a Complaint or Appeal is to be referred to a Disciplinary Panel, the Investigating Officer will cast the final decision to decide whether or not the seriousness of the matter requires the Respondent to be suspended from Competition or official participation in athletics pending determination of the matter. A Respondent so suspended may apply to the Disciplinary Panel considering the matter for the suspension to be lifted. Any Respondent so suspended shall be entitled to a full expedited hearing. For the avoidance of doubt, the Investigating Officer may communicate the fact of the suspension to relevant third parties.

7.3 Costs

7.3.1 Each Party shall bear its own costs (including but not limited to legal costs, scientific or other experts' fees, witness costs) in connection with Complaints made or Disputes or Appeals brought under these Disciplinary Procedures.

7.3.2 The costs of any mediator shall be shared by the parties equally and the costs of any arbitration body appointed shall be borne by the parties in such proportions as the arbitration body shall rule at the conclusion of the matter.

8. Hearing by the Disciplinary Panel

8.1. The England Athletics' Athlete & Club Compliance Manager shall appoint a Disciplinary Panel of three members, one of whom shall be designated as Chair, appointed by the England Athletics' Athlete & Club Compliance Manager. These members shall be from people active in athletics, save that the Investigating Officer shall not be eligible for this Disciplinary Panel.

8.2. In the interests of fairness and impartiality none of the members of the Disciplinary Panel, including a co-opted member, if any, shall have been directly involved in the matter being heard. The England Athletics' Athlete & Club Compliance Manager and/or Investigating Officer are authorised to appoint co-opted members, where it has been identified that there is a requirement for a specialist opinion on the Disciplinary Panel.

8.3. The England Athletics' Athlete & Club Compliance Manager shall inform the Respondent of the composition of the Disciplinary Panel.

8.4. The Respondent may object to the composition of the Disciplinary Panel by notifying the England Athletics' Athlete & Club Compliance Manager of the Objection and setting out the reasons for such an Objection no later than seven calendar days from the date of being informed of the composition of the Disciplinary Panel.

8.5. The England Athletics' Athlete & Club Compliance Manager shall, within seven calendar days (or such shorter time limit imposed by the England Athletics' Lead Welfare Officer) from the date of receipt of an Objection, notify in writing the parties that either:

8.5.1. The composition of the Disciplinary Panel has changed (in which case the England Athletics' Athlete & Club Compliance Manager shall provide details of the new Disciplinary Panel); or

8.5.2. The composition of the Disciplinary Panel has not changed (in which case the England Athletics' Athlete & Club Compliance Manager shall give reasons why it has not accepted the Respondent's Objection).

8.6. The decision by the England Athletics' Athlete & Club Compliance Manager on the composition of the Disciplinary Panel shall be final.

9. Pre-hearing procedures

9.1. Where the Disciplinary Panel has been convened the England Athletics' Athlete & Club Compliance Manager shall forthwith:

9.1.1. Send a copy of the Complaint together with the charge and evidence gathered against the Respondent by special delivery post to the Respondent's last known address. In all cases the Investigating Officer shall ensure that the Respondent is given full disclosure of the matter in dispute in writing.

9.1.2. Ask each Party to submit written evidence in support of their case.

9.1.3. Inform all Parties that they must provide in writing to the England Athletics' Athlete & Club Compliance Manager within fourteen calendar days or such alternative time limit as the

Investigating Officer shall decide any information and copies of all documents relating to the Complaint that either Party wishes the Disciplinary Panel to consider in relation to the matter;

9.1.4. Upon receipt of such documents under paragraph 9.1.3 above supply copies of such information to the Disciplinary Panel and the other parties within a further seven calendar days.

9.1.5. Inform the Respondent that if no reply is received within the period of fourteen calendar days (or such alternative time limit imposed by the England Athletics' Athlete & Club Compliance Manager) under paragraph 9.1.3 above the Disciplinary Panel will consider the Complaint on the basis of the facts and statements in its possession.

9.1.6. Give all parties a minimum of fourteen calendar days' notice of the date, place and time of the Disciplinary Hearing when the Disciplinary Panel is to consider the matter;

9.2. The Chair of the Disciplinary Panel, in consultation with the England Athletics' Athlete & Club Compliance Manager, shall be entitled to make directions as to any further exchange of evidence. The Chair may rule:

9.2.1. that the Disciplinary Hearing takes place on paper; evidence provided via telephone; video link or all parties attend and give oral evidence.

9.2.2. that the Disciplinary Panel is convened by telephone or video conference (provided that all information has been supplied to both parties and each has had the opportunity to respond to information supplied by the other).

9.3. The England Athletics' Athlete & Club Compliance Manager shall also seek clarification of any matter that has previously been raised by either Party or at the request of the Disciplinary Panel members;

After the Disciplinary Hearing, the Disciplinary Panel shall provide its full Decision in writing to the England Athletics' Athlete & Club Compliance Manager for onward transmission to the Respondent within seven days via the appointed Disciplinary Panel's secretary who will be appointed by the Chair. The Disciplinary Panel may decide any issue by majority. The Decision shall include:

- (a) a summary of the Complaint;
- (b) the Disciplinary Panel Decision in relation to the Complaint and its reasons;
- (c) the appropriate sanction (if any) to be imposed on the Respondent in accordance with paragraph 10.4.1 of these Disciplinary Procedures.

The England Athletics' Athlete & Club Compliance Manager or their appointed Investigating Officer shall present the case, but he or she shall not be a member of the Disciplinary Panel.

10. The Hearing

A hearing conducted under these Disciplinary Procedures is not a judicial hearing and so evidence given will not be delivered under oath. All parties will provide truthful evidence and all parties may choose to be legally represented or accompanied by a supporter. The Disciplinary Panel or Appeal Panel adjudicating a hearing will, however, endeavor to apply the rules of Natural Justice and the hearing will be held in private.

Where the facts in the case are not contested by the Respondent, the Disciplinary Panel or Appeal Panel (where appropriate) may resolve the matter by considering the written facts as provided by the Complainant and other witnesses, without calling oral evidence.

10.1. The England Athletics' Athlete & Club Compliance Manager shall decide the arrangements for and conduct of the Disciplinary Hearing.

10.2 The Disciplinary Panel or Appeal Panel must also consider any written submission made by the Respondent.

10.2.1 They may also rely upon a written and or oral submission by the Investigating Officer, which may include a recommendation as to disposal of the case.

10.3 Facts Contested:

10.3.1.1 Where the facts in the case are contested by the Respondent the Disciplinary Panel may resolve the matter by considering all the evidence made available to it including oral and written evidence from England Athletics, the Complainant and other witnesses. It may question England Athletics, the Complainant and any witnesses present in relation to the matter. It may call upon either of England Athletics or the Complainant to supply additional evidence and may adjourn the Disciplinary Hearing for that or any other purpose.

10.3.1.2 The Disciplinary Panel must also consider any written submission made by the Respondent and any written evidence provided by witnesses called on his or her behalf.

10.3.1.3 In the event that on the balance of probability the Disciplinary Panel finds the Respondent guilty of Serious Misconduct they may rely upon a written and or oral submission by the England Athletics' Athlete & Club Compliance Manager, which may include a recommendation as to disposal of the case.

10.3.2 The Chair of the Disciplinary Panel may vary this procedure in his or her absolute discretion if, after discussion with the other parties, he or she is of the opinion that such change would assist the Disciplinary Hearing process in a fair and impartial way.

10.3.3 The Disciplinary Panel shall consider a Decision in private and decide any matter on the basis of a simple majority.

10.4 Powers of the Disciplinary Panel

10.4.1 The Disciplinary Panel may reject the Complaint or, where the Complaint is upheld, impose such sanctions upon the Respondent as it thinks fit including without limitation:

10.4.1.1 a warning in respect of the Serious Misconduct committed;

10.4.1.2 a recommendation to the athletics Club of which he or she is a member to terminate his or her membership or remove him or her from any official position within the Club;

10.4.1.3 a requirement to complete education or training;

10.4.1.4 in the case of a Respondent who is an athlete, suspension from competition (or official participation within athletics) or from taking part in any event organised or run under the UKA Rules for Competition for a specified period;

10.4.1.5 In the case of a Respondent who is a UKA Licensed Coach or Technical Official a recommendation to UKA that the Respondent's license to coach or officiate be suspended for a period of time;

10.4.1.6 suspension for a specified period or removal from any office held within England Athletics;

10.4.1.7 exclusion from holding office within England Athletics for a specified period of time;

10.4.1.8 any combination of the above.

10.4.2 In the event that a Respondent fails or refuses to comply in whole or in part with the sanctions imposed by the Disciplinary Panel, the Disciplinary Panel may reconvene at its own discretion and treat the failure or refusal as a fresh Complaint and deal with the matter and impose any sanction in accordance with these Disciplinary Procedures.

10.5 The Decision of the Disciplinary Panel or Appeal Panel shall be issued in writing to the parties concerned not more than fourteen calendar days from the date of the Disciplinary Hearing. The Decision shall be accompanied by details of any disciplinary action that has been agreed by the Disciplinary Panel.

10.6 Any suspension, disqualification or expulsion shall normally run with immediate effect from the date of the Disciplinary Hearing. The Disciplinary Panel may take into account any period of suspension served prior to the date of the Disciplinary Hearing.

10.7 Any other Interested Party affected by the Decision of the Disciplinary Panel shall be notified of the Decision in addition to those referred to at paragraph 10.5 above.

After the Disciplinary Hearing, the Disciplinary Panel shall provide its full Decision in writing to the England Athletics' Athlete & Club Compliance Manager. The Disciplinary Panel may decide any issue by majority. The Decision shall include:

- (a) a summary of the Complaint;
- (b) the Disciplinary Panel's Decision in relation to the Complaint and its reasons;
- (c) the appropriate sanction (if any) to be imposed on the Respondent

The England Athletics' Athlete & Club Compliance Manager shall present the case but he or she shall not be a member of the Disciplinary Panel.

11 **Appeal**

11.1. The letter as described at paragraph 10.5 notifying the Decision of the Disciplinary Panel shall also set out the right to Appeal which must be submitted within seven days of receipt of the notification.

11.2 The Respondent or England Athletics (but not the individual(s) or organisation(s) that originally made the Complaint), may Appeal against the Decision of the Disciplinary Panel, by serving a Notice of Appeal on the England Athletics' Athlete & Club Compliance Manager within seven calendar days of receiving the written Decision. The Notice of Appeal must state the grounds on which the verdict of the Disciplinary Panel is challenged. The Notice of Appeal must be accompanied by a non-refundable cheque for £100 made payable to England Athletics, the appeal fee shall be held by England Athletics.

11.3 The England Athletics' Athlete & Club Compliance Manager shall acknowledge a Notice of Appeal within seven calendar days of its receipt and shall establish an Appeal Panel within a further fourteen calendar days.

11.4 The England Athletics' Athlete & Club Compliance Manager, shall appoint an Appeal Panel of three members who have not been involved directly, either in the events giving rise to the Disciplinary Hearing, or in the Disciplinary Hearing itself.

11.5 The England Athletics' Athlete & Club Compliance Manager shall inform the Respondent and other Party of the composition of the Appeal Panel.

11.6 Either Party may object to the composition of the Appeal Panel by notifying the England Athletics' Athlete & Club Compliance Manager of the Objection and setting out the reasons for such an Objection no later than seven calendar days from the date of being informed of the composition of the Appeal Panel.

11.7 The England Athletics' Athlete & Club Compliance Manager shall, within fourteen calendar days (or such shorter time limit imposed by the Chief Executive) from the date of receipt of an Objection, notify in writing the parties that either:

11.8.1 the composition of the Appeal Panel has changed (in which case the England Athletics' Athlete & Club Compliance Manager shall provide details of the new Appeal Panel); or

11.8.2 the composition of the Appeal Panel has not changed (in which case the England Athletics' Athlete & Club Compliance Manager shall give reasons why it has not accepted the Respondent's Objection).

11.9 The decision by the Appeal Panel's Chair on the composition of the Appeal Panel shall be final.

11.10 Within fourteen calendar days (or such shorter time limit imposed by the England Athletics' Athlete & Club Compliance Manager) from the date of receipt by the Chief Executive of the Notice of Appeal or within fourteen calendar days (or such shorter time limit imposed by the England Athletics' Athlete & Club Compliance Manager) from the date the England Athletics' Athlete & Club Compliance Manager responds to the Objection under paragraph 11.7 above (as appropriate), the Chair of the Appeal Panel, in consultation with the England Athletics' Athlete & Club Compliance Manager, shall give such directions to the Complainant and Respondent and any Interested Party as are appropriate for consideration of the matter, and in particular:

11.10.1 the date and place at which the Appeal Panel will meet to determine the Appeal, provided that the Appeal shall not be heard later than three months from the date of the receipt of the Notice of Appeal by the England Athletics' Athlete & Club Compliance Manager unless there are exceptional circumstances which should permit a longer period of time;

11.10.2 whether the Appeal will proceed by way of written submissions or an oral hearing;
and

11.10.3 whether the parties should be required to submit statements of their evidence and/or written submissions prior to the Appeal Hearing and, if so, a timetable for

doing so and the procedure for exchanging such statements and written submissions.

12 Jurisdiction of the Appeal Panel

The Chair of the Appeal Panel may decide on its own jurisdiction, including whether the Appeal Panel is properly constituted and what matters have been submitted.

13 Powers of the Appeal Panel

13.1 The Appeal Panel shall meet on the date fixed by the England Athletics' Athlete & Club Compliance Manager.

13.2 The Appeal Panel may at its sole discretion disregard any failure by a Party to adhere to this appeal procedure and may give such further directions as may be appropriate.

13.3 Prior to and at the Appeal Hearing, the Chair, after consulting with the England Athletics' Athlete & Club Compliance Manager, may give such directions whether or not made at the request of the parties, for the proper conduct of the Appeal Hearing as he or she deems may be reasonably necessary for the fair conduct of the Appeal Hearing, including changes to the procedure as set out in these Disciplinary Procedures.

