

**Everything you need to know
about volunteering for LCAC**

COACHES AND VOLUNTEERS HANDBOOK

2020

LEEDS CITY ATHLETICS CLUB

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COACHES AND VOLUNTEERS HANDBOOK
RULES AND PROCEDURES TO BE ADOPTED AND ADHERED TO
BY ALL VOLUNTEERS

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TRAINING BEFORE 5.30? GOOD FOR YOU... PLEASE FOLLOW THESE SIMPLE RULES:



- 1) Pay John Charles Centre reception- It's not LCAC 'till 5.30 . Don't sneak in with out paying, You're better than that!
- 2) Only enter the hall if your coach is here (the desk will know 'cos Coach has to sign in too.
- 3) If you're still training after 5.30 You MUST sign in at the lCAC front desk.
- 4) John Charles Centre have the right to ask to see your valid receipt, if you can't produce it, you will have to leave the hall 'till 5.30.

IT'S REALLY SIMPLE.

LCAC hire the centre from 5.30pm to 8.30pm.

Your LCAC membership and subs are only valid between these times on a **TUESDAY** and a **THURSDAY EVENING** known as Club Nights.

On any other times or day payment must be made to John Charles centre. Please respect this and pay your dues to the right folk.

**'INTEGRITY
IS DOING THE RIGHT
THING, EVEN WHEN
NO ONE IS
WATCHING'**

(C.S.LEWIS)

2. Leeds City Athletic Club

Code of Conduct for All Club Coaches, Officials and Volunteers

The Code represents England Athletics' organisational behaviours and values – Accountability, Quality Performance, Integrity, Communication, Respect translating them into action to help and protect our volunteers and athletes. It is adopted from the UKA Code of Conduct, full details of which can be found on the UKA website. All volunteers must demonstrate these behaviours:

Accountability

- At all times work within the limits of your professional competence
- Act to safeguard the health and safety of ALL athletes and colleagues at all times
- Ensure your Coach License and DBS are up to date.

Quality Performance

- Keep your professional knowledge and skills up to date.
- Reflect on your own performance and behaviours and recognise when fatigue, stress, physical or mental illness may affect your duties. You should always seek medical advice from your doctor and then comply with that advice.
- Seek and receive feedback on your performance and behaviours graciously

Integrity

- Display consistently high standards of behaviour and appearance
- Act ethically, professionally and with integrity, and take responsibility for your actions.
- Provide feedback in a positive constructive manner.
- Consider the well-being and safety of participants before the development of performance
- Be aware of the demands on athletes' time, energy and enthusiasm (e.g. school demands / other commitments).
- Make sure all activities are appropriate to the age, ability and experience of those taking part.

- Develop an appropriate working relationship with athletes, based on mutual trust and respect.
- Never ridicule or shout at an athlete for making a mistake or losing, be professional at all times.
- Never exert undue influence over performers to obtain personal benefit or reward
- DO NOT condone bullying, if you suspect a coach, volunteer, athlete or parent of bullying please follow the correct reporting procedure (see section on Safeguarding and Welfare)
- Only use safe, developmental, approved, recommended methods of coaching, ensuring the safe use of suitable equipment, safe for the user and the surrounding athletes.

Respect

- Ensure you and your athletes demonstrate respect for opponents, officials, opposing coaches and supporters
- Ensure you and your athletes demonstrate respect for all coaches, volunteers and athletes at the club.
- Speak positively and advocate your colleagues, others coaches, volunteers and all athletes.
- Never condone rule violations, rough play or the use of prohibitive substances
- Promote the positive aspects of the sport (e.g. fair play)
- Respect the athlete's right to self-determination when deciding who they are coached by.

Additionally, for Club Coaches:

- Hold the appropriate, valid qualifications and insurance cover.
- Follow all guidelines laid down by the national governing body and the club.
- Be a positive role model and mentor to up and coming coaches and athletes.

3. Leeds City Athletics Club

Safeguarding and Welfare Policy and Procedure.

a) What is safeguarding and welfare?

Safeguarding is the provision of a safe environment in which all athletes, coaches and other volunteers can train, perform and work.

- At LCAC we support this by ensuring all our coaches have an up to date DBS check
- All coaches operate within their level of competence and qualification
- We encourage and financially support CPD to ensure knowledge is kept up to date. Visit the EA. Visit the England Athletics Hub for courses and workshops relevant to you and speak to your Coaching Co-Ordinator about financial support and mentoring.
- Equipment is checked regularly by the coaches and the committee and any concerns are reported via the committee to JCCS center for repair or replacement.
- All coaches and staff have a duty of care regarding the health, safety and safeguarding of all athletes and are encouraged to report any concerns to the club's welfare team
- All coaches must sign the LCAC Coaches Code of Conduct.

Welfare relates to any issues or concerns relating to any abuse the athlete, coach or any other member of the club is suspected or reported of being a victim of. The welfare process allows anyone with concerns to report to the welfare team and the welfare team to investigate appropriately and action appropriately.

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.

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.

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.

b) Best Practice

- Be open and honest, conducting all interactions with children in a public place and with appropriate consent.
- Avoid situations where you are alone with one child, for example in a car, changing room, store room, WC, etc.
- 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 and inform the club welfare officer of the situation before travel, avoid consistently having one child alone with you in the car and never share a room with a child
- Challenge 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.
- Maintain an appropriate relationship with children; this means treating people fairly, with respect and avoiding favoritism.
- Be friendly and open and ensuring that relationships are appropriate for someone in a position of power and trust.
- Respect all athletes and help them to take responsibility for their own development and decision making.
- Avoid unnecessary physical contact. In certain circumstances physical contact is perfectly acceptable and appropriate, as long as it is not prolonged, intrusive or disturbing to the 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 you're your license remains valid. Ensure that your practice is appropriate for the age and development stage of each athlete.
- Employ only recognisable approved coaching techniques suitable, appropriate and safe for the age and experience of the athlete and the skill being developed.

c) Poor Practice (This is not exhaustive list)

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 an athlete and refusing to talk to him/her.
- A group cyberbullying an athlete outside of training
- A coach taking a group of children away to a weekend event on his/her own.
- A coach making direct contact with a child athlete outside of training through social media, texting etc.