13.4 The Appeal Hearing shall be held in private unless the Respondent and other Party agree otherwise, or unless the Appeal Panel directs. The Appeal Panel shall have power to make a Decision on the facts as it thinks fit and may:

- 13.4.1 quash the original Decision;
- 13.4.2 confirm the original findings;
- 13.4.3 order the case be reheard (re-trial);
- 13.4.5 adjourn for further evidence;
- 13.4.4 increase the original sanction; and
- 13.4.5 reduce the original sanction.

13.5 The Appeal Panel shall inform the Respondent, the other Party and any Interested Party (if any) of its Decision within fourteen calendar days together with written reasons for its Decision. The Decision of the Appeal Panel shall be final and binding on the Respondent,

the other Party and any Interested Party (if any). The Appeal Panel shall decide on any issue by majority.

- 13.6 A supporter, who must be named, may accompany the Respondent throughout the appeal process.

14 **Records of Hearings and Appeals**

- 14.1 The Decisions of the Disciplinary Panel and Appeal Panel, including appeals, shall be recorded and retained in confidential records for a period of six years. Supporting documentation shall also be retained in the same fashion.

14.2 **Notification to England Athletics**

A record of the proceedings and decisions of Disciplinary Panels and Appeal Panels, including any sanctions imposed, shall be sent to the England Athletics' Athlete & Club Compliance Manager within fourteen calendar days of the Appeal Hearing.

14.3 **Notification to UKA, National Association and others**

Where appropriate and in the absolute discretion of the Chair of a Disciplinary Panel or Appeal Panel, details of a decision, including sanctions imposed, may be communicated to UKA, a National Association, County Association, Club or other body where it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. UKA/England Athletics may determine to publish details on their websites.

15. **Co-operation of Respondent(s) and Other Parties**

The procedures described in these Disciplinary Procedures assume that the Respondent(s) and other parties will co-operate in the interest of resolving the issue in question. In the absence of such co-operation, or if it is withdrawn at any stage, England Athletics reserves the right to proceed with any hearing or an Appeal based on such evidence and information as it is able to obtain.



6.

Safeguarding

Including reporting procedures and documents



Safeguarding and protecting children in athletics.

Policy and Procedures document.

Approved by Board 25th February 2013
Reviewed and updated February 2018

Acknowledgments.

This guidance document is maintained by the UKA Welfare Team on behalf of the sport in the UK.

Contact details are

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Enquiries regarding Disclosure and Barring Service checks can be sent to db@uka.org.uk

BOARD LEVEL APPROVAL

This document has been considered and approved by the Boards of UKA on the 25th February 2013. It was reviewed and updated February 2018.

Policy Objectives

Introduction

Everyone who takes part in athletics is entitled to participate in an enjoyable and safe environment. To ensure this Athletics in the UK which encompasses UK Athletics Limited, England Athletics Limited, Welsh Athletics Limited, Scottish Athletics Limited and Athletics Northern Ireland is committed to establishing and implementing policies and procedures to ensure a safe athletics environment.

Best practise in athletics benefits everyone- the sport's governing bodies, coaches and officials, teachers, parents, carers and athletes. Most importantly, it ensures that children who choose to participate in athletics have a safe and fun experience.

Our objective is to build a safer future in athletics for all children under the age of 18 years. (In Scotland this extends until the individual's 19th birthday).

All children are entitled to a duty of care and to be protected from abuse. Abuse can occur anywhere. With over 250,000 children involved in athletics in the UK and 100,000 adults involved, the chances are very real that there are some individuals abusing their power over children in athletics.

Athletics is committed to devising, implementing and updating policies and procedures to promote best practice when working with children and to ensure that everyone in the sport understands and accepts their responsibilities to safeguard children from harm and abuse. This means taking action to report any concerns about their welfare. It is not the responsibility of athletics to determine whether or not abuse has taken place, this is the domain of the child protection professionals.

1. Policy Statement

UK Athletics Limited, England Athletics Limited, Welsh Athletics Limited, Scottish Athletics Limited and Athletics Northern Ireland fully accept their legal and moral obligations to provide a duty of care, to protect all children and safeguard their welfare, irrespective of age, disability, ethnicity, gender identity, religion or belief, sex or gender and sexual orientation.

- The welfare of the child is paramount.
- All children have the right to protection from abuse
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

- All individuals involved in athletics understand and accept their responsibility to report concerns to the appropriate officer.

In order to meet this obligation all Athletics bodies will:-

- Provide and enforce procedures to safeguard the well being of all participants and protect them from abuse.
- Ensure all children who take part in athletics are able to participate in a safe and fun environment.
- Respect and uphold the rights, wishes and feelings of children.
- Recruit, train and supervise their employees and volunteers to adopt best practise to safeguard and protect young people from abuse, and themselves from false allegations.
- Require staff/volunteers to adopt and abide by their Safeguarding Policy and Procedures, Codes of Conduct and the relevant grievance, investigatory and disciplinary procedures.
- Respond to any allegations appropriately and implement the appropriate complaints, child protection, disciplinary and appeals procedures.
- Review policies regularly.

2. Terms and Abbreviations

CPLO Child Protection Lead Officer for UK Athletics or the nominated deputy.

CWO Club Welfare Officer

LSCB Local Safeguarding Children Board

DBS Disclosure and Barring Service

CRBS Central Registered Body in Scotland

CPSU Child Protection in Sport Unit (NSPCC)

CPiS Child Protection in Sport Service in Scotland (Children 1st)

A Child is anyone who has not reached their 18th birthday. 'Children' therefore means children and young people throughout. The fact a child has reached 16 years of age, living independently or is in further education, is a member of the armed forces, is in hospital or in custody, does not change his or her status or entitlement to protection under the Children Act 1989.

Disabled children may be more vulnerable and at greater risk of all forms of abuse. The presence of multiple disabilities increases the risk of both abuse and neglect. Some of the common factors that can lead to increased vulnerability include social isolation, communication and learning difficulties or disability, lack of understanding of boundaries, need for assistance with personal care and more likely target for bullying and abuse. Children with disabilities have the same rights to protection as any other

child and clubs working with these children need to be especially alert to the signs and symptoms of abuse and have strategies in place to ensure all children are able to raise concerns.¹

3 Best Practice, Poor Practice and Abuse

Introduction

To provide everybody with the best possible experience and opportunities in athletics it is important that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour.

This section will help you identify what is meant by best and poor practice and some of the indications of possible abuse. Guidance on what to do if you are concerned about poor practice or possible abuse is provided in Section 6.

Best Practice

Best practice means: -

- Being open and conducting all interactions with children in a public place and with appropriate consent.
- Avoiding situations where you are alone with one child
- If you have to meet or coach one child ensure it is conducted in an open environment, and where full consent and emergency contact details have been provided.
- If you are travelling alone with a child gain appropriate consent, avoid consistently having one child alone with you in the car and never sharing a room on your own with a child,
- Challenging bullying, harassment, foul or provocative language or controlling behaviour that could upset individuals or reduce them to tears.
- Never ignoring bullying by parents, coaches or children. Listening to and supporting the person being bullied.
- Maintaining an appropriate relationship with children; this means treating people fairly, with respect and avoiding favouritism.
- Being friendly and open and ensuring that relationships are appropriate for someone in a position of power and trust.
- Respecting all athletes and helping them to take responsibility for their own development and decision making.
- Avoiding unnecessary physical contact. In certain circumstances physical contact is perfectly acceptable and appropriate, as long as it is not intrusive or disturbing to the

¹ Safeguarding Disabled Children: Practice Guidance (DCSF 2009) {NB remains the current guidance in 2018}

athlete and that consent for contact has been given by the individual and appropriate parental consent.

- Being qualified and insured for the activities you are coaching and ensuring that your licence remains valid. Ensure that your practice is appropriate for the age and development stage of each athlete.

Adopting best practice not only ensures the individuals welfare, it also protects you from possible wrongful allegations. Children very rarely make false allegations. If they do it is usually because they are confused or covering up for someone else's behaviour and hoping their action might scare the real abuser into stopping.

Poor Practice

The following are examples of poor practice and should be avoided:

- Engaging in rough, physical or sexually provocative games including horseplay.
- A coach shouting comments at athletes when they are not working hard enough.
- A coach using harassing and discriminatory language such as 'you run like a girl'
- A coach engaging in an intimate relationship with one of his/her athletes.
- A group of athletes ganging up on a new athlete and refusing to talk to him/her.
- A coach taking a group of children away to a weekend event on his/her own.

The list above is not exhaustive and many other examples exist. If any of the following incidents should occur you should report them immediately to another colleague, make a written note of the event and inform parents and/or appropriate adults of the incident and inform the club Welfare Officer.

- If you accidentally hurt a child athlete
- If a child appears distressed in any manner
- If a child appears to be sexually aroused by your actions
- If a child misunderstands or misinterprets something you have done.

Abuse

Abuse can occur wherever there are children

There are four main types of abuse:

- Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

- Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express his/her views, deliberately silencing him/her or 'making fun' of what he/she say or how he/she communicates. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, which especially applies to when a child shares a protected characteristic e.g. racist, sexual or homophobic bullying² or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children
- Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.³

Disabled children are vulnerable to abuse and are at least three times more likely to be abused than non-disabled children. Those working with them must be aware of this and willing to acknowledge their concerns. There can be a tendency to make allowances for families with sick or disabled children. Practitioners may over identify with the child's parents/carers and be reluctant to accept that abuse or neglect is taking or has taken place, or seeing it as being

² , under the Equality Act 2010, harassment is an illegal offence based on what are the nine protected characteristics (which are: age, ethnicity, disability, gender, sexual orientation, religion/belief, pregnancy/maternity, marriage/civil partnership and gender identity)

³ Working together to safeguard children 2017 { Minor amendment to the guidance to add the definition of child sexual exploitation. }

attributable to the stress and difficulties of caring for a disabled child. When suspecting abuse, practitioners should always ask: "Would this be acceptable if the child were not disabled?" ⁴

4 Recruitment, selection and training.

All reasonable steps will be taken at all levels within the sport to ensure unsuitable people are prevented from working in athletics, especially with children

Recruitment

Advertising by all those involved in the sport will reflect:

- Safeguarding children and welfare policy
- The responsibility of the role
- The level of experience or qualifications required
- A positive stance on all aspects of welfare and safeguarding children

Application

All applicants must complete an application form that includes:

- Name and address
- National Insurance number to confirm identity and right to work.
- Relevant experience, qualifications and training undertaken.
- Listing of past career or involvement in sport (to confirm experience and identify any gaps)
- All applicants who have or are seeking to undertake a supervised role or responsibility in relation to children in Athletics must complete a self declaration form to establish whether they are known to any Children's Social Care (social services) as being an actual or potential risk to children or whether they have ever had action taken against them (criminal/civil/disciplinary) that might indicate that they are unsuitable to work with or have responsibility for children. This should be considered the first step in safeguarding.
- All applicants who have or are seeking to undertake a role and responsibility in relation to children (regulated position) in Athletics must complete a criminal record check (enhanced level DBS, Disclosure Scotland or Access Northern Ireland) please refer to the separate advice on criminal record checks. Clubs should remember that these procedures should be applied to people who are already involved in the club and subsequently take on a role which gives them greater access to children(for instance a parent taking on a volunteering role within the club)
 - A minimum of two written references will be taken up. Where the applicant is to work with children at least one reference will be associated with former work with children, young

⁴ MSCB: Disabled children Final March 2011

people,. Referees (not relatives) should provide written references that comment on the applicant's previous experience of, and suitability for, working with children and permission to clarify information with referees. Ideally one reference should be from paid employment or education and the other reference should be in a sporting capacity, ideally in a role similar to the one they are applying for. If an applicant has no experience of working with children then they will be given appropriate and valid training.

- Any former involvement with athletics.

Recruitment selection and induction of volunteers.

Interviews and induction

Where formal interviews are used they will be conducted according to accepted good practice in human resource management. All staff will undergo a formal or informal induction process in which they complete a profile to identify training needs and aspirations.

Training

All staff and volunteers who work with children will be expected to undertake relevant training⁵ on a three yearly basis in child / safeguarding procedures, procedures for taking children away and sources of education and training. For all coaches and volunteers with roles in relation to children this should include attendance at a recognised direct delivery safeguarding workshop (e.g. SpotscoachUK Safeguarding and Protecting Children' workshop/ LSCB basis awareness workshops)

The SafeSportAway booklet gives advice on trips away and a link is available on the website, this is a relevant aide memoire and means of updating.

Monitoring and appraisal

All staff should be given the opportunity to receive regular feedback through observed practice, appraisal or informal feedback to identify training needs and to set goals. Concerns about misconduct, poor practice or abuse, however will be acted on as they arise. Appropriate support will be offered to those who report concerns/incidents or complaints.

Complaints Appeals and Disciplinary procedures

UKA and the home country National Governing bodies have disciplinary and appeals procedures, which are available as separate documents to this manual.

UKA also licence coaches and officials under a specific licensing scheme with their own Terms and Conditions. The documents relevant to licence application, disciplinary and appeal procedures are available as separate documents within the manual.

⁵ Safeguarding and Protecting Children course

5 Responding to Disclosure, Suspicions and Allegations

Introduction

While it is not the responsibility of UKA, the Home Countries governing bodies, volunteers or club members to decide whether a concern constitutes abuse, it is their responsibility to report any concerns about the welfare of a child. These concerns may arise due to:

- An individual disclosing that they are being abused.
- The behaviour of an adult towards a child.
- A number of indicators observed in a child over a period of time.

How to respond to a disclosure

Don't

- Probe for more information than is offered.
- Speculate or make assumptions.
- Show shock or distaste.
- Make comments about the person against whom the allegations have been made.
- Make promises or agree to keep secrets.
- Give a guarantee of confidentiality.

All suspicions and disclosures must be reported appropriately. It is acknowledged that strong emotions can be aroused particularly in cases of possible sexual abuse or where there is a misplaced loyalty to a colleague.

Safeguarding Children Club Welfare Officers

To ensure that appropriate action is taken if there is a disclosure, statutory referral from the police, children's services, adult services or suspicions,

- UKA has trained an employee to act as the designated child protection lead officer (CPLO).
- The home countries have identified staff members with responsibility to act as safeguarding officers.
- To achieve Clubmark affiliation clubs are required to train and appoint a designated club member to become the Club Welfare Officer (CWO)
- All other affiliated clubs are recommended to comply with the guidance contained in this document.

A job and person specification for the role of Club Welfare Officer is available as a separate document.

Safe and Fun A4 posters are available to display the details of the club welfare officer. It is recommended that these are completed and displayed prominently in the club house or relevant premises.

Reporting procedures

Any person with information of a disclosure, allegation or concern about the welfare of a child must immediately report this in one of the following ways.

If you are part of an affiliated club, you should immediately inform the club's designated Club Welfare Officer (CWO) who will refer the matter to UKA's CPLO or Home Country lead welfare officer. Where there is no CWO, the CPLO should be contacted directly.

If you work in schools in England or Wales as part of a school club link, school curriculum or an extra- curricular basis, you should inform the head teacher or the Local Authority designated Officer(LADO) who can be contacted via Children's Social Care who will follow normal Local Safeguarding Children Board (LSCB) procedures. In Scotland, Local Authority procedures will be applicable.

If you are working in a local authority facility, you should inform the LA Sports Development Officer or the manager of the facility or the LADO who will follow LSCB or Local Authority procedures.

In any other situation or if the designated person is not available, if the concern is about that person or no action is taken, you should contact the UKA CPLO.

If the UKA CPLO nominated deputy or Home Country CPO is unavailable, you should take responsibility and seek advice from either the NSPCC helpline (0808 800 5000), Children 1st (0141 418 5674) in Scotland the duty officer at local children services department or the local police child protection unit. Telephone numbers are in the local telephone directory and should be in your club welfare policy.

A summary of the reporting procedures is provided in a flow chart format.

Where there is a complaint of abuse against an employee or volunteer there may be three types of investigation:

- Criminal: in which case the police are immediately involved
- Safeguarding children: in which case the social care services (and possibly the police) will be involved
- Disciplinary or misconduct: where it relates to coaches and officials UKA will be involved in other matters it will rest with the Home Countries.

Civil proceedings may also be initiated by the alleged victim of misconduct or abuse, or his/her family, or by persons wrongly accused.

Guidelines on the retention of records relating to possible future investigations may be found from local authority sources; however records should be securely kept in an approved format for up to three years at least.

Reporting by clubs

Where a club becomes aware of an allegation in relation to a club member brought to their attention by the Local Authority Designated Officer (LADO) or the police they should immediately pass on these details to the UKA Welfare and Compliance Officer on email dbrown@uka.org.uk. Assistance with how to proceed with Position of Trust meetings will then be available to you from UKA.

Dealing with Concerns and Allegations

While UKA CPLO and CWOs will have received training they are not safeguarding children experts and it is not their responsibility to determine whether or not abuse has taken place. If there is any doubt about whether or not the alleged behaviour constitutes abuse, the concern must be shared with professional agencies that will be responsible for subsequent action.

Any suspicion that an individual has been abused by a volunteer or employee within athletics should be reported to the UKA CPLO who will take appropriate steps to ensure the safety of the individual in question and any other individual who may be at risk. This will include the following:

- the UKA CPLO will refer the allegation to the appropriate social care services department who may involve the police or go directly to the police if out of hours.
- The parents of the child will be contacted as soon as possible following advice from the social care services department.
- the UKA CPLO will also notify the Chief Executive who will decide who should deal with any media enquires.
- the UKA CPLO and/or the Chief Executive can impose an interim suspension based on the risk to the child, an assessment of the seriousness of the allegation and the need to ensure a full investigation can be instituted.
- Accreditation may be withdrawn from any UKA event venue if it is considered that the use of the venue continues to offer any form of threat to children
- the UKA CPLO will also make a full report to a UKA Case Management Panel. Irrespective of the findings of the Children's Social Care (social services) or the Police, UKA will assess all individual cases and determine if the person can be reinstated and how this can be handled sensitively. This decision must be made on the available information, which could suggest on the balance of probability; it is more likely than not that the allegation is true. The welfare of the child is paramount.

In circumstances where UKA does not have jurisdiction to deal with the individual, the UKA CPLO will act as the link person between the sport and the social care services and/or the police and pass on all the information to the relevant governing body/organisation with disciplinary jurisdiction.

Where the police or social care services make a statutory referral and invite a club official to a case conference or professional meeting then the UKA CPLO must be informed as soon as possible to determine whether to attend and represent the governing body at the meeting and support the individual and club.

Anyone who has a previous criminal conviction for offences relating to abuse is automatically excluded from working with children. These decisions will be dealt with by the Independent Safeguarding Authority for England, Wales and Northern Ireland in Scotland this will be the role of the Central Barring Unit. This is reinforced by the details of the Protection of Children Act (1999) and set out in Schedule 4 of the Criminal Justice and Court Services Act. The Protection of Children (Scotland) Act (2003) and the Protection of Vulnerable Groups are applicable in Scotland.

Poor Practice

If the allegations are against an employee or volunteer and after consideration are clearly about poor practice, the allegation will be dealt with by the relevant home country under their disciplinary procedures as a misconduct issue.

Dealing with Bullying

The same procedures should be adopted when dealing with allegations of bullying. For specific actions to prevent and deal with bullying please refer to the separate bullying policy document. <http://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/>

Disciplinary and Appeal Procedures

UKA has a general disciplinary policy and separate policies relating to coaches and officials. England Athletics have their own policy and procedures the other home countries have adopted the UKA policy and procedures as their own. All the documents are contained within the web based manual and easily available on the UKA website under governance/policies. <http://www.uka.org.uk/governance/policies/>

Records and Confidentiality

Always follow the reporting procedure set out above. Use of the referral form will assist you to collect and collate the required information. Your reports should be factual and include where possible

- The referrer's and/or the child's name, address and date of birth
- The date and time of the incident.
- The facts about the allegation or observation.

- Your factual observations e.g. describe the behaviour and emotional state of the alleged victim, and note any marks, bruising or other injuries.
- The child's account, if it can be given, of what happened using the exact words if possible.
- Details of any witnesses
- Any times, dates or other relevant information.
- Any action that was taken as a result of the concerns.
- A clear distinction between what is fact, opinion or hearsay.
- A copy of this information must be sent to the UKA CPLO.

Confidentiality should be maintained at all times. Information should be handled and disseminated on a *need to know basis only*.⁶

Information will be stored in a secure cabinet at UKA offices in line with data protection laws with access available only to UKA Chief Executive and UKA Welfare staff.⁷

Support for Victim, Accused and Reporter

UKA and the home countries acknowledges the difficulty in reporting concerns and will fully support and protect anyone who in good faith (without malicious intent), reports his or her concern about a colleague's practice or concerns about the welfare of a child.

They will take appropriate steps to ensure that the victim (and parents, appropriate adults) is provided with appropriate professional support (e.g. Help lines, support groups and the Counselling Directory).

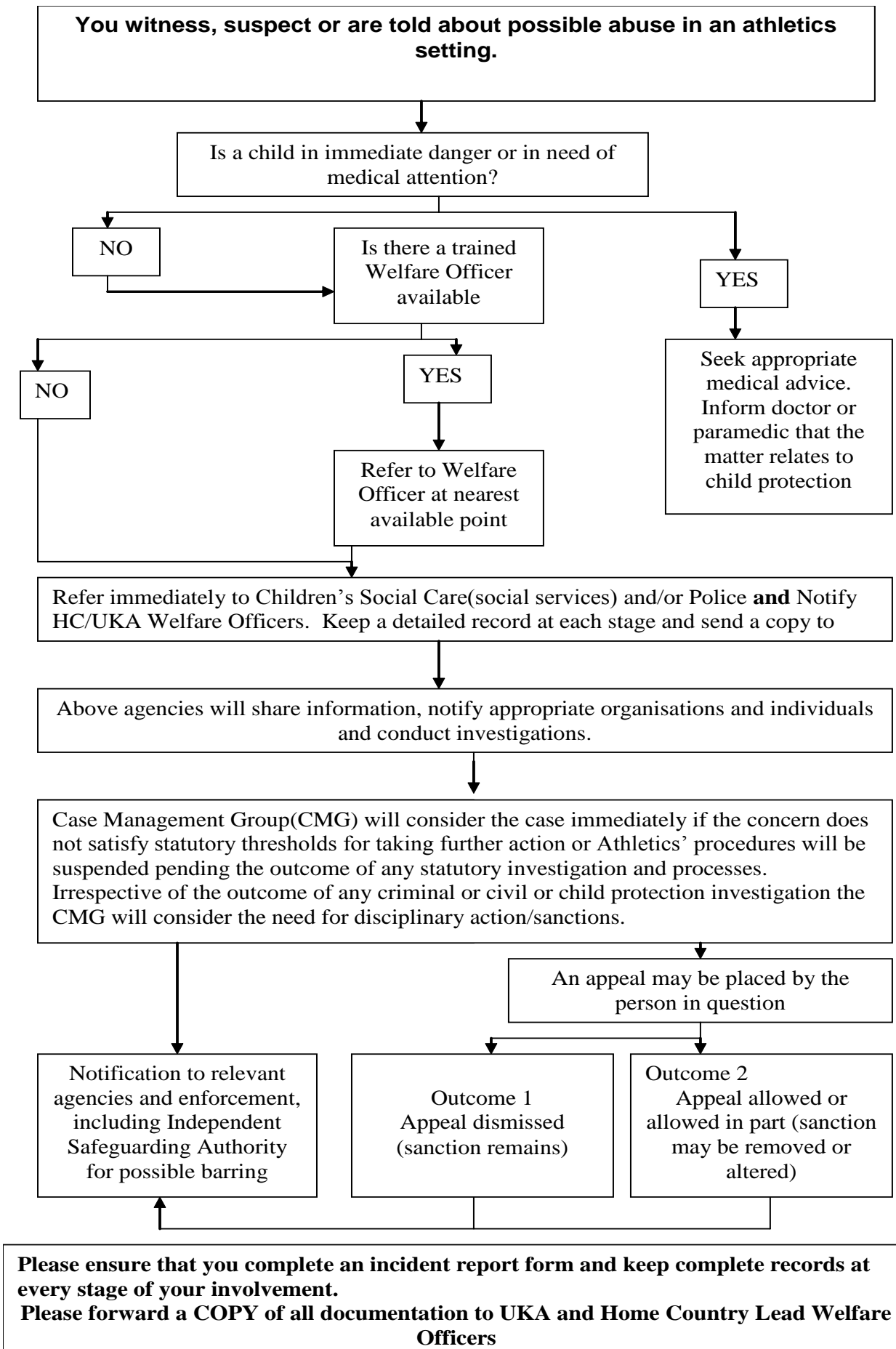
They will also ensure through the appropriate allegation, disciplinary and appeals procedures that the accused is offered appropriate support.

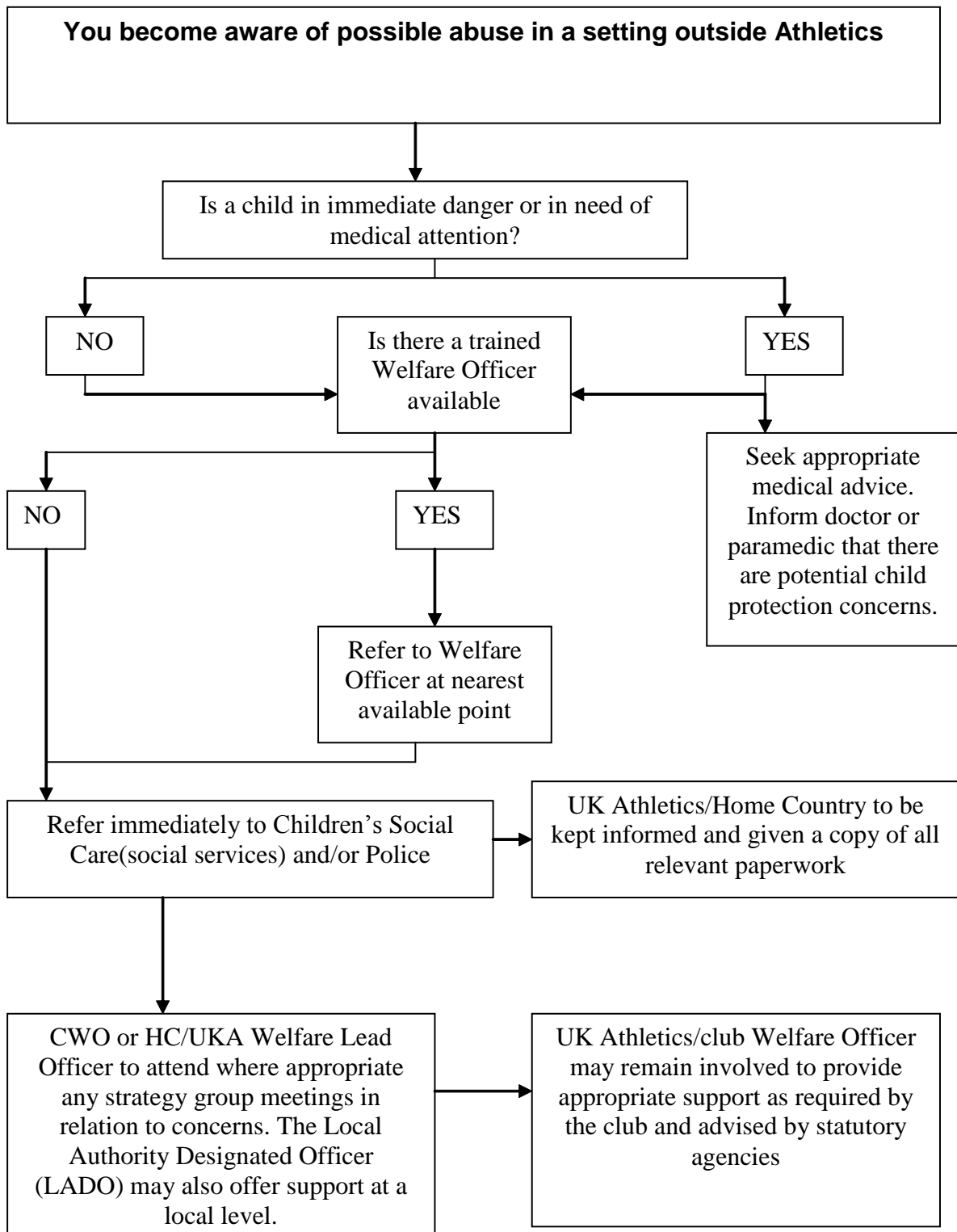
Leaflets

Safe and Fun guidance leaflets and credit card sizes advice documents for children and young people are available to clubs. For an allocation contact lsdavies@uka.org.uk

⁶ Information Sharing guidance for Managers and Practitioners March 2009

⁷ www.everychildmatters.gov.uk/informationsharing





Please ensure that you complete an incident report form and keep complete records at every stage of your involvement.

Please forward a COPY of all documentation to UKA and Home Country Lead Welfare Officers

You witness, suspect or are told about concerns relating to poor practice within an athletics setting

Refer to Welfare Officer at closest point (club and Home Country Welfare Officer)

The case will be considered by the HC Welfare Officer and may be managed at club level with support.

Seek appropriate medical advice. Inform doctor or paramedic that the matter relates to child protection

Outcome 1
Conclusion of investigation
No case to answer

Outcome 2
Non disciplinary – situation requires retraining, mentoring or arbitration

Outcome 3
Disciplinary – Referred to UKA CMG for consideration of an investigation

UK Athletics/Home Country Decision – Sanction where appropriate

An appeal may be placed by the person in question

Outcome 1
Conclusion of hearing:
Appeal dismissed

Outcome 2
Appeal allowed (in part), sanction removed in part

Notification to relevant statutory agencies and enforcement

Please ensure that you complete an incident report form and keep complete records at every stage of your involvement.
Please forward a COPY of all documentation to UKA and Home Country Lead Welfare Officers

Useful links to other documents

Deal with a Concern – guidance from the CPSU

<https://thecpsu.org.uk/help-advice/deal-with-a-concern/>

UKA guidance on the following related topics :-

Athlete code of conduct

Whistleblowing policy

Anti Bullying Policy

Transgender policy

Can be found on the website under <http://www.uka.org.uk/governance/policies/>

Reporting on line abuse

<https://www.ceop.police.uk/safety-centre/>

childline

**ONLINE,
ON THE PHONE,
ANYTIME**

childline.org.uk
0800 1111

Your name and contact details: _____	
Your position: _____	
Your knowledge of and relationship to the child	
Child's name: _____	
Child's address: _____	
Child's date of birth: _____	
Date(s), time(s) and location(s) of incident(s): _____	
Nature of the concern/allegation: _____	
Observations made by you or to you (e.g. description of visible bruising, other injuries, child's emotional state etc):	
NB Make a clear distinction between what is fact, opinion or hearsay	
Exactly what the child said and what you said (Remember, do not lead the child– record actual details. Continue on a separate sheet if necessary):	
Actions Taken so far:	
External agencies contacted:	

Police	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, which: _____
Date and time: _____			
Name and Contact number: _____			
Details of advice received: _____ _____			

Children's Social Care	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, which: _____
Or Local Authority Designated Officer			
Date and time: _____			
Name and Contact number: _____			
Details of advice received: _____ _____			

UKA LCPO	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, which department: _____
Date and time: _____			
Name Role and Contact number: _____			
Details of advice received: _____ _____			

Other (e.g. NSPCC, Children 1st)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, which: _____
Date and time: _____			
Name and Contact number: _____			
Details of advice received: _____ _____			

Print name: _____

Signed: _____

Date: _____

Remember to maintain confidentiality (on a need to know basis)-only share if it will protect the child. Do not discuss the incident with anyone other than those who need to know.

A copy of this form must be sent to:

Athletics Welfare, PO Box 332, Sale. M33 6XL

Email: childprotection@uka.org.uk

Telephone: 0161 223 4246.

Don't keep it to yourself

Help and advice from the Child Protection in Sport Unit

If you think you are being abused, or have been in the past, it's really important to tell an adult you trust.

This isn't easy. You may feel worried about what will happen if you do. Here are some other reasons why you may not want to tell anyone:

- the abuser may have told you to keep quiet and not to talk to anybody
- they may have threatened you about what might happen to you or your place in the team if you tell
- they may have made threats about your friends or family
- they may have said "No one will believe you" or "No one will do anything if you tell"
- you may feel guilty that you didn't stop the abuse happening
- the person may be someone who everyone in your sport looks up to - perhaps including your parents
- you may not want to let your parents down
- you may even think the problem will go away if you ignore it.

Don't let any of these things stop you getting help. By telling someone, you can stop the abuse. You'll also be helping to protect other children from the abuser.

Getting help

- Tell an adult you trust as soon as possible. This could be: a parent or someone else in your family; another member of staff at your athletics club; a teacher or school counsellor; your doctor or school nurse.
- Your athletics club will have a welfare officer. Find out who they are and tell them about your worries.
- Contact one of the **child protection helplines** . They will know who can help you in your area.
- Make sure you are not alone again with the person who has tried to harm you.

Remember your rights!

UKA and the NSPCC believe that children have the right to enjoy sporting activities in safety. The work of our Child Protection in Sport Unit is based on the United Nations Convention on the Rights of the Child. This Convention spells out how people should treat you. If you would like to know more, **see what the Convention says about your rights** .

For further help and advice, visit www.childline.org.uk

A YOUNG PERSON'S GUIDE TO CHILD PROTECTION

You have rights – Sport should be fun. You should feel safe and enjoy your sport. You can't do this if you feel unhappy – if someone is bullying or abusing you.

When do you know if something is wrong?

Something is wrong if someone:

- ☐ Constantly teases you, shouts at you or calls you names
- ☐ Threatens, hits, kicks or punches you
- ☐ Touches you, or does anything in a way that makes you feel uncomfortable
- ☐ Makes suggestive remarks or tries to pressurize you into sexual activity
- ☐ Damages or steals your belongings
- ☐ Does anything that makes you feel lonely, worried, unsafe, hurt or embarrassed!

If you are being bullied or abused it is not your fault. If this is happening try to:

- ☐ Be firm and tell the person to stop – make a lot of noise to attract attention
- ☐ Get away from the situation quickly, go to a public place to find help or call the police (999)
- ☐ Tell your parents / carers , Club Welfare Officer or an adult you can trust what has happened as soon as possible, so they can help you
- ☐ Keep a record of the date, time and place, what happened, how you felt and the name of anyone who may have seen what happened
- ☐ Call your Club Welfare Officer or use the 24 hr free telephone helplines

Childline 0800 1111

NSPCC 0800 800 5000

Keep trying if you can't get through straight away

Keeping Safe

To keep safe always:

- ☐ Tell someone you can trust so they can help you
- ☐ Trust your instincts about the people you meet
- ☐ Avoid being alone or with just one other person
- ☐ Travel with a friend, avoid traveling in someone else's car by yourself
- ☐ Avoid going to other people's homes by yourself
- ☐ Carry a mobile phone, a phone card or some spare change

If any of the above happens to you, do not wait for it to happen again, act immediately

Club Welfare Officer	
Contact Number	

EduCare®



UKA

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KINGDOM
ATHLETICS



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ATHLETICS



EXCLUSIVE
VOLUNTEERS
OFFER FROM ONLY
£12

EduCare and Athletics present...

Essential Safeguarding Training for Athletics Volunteers

→ NSPCC Child Protection Awareness in Sport and Active Leisure

This NSPCC programme is essential for every UK Athletics member who comes into contact with children. The course provides an excellent introduction to safeguarding children and young people, will help you to recognise the early warning signs of possible abuse and provides excellent guidance on what you should do to keep children and young people safe.

Also available...

→ Protecting Vulnerable Adults

→ NSPCC Preventing Bullying Behaviour



Available at www.uka.org.uk/welfare and www.englandathletics.org/welfare



CHILD PROTECTION REFERRAL FORM

Your Name: _____
Your position: _____
Your Knowledge of and relationship to the child/young person/vulnerable adult: _____
Child's/young person's/vulnerable adult's name: _____
Child's/young person's/vulnerable adult's address: _____
Child's/young person's/vulnerable adult's date of birth: _____
Date(s), time(s) and location(s) of incident(s): _____
Nature of the concern/allegation: _____
Observations made by you or to you (e.g. description of visible bruising, other injuries, child's or young person's or vulnerable adult's emotional state etc): <i>NB Make a clear distinction between what is fact, opinion or hearsay</i>
Exactly what the child/young person/vulnerable adult said and what you said (Remember, do not lead the child or young person – record actual details. Continue on a separate sheet if necessary):
Actions Taken so far: _____

External agencies contacted: _____

Police	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which: _____
Date and time: _____	
Name and Contact number: _____	
Details of advice received: _____	
Social Services	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which: _____
Date and time: _____	
Name and Contact number: _____	
Details of advice received: _____	
UK: Athletics	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which department: _____
Date and time: _____	
Name and Contact number: _____	
Details of advice received: _____	
Local Authority	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which: _____
Date and time: _____	
Name and Contact number: _____	
Details of advice received: _____	
Other (e.g. NSPCC)	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which: _____
Date and time: _____	
Name and Contact number: _____	
Details of advice received: _____	

Print name: _____

Signed: _____ Date: _____

If the incident has been reported to Social Services, a copy of this form must be sent to them within 24 hours of the telephone report.

Remember to maintain confidentiality (on a need to know basis)-only share if it will protect the child. Do not discuss the incident with anyone other than those who need to know.

A copy of this form must be sent to Athletics Welfare PO Box 332 Sale Manchester M33 6XL



CHILD PROTECTION REFERRAL & INFORMATION FORM

Additional Informational Regarding Other Alleged Victims
Or Young Persons Concerned

Case Name: _____
Date: _____ Completed By: _____

Name of Alleged Victim/Young Person Concerned: _____
(If more than one, use Additional Information Form)

Age _____ Date Of Birth _____
(At time of incident)

Role/Position: _____ Disabilities: _____

Gender: Male ☐ Female ☐ Ethnic Background: _____

Contact _____ Tel Number _____
(Name and address of parent/carer)

Associated Club _____
(Name and address)

Name Of Person Who Originated concern and contact details: _____
(If applicable/known)

Relationship to _____ Relationship _____
alleged victim: to accused:

Name of Alleged Victim/Young Person Concerned: _____
(If more than one, use Additional Information Form)

Age _____ Date Of Birth _____
(At time of incident)

Role/Position: _____ Disabilities: _____

Gender: Male ☐ Female ☐ Ethnic Background: _____

Contact _____ Tel Number _____
(Name and address of parent/carer)

Associated Club _____
(Name and address)

Name Of Person Who Originated concern and contact details: _____
(If applicable/known)

Relationship to _____ Relationship _____
alleged victim: to accused:

Attachment included: Yes ☐

NO ☐

For Completion By The Child Protection Case Administrator

Case Name: _____

Initial Action Recommended or Taken:

Timeframes Agreed/Proposed: _____

Additional Comments:

Prime Concern:

Sexual

☐☐

Physical

☐☐

Emotional

☐☐

Neglect

☐☐

Bullying

☐☐

Signed: _____

Date: _____

Print Name: _____

Managing Challenging Behaviour Guidelines

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions which must *never* be used by staff or volunteers.

The guidelines will also include the views and suggestions of children.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- All those involved in activities (including children, coaches/volunteers and parents/carers) should be provided with clear guidelines about required standards of conduct, and the organisation/club's process for responding to behaviour that is deemed unacceptable.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- Some children exhibit challenging behaviour as a result of specific circumstances, eg a medical or psychological condition, and coaches may therefore require specific or additional guidance. These and any other specific needs the child may have should be discussed with parents/carers and the child in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies, Children's Social Care services etc
- Sport can make a significant contribution to improving the life experience and outcomes for all children and young people¹. Every child should be supported to participate and, only in exceptional circumstances where the safety of a child or of other children cannot be maintained, should a child be excluded from club activities.

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of session planning, coaches should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where staff/volunteers identify potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The planning should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/ volunteers involved.

¹ Go to www.evrychildmatters.gov.uk for more information about the government's strategy for achieving improved outcomes for all children

When children are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this should be discussed with parents/carers and where appropriate young people. The club should seek to work in partnership with parents/carers, and where necessary external agencies, to ensure that a child or young person can be supported to participate safely.

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour (code of conduct) and the range of sanctions which may be applied in response to unacceptable behaviour. This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents and children in the context of rights and responsibilities. When children are specifically asked, as a group, to draw up a code of conduct that will govern their participation in club activities, experience indicates that they tend to arrive at a very sensible and working set of 'rules' with greater 'buy-in' from participants than those simply imposed by adults within the club. If and when such a code is compiled, every member of the group can be asked to sign it, as can new members as they join.

Managing Challenging Behaviour

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers. In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing.
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').
- Temporary or permanent exclusion

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Staff and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child, parents/carers and in some cases others involved in supporting or providing services for the child and his/her family, to ensure an informed decision is made about the child's future or continued participation. As a last resort,

if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be suspended or barred from the group or club activities.

Physical Intervention

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property. All forms of physical intervention should form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?' It is good practice to ensure that if you have to physically intervene in a situation with a child/young person, it is in the least restrictive way necessary to prevent them from getting hurt, and used only after all other strategies have been exhausted.. Studies have shown that, where this is the case, children and young people understand and accept the reasons for the intervention.

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Staff/volunteers should never behave in a way which could be interpreted as sexual.
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Staff/ volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- The scale and nature of physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/ damage they might cause.
- All forms of physical intervention should employ only a reasonable amount of force -ie the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time.
- Staff/volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or staff/volunteers.
- Staff/volunteers shall never use physical intervention as a form of punishment.
- Physical intervention should NOT involve inflicting pain
- Where children are identified as having additional needs or behaviours that are likely to require physical intervention this should be discussed with parents/carers and where necessary the club will seek advice from or to work in partnership with external agencies (e.g. Children's Social Care) to ensure that a child or young person can be supported to participate safely. This may include asking for the provision of a suitably trained support worker/volunteer or accessing staff/volunteer training in physical intervention .

Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Incident Report Form and passed to the Club Welfare/Child Protection Officer as soon as possible.

Views of the child

It is clear from the accounts of children and young people that physical intervention provokes strong feelings. Children may be left physically or emotionally hurt. Even a child who hasn't directly been involved in the situation may be fearful that it will happen to them in future or have been upset by seeing what has happened to others.

A timely debrief for staff/volunteers, the child and parents should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of those involved has been addressed and ongoing support offered where necessary. Staff/volunteers, children and parents should be given an opportunity to talk about what happened in a calm and safe environment.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

It is important that staff and volunteers are made aware of and understand the organisation/club's guidance about managing challenging behaviour to ensure that they are aware of ways in which they may need to intervene and are clear about the practice guidance in this area.

A policy for managing challenging behaviour

In conclusion, all organisations that have a duty of care to children and young people should develop and implement a policy and procedures on managing challenging behaviour or consider incorporating this into their child protection policy. It should clearly set out the following:

- The standard of conduct expected from staff/volunteers and participants.
- How the organisation will respond to unacceptable behaviours.
- How your organisation will respond to 'high risk' behaviours'. This will give children and young people a clear message about when staff may need to get involved to stop a particular form of behaviour, and describe options to avoid confrontation through for example, time out.
- The circumstances in which children will be restrained. A decision to restrain a child should be firmly based on the safety of the child and must **NEVER** be made as a punishment or to get children to comply with instructions.
- The guidance, information or any support and/or training available to staff/volunteers, particularly where they are supporting a child with recognised challenging behaviour to access club activities.
- The circumstances where external agencies will be contacted for support or in response to concerns e.g. – Children's Social Care services, the Police.
- What will happen after an incident? Your organisation must have in place arrangements to check on the physical and emotional wellbeing of the child and staff, guidance on recording, who should be informed and a system for recording and monitoring.

This briefing has been developed from "Creating a Safe Environment in Sport, Scottish Governing Bodies Child Protection Guidelines" (sportscotland/ Children 1st)



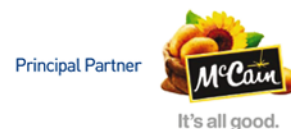
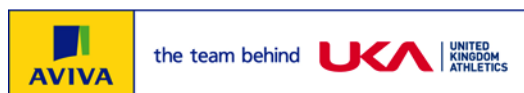
07.

Anti Bullying Policy

How to recognise bullying and what to do about it.

ANTI-BULLYING POLICY FOR CLUBS

UNITED KINGDOM ATHLETICS 2016



ANTI-BULLYING POLICY

ANTI-BULLYING POLICY FOR ATHLETIC CLUBS

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all athletes or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING club*. This means that *anyone* who knows that bullying is happening is expected to tell the club welfare officer or any committee member.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically) sending hurtful text messages, tormenting, (e.g. hiding spikes/clothing, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Athletes who are bullying need to learn different ways of behaving.

This club have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All committee members, coaches, athletes ,parents and club members should have an understanding of what bullying is.
- All committee members, and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported.
- All athletes and parents should know what the club policy is on bullying, and what they should do if bullying arises.
- As a club we take bullying seriously. Athletes and parents should be assured that they would be supported when bullying is reported.
- Bullying will not be tolerated.



ANTI-BULLYING POLICY

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Says he is being bullied
- is unwilling to go to club sessions
- becomes withdrawn anxious, or lacking in confidence
- feels ill before training sessions
- comes home with clothes torn or athletics equipment damaged
- has possessions go "missing"
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- is frightened to say what's wrong
- gives improbable excuses for any of the above

In more extreme cases

- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated

Procedures

1. Report bullying incidents to the club welfare officer or a member of the committee .
2. In cases of serious bullying, the incidents will be referred to UK:A for advice
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

Recommended club action

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below.

- 1) Reconciliation by getting the parties together. It may be a genuine apology solves the problem.
- 2) If this fails/not appropriate a small panel (Made up from chairman, Welfare Officer, Secretary, committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
- 3) The same 3 persons should meet with the alleged child who has instigated bullying and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.



ANTI-BULLYING POLICY

- 4) If bullying has in their view taken place the athletes should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
- 5) In some cases the parent of the child who has instigated bullying or bullied athletes can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
- 6) All coaches involved with both athletes should be made aware of the concerns and outcome of the process i.e. the warning.

In the case of adults reported to be bullying athletes under 18

1. UK:A should always be informed and will advice on action to be taken
2. It is anticipated that in most cases where the allegation is made regarding a coach, child protection awareness training may be recommended.
3. More serious cases may be referred to the police, social services or judicial complaints procedure.

Prevention:

- The club will have a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti bullying policy is one part.
- All athletes and parents will sign to accept the constitution upon joining the club.
- The club welfare officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with swimmers to discuss the issue openly and constructively

This policy is based on that provided to schools by KIDSCAPE.

KIDSCAPE is a voluntary organisation committed to help prevent child bullying.

KIDSCAPE can be contacted on 0207 730 3300.

The ASA have assisted in the formation of this policy document.





8.

Club Constitution

Our specific club aspirations and rules

STOCKPORT HARRIERS & A.C.

CONSTITUTION

1 NAME AND AFFILIATIONS

- a) The name of the club is STOCKPORT HARRIERS AND ATHLETIC CLUB
- b) In recognition of the amalgamation with Stockport Striders, the full title is STOCKPORT HARRIERS AND ATHLETIC CLUB INCORPORATING STOCKPORT STRIDERS, but for normal purposes will be known as STOCKPORT HARRIERS AND ATHLETIC CLUB.
- c) The club is affiliated to UK Athletics, and shall comply with the rules of that association.

2 OBJECTIVES OF THE CLUB

The objectives of the club are to promote athletics and to provide sporting, recreational and leisure activities for the members.

3 MEMBERSHIP

- a) Any person who wishes to join the Club may apply for membership by completing the Club's membership form and submitting it, together with the annual subscription, to the Membership Secretary.
- b) Families may join the club at a special subscription rate. A family comprises one or two adults and their children under eighteen years of age. Two adults cannot be classed as family members. All members of a family may participate in all activities of the club to the same extent as if they were individual members.
- c) Any person who does not wish to compete for the club may apply to join the club as a social member. Social members may participate in all activities of the club but cannot compete for the club, vote at meetings or be elected as officers.
- d) Any person who is a first claim member of another athletic club may apply to join the club as a second claim member. Second claim members may compete in the club championships as guests but may not receive any awards, nor vote at meetings nor be elected as officers. Second claim members may compete for the club when permitted to do so by the rules of the appropriate competition.
- e) Honorary members may be nominated by the committee and be elected or re-elected each year at the annual general meeting. Honorary members may participate in all activities of the club.
- f) The committee may nominate a member of the club as a life member for outstanding services to the club or a non-member as a vice-president for outstanding services to the sport of athletics. Life members and vice-presidents may participate in all activities of the club.
- g) County membership is available to students who live for the greater part of the year at an address more than thirty miles from Stockport. The subscription rate is half the rate which would normally apply
- h) Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or belief: or of age, sex or disability except as a necessary consequence of the requirements of athletics as a particular sport.
The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport in to disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.
- i) In accepting membership a person agrees to abide by the constitution of the Club and the rulings of the Club Committee.

4 CLUB COLOURS

- a) The club colours are gold vest with black trim.
- b) All members representing the club in any competition shall wear the club's colours.

5 SUBSCRIPTIONS

- a) All members who are not life members or honorary members are required to pay an annual subscription which shall be determined at a general meeting of the club.
- b) Categories of membership are as follows:
 - SENIOR: aged twenty years and over on 1st January of the year of payment.
 - JUNIOR: aged eleven years and over on 1st January of the year of payment.
 - MINOR: aged under eleven years on 1st January of the year of payment.
 - FAMILY: as previously defined.
 - SECOND CLAIM: as previously defined.
 - SOCIAL: as previously defined.
 - PERMANENT MEMBER: aged twenty or over on 1st January of the year of payment.Payment will be ten times the prevailing Senior membership subscription rate.
- c) Subscriptions are payable on 1st January in each year.
- d) By concession, a person joining the club for the first time on or after 1st July shall only be required to pay half the appropriate subscription for the period to the end of the current year. A person joining the club for the first time on or after 1st November shall pay the full subscription, but this will be valid until December of the following year. These concessions may be withdrawn by a majority vote of the club at a general meeting.
- e) No person may compete for the club or enter club competitions until a membership application has been accepted and subscription for the current year paid.
- f) Concessionary membership rates at 50% discount are available to Stockport MBC Leisure Key holders and members of other similar Local Authority schemes.

6 RESIGNATION AND EXPULSION OF MEMBERS

- a) Any member who wishes to resign shall notify the Membership Secretary in writing. The committee may accept the resignation provided the member's subscription has been paid to date.
- b) Any person whose subscription is more than six months overdue may be expelled from membership of the Club by the committee.

7 MANAGEMENT OF THE CLUB

- a) The club is managed by a committee formed by the following elected officers:
 - i) Chairman
 - ii) Secretary
 - iii) Treasurer
 - iv) Membership Secretary
 - v) Coaching Co-ordinator
 - vi) Events Manager
 - vii) A manager for each of the following male and female sections of the club:
 - Cross-country, Road Running, Track & Field.
 - viii) WASP Athlete co-ordinator
 - ix) Twelve Ordinary Members
 - x) Two Junior members aged 15 or over on the date of the AGM.

- b) Only life members, honorary members and senior members may be nominated as officers. Nominations for each officer, with the signature of the proposer and seconder, shall be submitted in writing to the Secretary before the annual general meeting. Any member nominated as the Chairman, Secretary, Membership Secretary or as one of the managers may be nominated but may not be elected to more than one position.
- c) A Commercial and Sponsorship Manager may be appointed by the club and the committee may pay a commission or expenses to the holder of that position.

8 DUTIES OF THE OFFICERS

- a) The Chairman.
 - i) The application of the constitution.
 - ii) The chairing of meetings.
 - iii) Casting the deciding vote in the event of a tie.
- b) The Secretary.
 - i) The administration of the club.
 - ii) The calling of meetings and preparing the agenda for these meetings.
 - iii) The distribution of information about the club's activities to members.
- c) The Treasurer.
 - i) The maintenance of a proper record of the financial transactions of the club.
 - ii) The payment from the club's funds of all debts for which the club is liable.
 - iii) The collection of any money owed to the club.
 - iv) The proper banking of the club's funds.
 - v) The preparation of an annual account of the club's finances.
 - vi) The answering of questions concerning the club's finances at any committee meeting.
- d) The Membership Secretary.
 - i) The maintenance of a proper record of the club's membership.
 - ii) The collection of subscription from members.
 - iii) The issue of membership cards.
- e) The Coaching Co-ordinator.
 - i) The calling of meetings of coaches and preparing the agenda for these meetings.
 - ii) The development of a coaching programme within the club.
- f) The Events Manager.
 - i) The co-ordination of the social and athletic events organised by the club.
- g) The Section Managers.
 - i) The management and development of the appropriate section of the club.
 - ii) The selection of members to represent the club.
- h) The Commercial and Sponsorship Manager.
 - i) The responsibility for all the commercial transactions within the club.
 - ii) The development of a sponsorship programme.
- i) The WASP Athlete Co-ordinator
Responsible for the management and development of athletes under 11 years of age.

9 THE COMMITTEE

- a) The committee shall meet regularly and not less frequently than once every two months.
- b) The quorum for a meeting is six committee members.
- c) If the chairman cannot attend a meeting then those present shall elect another member to chair the meeting. This person has the same authority as the chairman for the duration of the meeting.

- d) Decisions of the committee are made by majority vote of the committee members present and in the event of a tie, by the chairman's casting vote.
- e) Any member of the club may attend a committee meeting but does not have the right to vote.
- f) The committee is responsible for:
 - i) The interpretation of the club's constitution.
 - ii) The resolution of any disputes.
 - iii) All decisions concerning the affairs of the club, except those referred to the club in general meeting.
- g) The committee shall maintain a proper record of their meetings and the minutes shall be available for any member to read.
- h) If a vacancy occurs, the committee may co-opt any club member to become an ordinary member or an officer of the committee with full voting rights at meetings. The committee may also co-opt not more than two members of the club to be additional committee members until the next annual general meeting with full voting rights.

10 THE AUDITORS

- a) Two auditors shall be appointed at the annual general meeting, one of them for a minimum period of two years.
- b) The auditors may check the club's financial records at any time.
- c) The auditors shall check the accounts before the annual general meeting and certify that they are correct.

11 THE ANNUAL GENERAL MEETING

- a) An annual general meeting is held each year before the end of November. The committee shall call the annual general meeting and publish notification to the members at least fourteen days before the meeting of the place, time and proposed agenda.
- b) The quorum for the annual general meeting is six officers and sixteen other voting members.
- c) Only life members, honorary members, senior members and junior members of fifteen years or more on the date of the AGM may vote at the annual general meeting. All elections and decisions except amendments to the constitution shall be resolved by majority vote.
- d) The purpose of the annual general meeting is:
 - i) To receive and accept the minutes of the previous annual general meeting.
 - ii) To receive the reports of the officers.
 - iii) To receive and accept the audited accounts for the year ended 30th September.
 - iv) To appoint auditors.
 - v) To re-elect honorary members.
 - vi) To elect any new life members.
 - vii) To elect the officers of the committee.
 - viii) To consider any other business of which prior notice has been given.
- e) Any business which a member may want to raise shall be notified in writing to the Secretary at least seven days before the annual general meeting. The committee does not need to accept such business for inclusion in the annual general meeting.
- f) Candidates standing for committee positions must enter and sign their names and be proposed and seconded on the Club notice board not less than 7 days before the AGM when the list will close. After that time only nominations for unfilled positions will be accepted up to the time of the AGM, subject to the discretion of the Chairman.

12 SPECIAL GENERAL MEETINGS

- a) A special general meeting may be called at any time by the committee and shall be called upon written request stating the purpose of the meeting and signed by not less than fifty members. Notification of special general meeting shall be published not less than fourteen days before, giving place, time and date and the proposed agenda.
- b) The constitutional rules for the annual general meeting shall apply.

13 AMENDMENTS TO THE CONSTITUTION

- a) The constitution can only be amended at the annual general meeting or special general meeting.
- b) Any proposed amendment to the constitution shall be notified in writing to the Secretary. Notification shall be published at least fourteen days before the meeting.
- c) A two thirds majority vote is required for any amendment to the constitution.

14 CLUB FINANCES

a) Club Funds

All profits derived from Club income shall be used exclusively to finance Club activities approved by the Committee, including the payment of expenses incurred by members in managing or undertaking those activities. No payments shall be made to any member or other person in respect of any other activity.

b) Dissolution of the Club

In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:

1. A registered charitable organization(s).
2. Another Club which is a registered CASC.
3. The sports national governing body for use by them for related community sports.

The Club may be wound up on a resolution of the members, passed by a two thirds majority at a special meeting convened for that purpose upon the request of 50% of the members of the Club. At least 14 days notice of the meeting shall have been sent to all members of the Club.

In the event of the passing of the resolution to wind up the Club, the members of the Club shall appoint a representative committee which shall be empowered to distribute the assets.

15 CHILD PROTECTION

The Club has formally adopted a Child Protection Policy as in Appendix 1 to this constitution.

All members are required to adhere to it and all Club officers, coaches and officials are required to sign the acceptance form attached to the policy. Refusal to accept the policy will lead to disciplinary action.

November 2005

Stockport Harriers & Athletic Club

Child Protection Policy

1. Introduction

The Sport of athletics provides a major service for very many adults and young people.

Young people gain much from the sport not only in advancing their physical skills but also providing many opportunities for social and emotional development. Parents and children place a great deal of trust in the club and its officials and helpers. Overwhelmingly this trust is well placed. However it is important that children and their parents can be assured that the club is providing a safe, wholesome and developmental environment. They also have a right to be reassured that the club has procedures in place to ensure this, and also manage in the child's interest any failures of the system. It is in this very positive spirit that the sport sets out this policy.

1.1. The policy of the sport of athletics is to promote the welfare of all children and young people and protect them from neglect, exploitation and abuse.

1.2. Anyone under the age of 18 is a young person. It may be a young child, but there is a wide range of maturity and attitude; however all are potentially vulnerable.

1.3. The child's welfare is paramount, but everyone in the sport has the right to protection from abuse whatever their age.

1.4. All Children irrespective of their age, culture, ability, gender, sexual identity, language, racial origin or religious belief; have the right to protection from abuse.

1.5. Suspicions and allegations need to be investigated and acted upon by people well qualified to do so. Dealing with abuse requires tact and the ability to communicate and to gather and weigh evidence as well as knowledge of possible remedies. Wrongful accusations can do much harm.

1.6. The welfare of young athletes requires that Clubs and other athletic bodies work in partnership with the child's home, school and community, and where necessary make use of and fully co-operate with Social Services and or the Police.

2. Definitions

Abuse is caused not only by those who actually perpetrate it, but also by those who condone it, tolerate it, fail to prevent or minimise it.

2.1. Physical Abuse. Occasions where adults or other children deliberately inflict injuries on a child or knowingly do not prevent such injuries. This includes giving children alcohol or inappropriate drugs. In athletics physical abuse might also occur when the nature and intensity of training or competition exceeds the capacity of the child's immature and growing body.

2.2. Emotional Abuse. When adults fail to show due care and attention or threaten, use sarcasm, taunt or shout at a child causing him or her to lose self confidence, self esteem and become nervous and withdrawn. This type of abuse may also occur when an adult repeatedly ignores or fails to respond to a child's efforts or places the child under unrealistic pressure to perform to the adults high expectations. Abusive situations may also occur if adults misuse their power over young people.

2.3. Neglect. Where adults fail to meet a child's essential needs for clothing, food, warmth and medical care. This also includes leaving a child without proper supervision or places the child at risk of injury.

Neglect in athletics is the failure to provide adequate help and care to young athletes. As most adults in the sport are volunteers it is important that the club does not require or encourage them to carry out tasks which they cannot carry out safely and competently for the benefit of all concerned.

2.4. Sexual Abuse. Occurs when male or females use children to fulfil their own sexual needs. It also includes suggestions that sexual favours can help or refusal, hinder a career.

2.5. Abuse of Trust. Where young people are indoctrinated with attitudes to training, drugs and cheating or social, political and religious views which are unacceptable to the young athletes family, community or the rules of the sport.

3. Identification of Abuse.

Dealing with child abuse is rarely straight forward. In some cases a child's disturbed behaviour or an injury may suggest that a problem may exist. In many situations however the signs may not be clear cut and decisions will need to be carefully considered.

3.1. Where ill treatment seems nothing to do with the club, those concerned for a youngsters welfare need to be exceptionally careful with their allegations and should seek advice.

3.2. Sometimes there are obvious bruises or a youngster shows distress but often victims learn to hide signs and their suffering is not obvious.

3.3. Uncharacteristic changes in the child's behaviour, attitude or commitment, inappropriate need by the child for closeness and attachment to coach or other adult may all suggest some problem.

3.4. Fear of particular adults (especially those with whom a close relationship would normally be expected), a wish to switch to another coach or helper without reasonable explanation or track side gossip may all lead to some concern.

3.5. Children who become increasingly unkempt, are reluctant to return home, or who are always alone and unaccompanied and/or prevented from socialising with their peers also need to be considered.

This list is far from exhaustive and the presence of one or more is not proof that abuse is actually taking place. Similarly there may not be any signs but the experienced adult may just feel that something is wrong.

It is not the responsibility of those working in athletics to decide that child abuse is occurring BUT it is a responsibility to refer on any concerns.

Concern for abuse should not lead to the breaking of sound relationships which coaches, team members and other club helpers form with those in their charge. Such relationships often give help which a family or school cannot provide by itself. Such relationships should not be broken lightly, but they must remain within accepted bounds.

4.Roles

For effective implementation of an effective policy all deliverers of athletics must work in partnership to ensure the safety of children in their care.

4.1 The Club.

- 4.1.1. Should formally adopt this policy and support and strengthen it.
- 4.1.2. Specifically identify one senior club official, coach or manager with the task of implementing the code. This person will become the Child officer for the club.
- 4.1.3. Support the child officer in attending any local or regional course organised by athletics or for sporting clubs on the practical implementation of the policy.
- 4.1.4. Accept that all officials, the committee and all adult members have responsibilities in this area and to be prepared to respond to any concerns.
- 4.1.5. Exercise the highest degree of discretion and confidentiality for both the person making any accusation and the person(s) against which allegations have been made.
- 4.1.6. Recognise that it is the clubs duty to refer any concerns to parents, social services or police as appropriate.
- 4.1.7. Ensure that the club needs to know if a would be helper has been convicted of Abuse, and has the right to refuse help from someone who has been so convicted. All volunteers should complete a form similar to that in Appendix A.
- 4.1.8. Have a clear method of dealing at committee level with complaints about poor athletic practice as distinct from alleged abuse. This provision should include an appeals procedure.

4.2 The Child Officer.

- 4.2.1. Should introduce and implement the policy within the club.
- 4.2.2. Undertake any training and receive any written guidance that may be provided by Athletics, Sport in general or Social Services
- 4.2.3. Ensure that all club helpers, officials and coaches complete a volunteer reference form (Sample is given in Appendix A).
- 4.2.4. Receive and advise on reports from other club members.
- 4.2.5. Initiate action where appropriate. Dealing with complaints of abuse usually requires training and the ability to rise above emotional involvement and revulsion. The involvement of qualified professionals as soon as serious concerns have been identified is important.
- 4.2.6. Keep confidential information on any matters referred and make them available to the Governing body, Social Services or Police as necessary.

4.3 The Governing Body.

4.3.1. Will provide support and guidance for child Officers and clubs.

4.3.2. Will co-operate with other bodies in providing training.

4.3.3. Will keep a list of disqualified persons who have been convicted in a court of law of offences against children or young persons.

4.3.4. Will consider under its normal disciplinary procedures, any matters referred to it by clubs or local athletic administrative bodies, under this code, concerning athletic bad practice.

4.3.5. Will monitor the policy and amend it to make it more effective and take account of any changes required by legislation.

5. Guidance for the Child Officer.

When reports of possible misconduct are brought to your attention a decision must be made as to whether the allegation made is abuse or relates to poor athletic practice.

5.1 If the allegation appears to be Abuse

5.1.1. Parents/carers should be informed to clarify initial concerns. This must be done carefully and it may be that some personal concern e.g. a bereavement has caused the unhappiness. However, in circumstances where a child may be placed at a greater risk if such concerns were shared with the parents they should not be informed.

5.1.2. Social Services and or the Police should be contacted immediately. Their numbers are in the Phone book. A note of the call and the designation of the officials informed should be made in case future contact becomes necessary.

5.1.3. If you want advice or to talk a problem through, phone the NSPCC Help Line free on 0800-800500. This operates 24 hours a day. You do not have to give your name or club.

5.1.4. At the conclusion of the case the Child officer takes any appropriate action in regard to informing club or governing body.

5.2 If the allegation relates to poor athletic practice

5.2.1. The Child Officer should refer the matter immediately to a special meeting of the Club Committee.

5.2.2. Should the matter not be resolved satisfactorily within the Club, the matter should be referred to the Regional Association.

CODE OF PRACTICE FOR PEOPLE WORKING IN ATHLETICS WITH YOUNG CHILDREN

These guidelines are designed to ensure the best possible outcomes and success for children and to protect adults working to assist the athletic development of the young people in their care.

1. All should respect the rights, dignity and worth of all and treat everyone with equality.
2. All should place the well being and safety of the athlete above the development of performance. They should follow guidelines and training manuals of the sport and ensure that they are adequately insured via the club or otherwise.
3. Always be publicly open when working with young people. Situations where an adult and an individual child are completely unobserved should be avoided.
4. If physical contact is necessary, it should be done openly. Some parents are becoming increasingly sensitive about other adults touching their children and coaches should be aware of this.
5. Where possible parents should take responsibility for their children in changing rooms. If groups are to be supervised in changing rooms always ensure that adults work in pairs and that the gender is appropriate.
6. Where mixed teams compete away from home, they should always be accompanied by at least one male and one female adult.
7. Volunteers should hold appropriate qualifications in coaching, leadership, officiating etc. Otherwise they should be clearly working under the direct supervision of an appropriately qualified person. All volunteers must be actively encouraged to obtain the appropriate qualification.
8. Adults should ensure that the activities, which they direct or advocate, are appropriate to the age, maturity and ability of the performer. Observance of the sports rules, as set out in the current rulebook, is required.
9. Adults should always promote the positive aspects of their sport e.g. fair play, and never condone rule violations, bad sportsmanship or use of prohibited substances
10. Adults should consistently display high standards of personal behaviour and appearance.
11. Adults should only criticise athletes constructively and in a friendly manner. Language or actions which may cause the child to lose self esteem or confidence should never be used.
12. Adults should be aware of the particular needs, customs and cultural requirements when working with disabled athletes or young people of differing racial or religious backgrounds from the majority of the club community.

13. All should be aware that as a general rule it does not make sense to;
Spend amounts of time alone with children away from others.
Take children alone on car journeys however short.
Take children to your home.

If such situations are unavoidable they should only take place with the full knowledge and consent of the parent/carer and the club.

14. You should never
Engage in rough physical or sexually provocative games.
Share a room with a child.
Permit or engage in any form of inappropriate touching
Permit children to use inappropriate language unchallenged.
Make sexually suggestive comments or jokes to children even in fun.
Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
Do things of a personal nature that a child can do for themselves. However it may be necessary to do things of a personal nature for children if they are very young or disabled.
Such tasks should only be carried out with the full understanding and consent of the parent/carer.
Agree to meet an athlete on your own.
Encourage over enthusiastic kisses or embraces.

If you accidentally hurt a child, or cause distress in any manner, or the child appears to respond in sexual manner to your actions or misinterprets something you have done, report the incident to a colleague supported by a brief written report of the incident as soon as possible.
Parents/carers should be informed of the occurrence.

Dealing with complaints.

An adult may become aware of abuse or poor practice in a number of ways. A child may tell you, a third party may report incidents or suspicions or you may have seen an incident or have strong suspicions.

Do

Stay calm, do not rush into inappropriate action.

Reassure the child, he or she is not to blame and make it clear that you know how difficult it must be to confide. Communication should be at the child's pace without pressure.

Listen to what the child is saying and show that you take him/her seriously. Do not bring in any other adults at this stage, any discrepancies in statements may lead to legal problems.

Keep questions to a minimum, use open questions, i.e. those where more than a yes or no is required. The law is very strict and cases may be dismissed if it appears a child has been led or words or ideas suggested.

Explain to the child what steps you intend to take having heard their account.

Ensure that you clearly understand what the child has said and record it as soon as possible after the conversation.

Your report should include.

1. Child's name, address and date of birth.
2. Date, time and nature of incident.
3. Your observations of the behaviour and emotional state of the child and any obvious injuries.
4. The child's own account of what happened.
5. An account of any action you took and comments made or advice given to the child. You should state whether parents/carers had been informed.
6. A statement as to whether the report is expressing your own concerns or passing on those of someone else.

Sign and date the report and refer it to the Child Officer, so that a decision can be made as to the most appropriate action. Keep a copy and ensure maximum confidentiality is maintained.

Do not

Ignore what has been disclosed, or make promises you can't keep.

Make the child repeat the story unnecessarily.

Delay.

Take sole responsibility for further action.

ADVICE FOR YOUNG PEOPLE ON HOW TO AVOID MISCONDUCT BY OTHERS IN ATHLETICS AND WHAT TO DO ABOUT IT.

Misconduct is very broadly, any form of unacceptable behaviour towards you such as sexual misbehaviour, physical acts, inappropriate remarks, suggestive gestures, pictures or other material or physical violence.

How can I avoid such misconduct?

1. Listen to the advice of your parents.
2. Avoid being left alone with anyone.
3. If you have to leave a group tell someone where you are going and how long you are likely to be.
4. Do not allow anyone to talk to you about something personal concerning yourself or themselves if it has nothing to do with their job or the sport. If they persist walk away and report it to someone in a senior position.
5. Do not agree to meet anyone in your own time without informing another adult.
6. Do not accept a lift from anyone if you are the only passenger unless you have informed another adult. Either refuse or insist someone else goes along. Do not accept a lift if you feel uncomfortable.
7. Do not become over familiar toward those who work with you in athletics.
8. Do not walk home alone at night.
9. Be especially wary of parked cars with the engine running.

If Misconduct happens what should you do?

1. Tell that person to stop at once.
2. Tell others who may be present what happened.
3. If they actually saw what happened, remember who they are so that they can be your witnesses.
4. If the misconduct continues, tell that person again to stop at once then leave if you can or shout for help. If you can't, report the matter as soon as possible to another adult or official.
5. Tell your parents as soon as possible.
6. Keep a record of the date, time and place and what happened, make a list of any witnesses.
7. Ask any witnesses to do the same.
8. If any member of your group or club claim to have suffered the same sort of experience, ask them to make a similar record.
9. Talk to your parents and decide to whom to make a formal complaint. You should at least report it to your club's child officer

What you should definitely NOT DO

1. Do not complain if nothing happened.
2. Do not exaggerate if something did happen.
3. Do not ignore behaviour that makes you uncomfortable.
4. Do not keep to yourself what happened.
5. Do not delay before complaining
6. Do not agree to hush up or bide what happened.
7. Do not be afraid or embarrassed to tell your parents, a friend or the club's child officer.

Appendix A

VOLUNTEER APPLICATION FORM

The sport of athletics and this club is conscious of the very valuable part paid by volunteers. We are delighted to have the offer of your help. We ask you to complete this form so that we are best able to use your experience and help.

SURNAME:

FORENAME:

ADDRESS:

POST CODE:

TELEPHONE

DAY:

EVENING:

ATHLETIC QUALIFICATIONS and COURSES:

EXPERIENCE

Those who help a club often have experience from their work, recreation, studies and other sports which could be of great help to the club. We would be grateful if you could list any which may assist the club.

INVITATION

Which club member invited you to help this club?

I agree to abide by the rules of the sport and this Club. I have never been convicted of any offence against a person under the age of 18.

Signed

Date



9.

Track Etiquette

Everything you need to know when
training at Woodbank Track

Woodbank Park Athletics Stadium

Safety Notice Guidance Notes for All Track Users

General

All Athletes, Coaches, Officials and Spectators must ensure that they:

- Follow the rules and regulations for use of the facility as laid down by the Club and UK Athletics.
- Follow the risk assessment policies and code of practice of the Club and that of UK Athletics when training for all athletics events (copies held in the Club House).
- Coaches should carry their valid UKA Coaching Pass with them at all times.
- Examine all equipment before use to check for any faults. All faults must be reported immediately.
- Be alert on the track, treating each run-up and lane as a road. Remember—Look both ways BEFORE crossing.
- Please tidy away all equipment after your session, returning it to the correct storage space.
- For your own safety, please ensure that you only use equipment that you are trained to use.
- Be aware that the Club accepts no responsibility for lost or stolen personal items brought into the facility.
- No spectators are permitted within the track boundary fence during training sessions.
- Please don't leave your litter for others to clear up, and refrain from spitting on the track.
- u18's using the Weight Room must be supervised by an appropriately qualified Coach (Strength & Conditioning) at all times. Evidence of qualification from Coaches wishing to use the room may be requested.

Track

When using the track during periods of multiple group use, the following track discipline should be followed:

- All running on the 400m Oval should take place in an anti-clockwise direction.
- Never stand stationary on the track while Athletes are training.
- The use of Headphones during busy training times is not permitted.
- All warm up / down activities and drills should take place off the 400m Oval other than for Sprint/Field Athletes and Junior Athletes, completing a maximum of 2 Laps (800m).
- Athletes should call 'TRACK' in plenty of time when catching a slower Athlete from behind. When a fellow Athlete calls 'TRACK' you should check for traffic and move out of their path as quickly as it is safe to do so.

Lane Usage:

Lane 1 – Sub 75 seconds per 400m (5min. per mile)

Lane 2 – Sub 90 seconds per 400m (6min. per mile)

Lane 3 – Sub 105 seconds per 400m (7min. per mile)

Lane 4 – 105 seconds plus per 400m (7min. per mile or slower)

Lane 5 & 6 (Start/Finish Line to 200m Start) – Under 11 Athletes

(Jog back on grass or concrete area outside of lane 6)

Lanes 5 & 6 (200m Start to Start/Finish Line) – Sprints

Lanes 7 & 8 – Sprints and/or Hurdles (coordinated and agreed between Sprints & Hurdles Coaches)

- Maximum spike length 7mm
- Sled pulling may take place in Lanes 7 & 8 only
- Groups who hire the facility exclusively can operate their own track usage protocol, providing the group follows governing body risk assessment guidelines

Field

All Athletes, Coaches, Officials and Spectators must ensure that they:

- Do not cross the infield or shot sector during training sessions, whether you can see people throwing or not.
- Do not train unless under the supervision of a qualified Athletics Coach (applicable to u18's only).
- Throwing of Discus and Hammer should take place within the throwing cage zone only.
- Avoid using field event areas such as the Long Jump and High Jump zones as cloakrooms or storage for kit.

The strategy outlined above is designed to ensure all Athletes can train safely and effectively and increase capacity during busy periods.

Athletes & Coaches who fail to adhere to these Guidelines, misuse the facility/equipment or who fail to respect other facility users may be asked to leave the facility.

All Athletes are reminded that payment must be made prior to each session, either at the payment window or inside the Club House if the window is closed.



10.

GDPR

What is it, how we apply it and photo
permission info.

WHAT IS THE GDPR...



BLACKPENNY
CONSULTING



20 years ago the world was a very different place. The reach of technology was limited, and the way organisations used and processed your personal data was very different to how they use it today.

The changes that have happened over the last 2 decades have forced the European Union (EU) to review the old legislation and bring them up to speed with the modern era. The EU's General Data Protection Regulation (GDPR) raises the standards for processing personal data, to strengthen and unify protection for individuals across the EU. The new legislation comes into force in the UK on 25th May 2018 and will exist post Brexit.

The athletics clubs and England Athletics collect and process a vast array of Personal Data on the athletes, their parents and the coaches. This could be anything from names, addresses, telephone numbers right through to more sensitive types of data such as religion, ethnicity and disabilities. As a result, it is important that all clubs are aware of the new legislation and act in accordance with them.

This paper is to act as an introduction to the GDPR and offer insight into how the changes may affect your clubs practice's.

There are many key terms that are in the GDPR and used throughout this document. These are listed and explained below:

- **Personally Identifiable information (PII) or Personal Data** – Any information that can be used to identify an Individual. Examples could be names, addresses, telephone numbers right through to more sensitive types of information such as religion, ethnicity and disabilities
- **Data Subject** – This is an Individual. For The clubs this could be athletes, coaches or parents & guardians
- **Data Controller** - This is the owner and user of the gathered Personal Data. This is anybody gathering and retaining Personal Data, such as the club officials
- **Data Processor** – This is a company, organisation or individual who processes the data on behalf of the Data Controller. This could be a membership management database
- **Lawful Processing** – The legitimate reason for holding and processing Personal Data, such as being necessary for performance of a contract with the athletes
- **Subject Access Request (SAR)** – This is a request from an Individual to the club to find out what information you hold on them. They also have the right to request that you change or permanently remove any details that you hold on them
- **Breach** – This is the loss of information. This could come from a hacker or physically losing files/folders
- **Data Protection Officer (DPO)** – Representative for Data Protection duties



Stage	Activity	What does this mean for GDPR?
Club official or coach joining	<p>New club officials and coaches pass their personal data to you via:</p> <ul style="list-style-type: none"> • E-mail • Face to Face • Registration Form 	<p>The gathering of information from a new club official or coach is required for the <u>performance of the contract</u> between you and them but care needs to be taken to keep these communications private, especially when <u>Personally Data</u> is shared, such as in the Joiners Form, which may contain <u>Sensitive Data</u></p>
New athletes joining form	<p>The new athletes joining form is used to capture information on the athlete to convert them to an active member, this could be via:</p> <ul style="list-style-type: none"> • E-mail • Web Form • Paper Form 	<p>The new athletes joining form will be the first data capture exercise for a new athlete. The form itself needs to consider and inform of data use:</p> <ul style="list-style-type: none"> • <u>Purpose</u> – What are you going to do with it • <u>Limit</u> – It only includes what you need • <u>Retention</u> – Delete when no longer required • <u>Secure</u> – Special care taken in storing • <u>Transfer</u> – Who receives this data
Active member	<p>The athlete and parent/guardian are now active within the club</p>	<p>The athlete data will probably be stored in a main filing system such as a membership database, Excel sheets on local laptops and/or paper-based records. During this period you need to consider:</p> <ul style="list-style-type: none"> • <u>Third Party Processors</u> – Holding data on your behalf, such as membership databases • <u>Accuracy</u> – Keep data up to date • <u>Data Privacy</u> – How secure is the data
Fundraising	<p>The club requires funding to offer the services for athletes and parents, specifically for equipment and event funding</p>	<p>The new funders joining form will be the first data capture exercise for a new donor. The form itself needs to consider and inform of data use:</p> <ul style="list-style-type: none"> • <u>Purpose</u> – What are you going to do with it • <u>Limit</u> – It only includes what you need • <u>Retention</u> – Delete when no longer required • <u>Secure</u> – Special care taken in storing • <u>Transfer</u> – Who receives this data



Stage	Activity	What does this mean for GDPR?
Events and competitions	<p>Events and competitions are held frequently for the athletes. These can be:</p> <ul style="list-style-type: none"> • Race meetings • Social events <p>These events can require further data gathering, such as Guardian Consent and Health forms</p>	<p>When further data gathering is being completed you need to consider:</p> <ul style="list-style-type: none"> • Purpose – What are you going to do with it • Limit – It only includes what you need • Retention – Delete when no longer required • Secure – Special care taken in storing <p>This activity should consider what data you already have on file and only capture what is necessary.</p>
Club surveys	<p>Athletes data may be presented to the club committee to allow for statistical analysis. This may include:</p> <ul style="list-style-type: none"> • Religion • Ethnicity 	<p>Transfer of Personal Data of any kind needs to be handled with due care, especially with details considered Sensitive, such as Ethnicity and Religion. In all cases the purpose of the transfer should be well understood and documented with techniques such as anonymising the data being used.</p>
Register	<p>At every training session and competition the coach has an obligation to take a register of the athletes attending the session.</p>	<p>Registration of athletes for each meeting is good practice from a safeguarding perspective. What this does highlight though is the importance of the following:</p> <ul style="list-style-type: none"> • Accurate data on the athletes • Maintaining a log of attendees but retaining a high level of data protection, such as; use of digital data as opposed to paper records and a minimised data set purely for attendance
Comms	<p>Part of being a club official in athletics is the requirement to keep the athletes and parents updated. These updates are for weekly training, upcoming events/competitions and general club news</p>	<p>Communication to the athletes and parents is essential for the fluent operation of the club. The GDPR recognises these types of communications and categorises them as Necessary for fulfilling your role. However this communication should only be for the purposes of the club and not for further advertising, unless they have specifically Opted In.</p>



Stage	Activity	What does this mean for GDPR?
Waiting Lists	When the club reaches capacity the coach or club officials maintain a list of athletes and their parents to keep in contact when space becomes available. This communication could be via e-mail or telephone conversation.	When data is being held due care needs to be taken in the storage. In addition the information being held needs to be <u>Accurate</u> and <u>Minimised</u> . If at anytime the athlete or parent wishes to leave the waiting list their data should be deleted fully if not required for further purposes. All <u>Personal Data</u> should have a defined and appropriate <u>Retention Period</u> for its storing.
Data Breach	It may occur that Personal Data is disclosed externally accidentally or removed from the club via malicious means. Athletes and parents may also exercise rights they have over their data you hold.	In the event of a <u>Breach</u> , via malicious means or through accidental disclosure, the <u>Data Controller</u> is obligated to do the following: <ul style="list-style-type: none"> • Report the <u>Breach</u> to the DPO • Complete a <u>Breach Response Form</u> In the event an athlete or parent requests their data to be <u>deleted, updated</u> or <u>disclosed</u> the <u>Data Controller</u> has 1 month to complete the request if not deemed as <u>excessive</u> .
Leavers	From time to time athletes, coaches and club officials leave the club. This means that their association with the club ceases and as part of this the club sets the data held on the individuals as archived.	When the individual wishes to leave the club, the data held on them needs to be archived, further consideration needs to be made for: <ul style="list-style-type: none"> • <u>Limit</u> – It only includes what you need • <u>Retention</u> – Delete when no longer required • <u>Secure</u> – Special care taken in storing • <u>Transfer</u> – Who receives this data

UK ATHLETICS

Use of Photographic & Video Images of Children/Young People under the age of 18 Policy Statement

(Name of Club/Organisation) is committed to providing a safe environment for children/young people under the age of 18 to participate in athletics. Essential to this commitment, is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of photographic images.

(Name of Club/Organisation) have adopted the following good practice guidelines issued by UK Athletics:

Publishing Images



Through the use of a Consent Form, we will ask for the permission of young athletes and their carers to take and use their image. If an athlete is named, we will avoid using their photograph



If a photograph is used, we will avoid naming the athlete.



We will **NEVER** publish personal details (email addresses, telephone numbers, addresses etc) of a child/young person



We will only authorise the use of images of players in suitable dress (Tracksuit, on court clothing i.e. T-shirt/shorts/skirt, off track clothing)

Use of Photographic Filming Equipment at Athletic Events

(Name of Club/Organisation) will:



Inform athletes and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs



Require parents, spectators and authorised photographers (e.g. press) to register at an event if they wish to use any photographic equipment including mobile phones with photographic technology.



Issue an identification pass which must be worn and clearly visible at all times during the event



Not allow unsupervised access to players or one to one photo sessions at events



Not approve/allow photo sessions outside the events or at a athletes home



Act on the concerns of any athletes and parents regarding the inappropriate use of photographic equipment



Inform children/young people and their parents/carers if video equipment is to be used as a coaching aid. Consents?



Ensure that any photographic images taken and used will be stored safely

PHOTOGRAPHIC POLICY GUIDANCE FOR ATHLETICS CLUBS AND STADIUMS

UKA/Document Name/version	UKA/W30/1
Policy owner	David Brown CBE Lead Safeguarding and Compliance Officer
Applicable to	External
Approving body	Board committee
Date approved by approving body	20/12/2018
Next review date	14/12/2020

UK Athletics' approach to Photographic Policy Guidance for Athletics Clubs and Stadiums is characterised by an ethos of vigilance and of respect for UKA's integrity and control processes. The values of UKA are:

- We operate with **integrity**.
- **Communication** is timely and relevant to our specific stakeholders.
- We deliver **quality** performance through innovation and continual improvement.
- **Respect** is shown to everyone we deal with.
- We all have **accountability**.

This UKA guidance is provided as non-binding advice on best practice, and to help signpost how questions regarding photography for Athletics Club and Stadiums may be approached by each individual organisation.

POLICY REQUIREMENT: Why does the policy exist? (Select one)

Legal requirement	<input type="checkbox"/>	Enter relevant legislation: Click or tap here to enter text.
Code of Sports Governance requirement	<input checked="" type="checkbox"/>	
Self-assessment requirement	<input checked="" type="checkbox"/>	
Best practice	<input type="checkbox"/>	
Other	<input type="checkbox"/>	Please state: Click or tap here to enter text.

Document Purpose	To inform on the appropriate use of photography and image capture in the sport		
Target Audience	Clubs, coaches, athletes and Technical Officials		
Equality Impact Assessment (EIA) done?	YES <input checked="" type="checkbox"/>		
Name of Lead Officer undertaking EIA	Ralph Knibbs		

HAVE APPROPRIATE INTERNAL STAKEHOLDERS BEEN CONSULTED? (Select all that apply)

Consultees	Yes	No	N/A
Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operations Management Group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TV Events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UKA Colleague Action Group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

APPROVAL PATHWAY FOR THE POLICY?

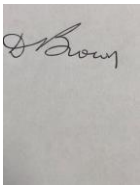
(Select all that apply e.g. if it is a requirement that a policy is approved by both SLT and then Board both the SLT and Board boxes should be selected).

Approving body	Yes
Board	<input type="checkbox"/>
Board committee	<input checked="" type="checkbox"/> Enter committee name: HR Remuneration Committee
Senior Leadership Team (SLT)	<input checked="" type="checkbox"/>
Operations Management Team	<input type="checkbox"/>
Performance	<input type="checkbox"/>
TV events	<input type="checkbox"/>

DOCUMENT REVISION: CONFIRMATION BY POLICY OWNER

I confirm that I have reviewed this document and:	Select as appropriate:
a) No changes are required.	<input checked="" type="checkbox"/>
b) Some minor editorial changes were required. These do not change the substance of the document.	<input type="checkbox"/>
c) There are material changes that are summarised in the document history table at the front of the revised document.	<input type="checkbox"/>

Signed:



David Brown CBE
Lead Safeguarding and Compliance Officer
17/12/2018

Equality Impact Assessment

Section A

Date of screening	20/12/2018
Name of person and job title of the person screening	Ralph Knibbs (Head of HR and Welfare)
What is being screened?	Photographic Policy Guidance for Athletics Clubs and Stadiums


	Yes	No	Notes
Is this a decision being taken to the Board?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Is this a document that provides guidance for members of staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	At TV Events

If the answer to any of these is yes, please go to Section B. If the answer is no, you do not require to complete an EQIA.

Section B

	Yes	No	Notes
Does the decision or policy impact disproportionately on gender and does the policy resolve this? (This can include pregnancy/maternity and marriage/civil partnerships?)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on different age groups?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on people from different ethnic groups?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on people from different religions, faiths or beliefs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on people from different sexual orientations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on transgendered people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does this decision or policy potentially affect the health and safety of members of staff or other parties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Any other changes to the policy required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.

Signed:



Name: Ralph Knibbs

Date: 20/12/2018

DOCUMENT HISTORY

Revision Number	Date	Amendments
Version 1	01/04/2017	Date when original document was created
Version 1	01/12/2018	Reviewed no changes required.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.

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PHOTOGRAPHIC POLICY GUIDANCE FOR ATHLETICS CLUBS AND STADIUMS

1. WHY HAVE A PHOTOGRAPHIC POLICY?

UK Athletics [or British Athletics] recognises that members of the public will often want to take photographs or record video footage at, and in the environs of, clubs and stadiums on cameras and mobile devices. These may be athletics fans; amateur or freelance photographers; local or national journalists and media organisations; or paying spectators. Typical occasions might be track meetings or other events held at the venues, or at any other time when members of the public are allowed on the premises.

Frequently this will involve photographs or video of athletes, coaches, officials or other participants at events. This is largely harmless and often to be encouraged: both UKA and the relevant regulator (the Information Commissioner) recognise the value and pleasure to many of recording these occasions. In practical terms, of course, it will often be impossible to prevent and difficult or disproportionate to police.

However, there are other considerations relevant to the duties of both UKA and affiliated clubs and venues across the UK, in particular duties to athletes, staff or the safety and enjoyment of the public. These considerations range from respecting athlete image rights to providing an environment where they are free from harassment; or in higher legal duties such as safeguarding of younger athletes and the prevention of crime including terrorism.

Ultimately, it is for each club or venue to introduce and maintain its own policy – written or otherwise – and to be responsible for enforcing it. However, this UKA guidance is provided as non-binding advice on best practice, and to help signpost how these questions may be approached by each individual organisation.

2. WHAT THE LAW SAYS

Clubs, stadiums and other venues may be public places but they are also private property. This means that you will be able to impose reasonable requirements, suitably notified, on members of the press or public as a condition of entry to your venue. However, the images will be owned by the person taking them, unless he or she is acting as an employee or under a specific commission.

Neither data protection nor privacy law prevents the taking of photographs or video in public places (including images of people such as athletes, coaches, officials or members of the public) for private or personal use. Conduct amounting to harassment is a different matter.

Where images are taken in public places, unless there is something unusually intrusive in the material, there will be only limited restrictions in how such images may subsequently be used: for example, if it wrongly suggests official endorsement by the athlete. There are also particular protections for children (those under 18) in terms of how their image may be reused and published if this might be unwelcome. That goes especially where the child and/or their parents were unaware of the photograph or footage being taken.

In such cases, the legal issue is likely to fall on the publisher or the photographer – not the club or stadium – but these are nonetheless factors to consider in drawing up and policing a suitable policy. Where venues do have legal responsibility is in their general duty of care to protect participants and members of the public from foreseeable or preventable crime, harassment or safeguarding concerns that may arise from certain activity.

Clubs and stadiums are therefore encouraged to take pro-active responsibility to create and implement common-sense, proportionate and achievable policies to achieve these aims.

3. ELEMENTS TO CONSIDER FOR ANY PHOTOGRAPHIC POLICY

3.1 Official photographic register or other accreditation

All venues that host public events should have internal policies on official press/media accreditation including both seating and access directly to athletes, coaches and officials behind the scenes. Such accreditation provides a suitable opportunity to ensure terms are notified, and adhered to – in line with athlete expectations and sponsorship requirements.

However, not all freelancers or enthusiasts will have full press accreditation and some venues already go further by keeping a registry of known local photographers. This is good practice and enables monitoring and a degree of control over individuals who wish to pursue a hobby or occasional professional work in a manner which is fair, proportionate and enforceable without causing offence.

3.2 General Spectators

It is rarely going to be proportionate or enforceable – still less desirable – to seek to prevent members of the public using cameras, including camera phones, as part of their spectator experience. However, common-sense requirements about harassment, intrusion, sponsor restrictions, flash photography and so on may be notified to members of the public in a number of ways including clear signage at the stadium or in club buildings, and as part of the terms of conditions of entry (for example on, or when purchasing, a ticket).

3.3 Harassment and Respecting the Wishes of Participants

Any course of behaviour that could be construed as harassment of an individual is potentially a criminal matter. Both the proper stewardship of the venue and the terms and conditions of entry should be set up to ensure you are able to take action swiftly whether the actions are reported, visible or reasonably suspected.

The legal definition of harassment is behaviour which causes alarm or distress. This may vary according to the particular circumstances or sensitivities of the individual, and the threshold may not always be obvious. Hence your policies, signage and conditions of entry should be worded widely and clearly enough to enable a safety-first approach to be taken. This should also enable race officials and stewards to intervene and make courteous but forceful requests on behalf of athletes rather than let them have to take action, or give reasons, themselves.

A relatively relaxed system of allowing photography of adult athletes on an "approach and ask" may be fine for some venues and athletes, but the backstop should be such that athletes are not placed in any embarrassing position or suffer undue disruption.

3.4 Safeguarding

Particular care must be given to participants under 18, who are legally children, and certain IPC athletes who may fall into the category of vulnerable adults. These groups are at particular risk. Any policy that may have the effect (whether intended or otherwise) of providing access to, and permitting the photography of, these groups should be drawn up with the input of your designated safeguarding team.

Please note also that, while it will often be appropriate for a photographer to approach the parents, most children from the age of 12 are deemed legally capable of making decisions about their own privacy and therefore the child's approval is likely to be necessary too.

It will be for each club or venue to consider the practical limitations that can usefully be placed on spectators (especially at events where children are competing), but you may wish to consider specifying in your policy that spectators should not take images of children other than their own child except as part of a group or activity shot. The exception would be where permission has been given: whether informally from the child and/or parent, or formally by the club or venue (which might properly grant permission, for example, for a press photographer to take photographs of events where some of the competitors are children).

No photographs or filming of any sort should be authorised or tolerated in any changing area or other area where athletes will have an expectation of privacy, and this is particularly important where athletes include children or vulnerable adults.

3.5 Commercial rights and official filming or photography

Please be aware that both UKA and individual athletes may have their own commercial arrangements around image rights or the right to record and/or broadcast events. This will not affect every image, event or photo-call but may well affect how images may be used. Care must therefore be taken to ensure policies, local licences granted and all image use or filming undertaken or permitted by you are compatible with these arrangements – especially if the club, stadium, event or venue has its own "official" sponsor rights or other commercial arrangements.

3.6 CCTV

The use of CCTV is increasingly prevalent and frequently necessary to monitor crime, terrorism and antisocial behaviour, as well as other public safety considerations. However, this use should be supported where appropriate by clear signage and (where extensive use is made) a published CCTV policy setting out the extent and purpose of this surveillance. Please refer and adhere to the relevant codes (<https://www.gov.uk/government/publications/surveillance-camera-code-of-practice> and <https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>) for compliance guidance.

4. SUGGESTED NOTICE WORDING

Data protection law, as well as basic consumer and contract law principles when permitting entry to a venue, all require a providing degree of informed notice before organisations and venues can insist on their reasonable measures being binding and effective. This includes:

1. As well as wording at point of entry, or on the physical ticket, back up terms of entry with online wording, including your privacy policy and eTicket purchase terms and conditions;
2. Have CCTV signage in visible spots explaining, broadly, the purposes for which CCTV cameras are used, who operates the system, and how to get in touch with them;
3. Wherever applicable, particular restrictions on the use of press or public cameras should be notified clearly at the point of entry to that area (for example "*No camera zone*" or "*Athletes' changing area – no mobile phones, filming or photography*");
4. Courtesy requests according to the policy of the individual club or stadium (e.g. to please respect the privacy of athletes and their own stated or obvious wishes) should also be notified in suitable areas, such as general venue entry and via T&Cs; and
5. Specific sponsor requirements may have to be notified on a case-by-case basis if they are likely to impact on typical press or public behaviours.

Privacy Notice

[CLUB] (**Club**) are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, [CLUB] 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 give us information about you by filling in forms 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, [subscribe to our newsletter, or participate in discussion boards on our website – enter as applicable] The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data). [We may also ask for relevant [health information, other data [You should be aware of any special category data you may be processing, and the lawful bases on which you are processing it].- enter as applicable] which is classed as special category personal data.]

[Note: Only collect data that you need to carry out the services as a member of the club. If you don't need it, don't collect it]

Why we need your personal data

The reason we need your Athletics Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal 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 data include: [DELETE AS APPLICABLE]

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events;
- sharing personal data with facility providers to manage access to the track or check delivery standards; and
- sharing personal data with leagues, county associations (and county schools' associations) and other 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; and
- sending an annual club survey to improve your experience as a club member

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club newsletter promoting club activity; and
- publishing of race and competition results

Marketing and communications (where separate consent is provided)

- sending information about promotions and offers from sponsors;
- sending information about selling club kit, merchandise or fundraising.

[Any special category health data we hold on you is only processed for the purpose(s) of [(e.g. fitness/ health checks or passing health data to coaches to allow the safe running of training sessions) - enter as applicable]. 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.]

[Note: As we stand, guidance is that consent is required from individuals to process any medical or health information. We are lobbying to gain more flexibility in this area]

[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) - enter as applicable.] This information will be stored for [x days/ weeks after an event] and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has the following social media pages [include all that apply e.g. Facebook, WhatsApp, Twitter, Instagram]. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

Who we share your personal data with

[When you become a member of the Club, you will also automatically be registered as a member of England Athletics Limited. We will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics portal. England Athletics Limited 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 England Athletics Limited, please contact dataprotection@englandathletics.org.]

OR

[When you become a member of the Club you can also choose to be registered as a member of England Athletics Limited. If you would like to register as a member of England Athletics Limited, please tick the box below, and we will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics online portal. England Athletics Limited 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 England Athletics Limited, please contact dataprotection@englandathletics.org. If you do not tick the box, then we will not share your data with England Athletics Limited. Please be aware that should you ever wish to compete in your sport you will have to register with England Athletics Limited at that time.]

The Club does not supply any personal data it holds for this purpose to any other third party. [Is this the case? If you provide the option to receive marketing or communication from third parties this should be listed here.] [The Club does not store or transfer your personal data outside of the UK.] OR [The Club's data processing requires your personal data to be transferred outside of the UK for the purpose of [cloud hosting/ etc. - please fill in as applicable]. 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 on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

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.



11.

Useful Links

Useful Links & Signposting

All the documents adopted from UKA can be located via this link:

<http://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/>

UK Athletics is the National Governing Body for **athletics**. UKA is the Member Federation **of the** IAAF responsible for **athletics** in the **United Kingdom** of Great **Britain &** Northern Ireland (as defined in UKA Rule book). ... **British Athletics** is the sport; we represent the people, the **athletes**, the fans, and the team.

British Athletics

<https://www.britishathletics.org.uk/get-involved/useful-links/>

<https://www.englandathletics.org/young-athletes-and-schools/>

Mind We provide advice and support to empower anyone experiencing a mental health problem. We campaign to improve services, raise awareness and promote understanding. We won't give up until everyone experiencing a mental health problem gets support and respect.

<https://www.mind.org.uk/information-support/>