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 misunderstands or misinterprets something you have done.

d) Child Abuse-It's bullying!

Familiarise yourself with what it is and how to spot it and how to stop it.

i. What is it?

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. It will result in marks and or bruises.
- **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.
- **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 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?"

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. Stamp out Bullying!

ii. How to spot it:

- Changes in behaviour – for example: An athlete used to be chatty but now they are not quite and withdrawn. An athlete used to socialise with their group but now takes themselves away to work alone. An athlete used to smile but more recently appears worried, etc.
- Unexplained marks or bruising on the skin. Take an interest in the child, comment on the mark you see and see what reaction you get. If you're concerned note it and keep an eye on them, inform the welfare team of your observations.
- Evidence of self-harming. Razor marks or deep scratches on arms, wrists or tops of legs.
- Poor self-esteem, speaking negatively about themselves, reprimanding themselves physically.
- Covering up in warm weather when they trained in t-shirt and shorts before.

iii. How to stop it. Action to take if you have a concern.

If you have a good working relationship with your athlete, changes in behavior are easier to spot. Take a moment during your coaching to notice how your athletes behave, interact, their dress preferences, in other words, what their norm is.

You have a responsibility to the health, safety and welfare of all athletes called a Duty of Care. If you are concerned and fear that an athlete is being abused, report your concerns and/or observations to the welfare team using the issue report form, or by email or simply call for advice. Always make a note of your concerns, dates, instances, action you took and keep it confidential. Keep your eye on the child to look for improvement or regress. Things might improve for a few weeks then they may have another relapse, keeping a record will show any emerging patterns.

What to do if an athlete confides in you.

If a child asks you to keep a secret, DO NOT promise that you will.

- Instead explain say something along these lines: *I can't promise to keep a secret, I can listen to what you have to say*

and if I think there is someone who will be able to help you, we can talk to them together’.

- Once agreed allow the athlete to tell you their problem. It might be nothing to worry about, but if it concerns you, explain that there is a welfare officer at the club who will be able to advise us what to do.
- Get agreement that it’s ok to contact the welfare team. If the child’s not sure tell them to think about it and let you know when they are ready.
- DO NOT give them your direct contact number.
- In the meantime, give them the number for Childline and encourage them to use it saying it might help and it’s confidential. **0800 1111**

What to do if you observe another coach or volunteer behaving in a seemingly unacceptable manner:

‘It’s not always what is intended that matters, it’s what is perceived’

If you have concerns about the behaviour of another coach or volunteer at the club, you have a responsibility to do something about it.

- If you have a good relationship with that person you may feel happy enough to speak to them personally, in private, about what you heard or saw. You may be able to help or find a solution between you depending on the circumstances. If nothing else you’ll help them to realise how other will have observed or perceived their behaviour at that time, maybe even the athlete.
- If you don’t feel comfortable taking action yourself, report your observations to a member of the welfare team by email. Don’t worry your name and any others will be kept confidential when the coach is addressed.

e) Useful contact details: (Details correct at time of printing)

LCAC WELFARE CONTACT:

- Carol Rayner: carayner92@icloud.com 07584 573 124
- Matty Harrison: mattyharrison81@gmail.com 07927 220 969

NSPCC Helpline 0808 800 5000 www.nspcc.org.uk

24 hour free and confidential telephone Helpline that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment or abuse.

thecpsu.org.uk Child protection in Sport Unit (3 Gilmour Close, Beaumont Leys, Leicester

LE4 1EZ T: 0116 234 7278)

Child Line – 0800 1111

UK Athletics Lead Child Protection Officer

David Brown CBE –responsibilities include child protection, welfare and DBS procedures. [0121 713 8450](tel:01217138450) or dbrown@uka.org.uk

5. CODE OF CONDUCT – ATHLETES

Information for all members (and non-members using the facilities on a club night)

In the interest of Health & Safety, the Club requires that athletes and parents read and comply with the following guidelines for the use of all athletic facilities at the John Charles Centre for Sport. These are dedicated training facilities and therefore all athletes are instructed to conduct themselves in a proper manner.

Coaches are responsible for the athletes in their groups, ensuring that all their athletes are aware of This Code of Conduct and help the club to enforce these guidelines.

Club Training Nights

General:

- All athletes are required to sign in at the Club desk when they attend a training session on club nights. This is a requirement for Health and Safety regulations and not signing in may cause serious security risks.
- All athletes are required to pay for the use of the facilities. For members this is linked to the membership of the club and is either an annual or monthly payment. Non-members using the facilities on club nights must pay to Leeds City Athletic Club to use the facilities when signing in by card. Any non-payers will be asked to leave. Regular offending non-payers will be refused entry into the facilities and asked to train elsewhere.
- Athletes must not enter the hall without their coach being present.
- Boisterous behaviour in the athletic hall or reception area will not be tolerated.
- Footballs, rugby balls etc must not be taken in to the athletic hall, or to the outdoor track and infield, unless specifically instructed by a coach for use during supervised training.
- Headphones of any kind are NOT permitted in the athletics hall or the outdoor track and infield.
- Please use lockers for your valuables and turn off mobile phones, iPads, iPods and any other electrical device whilst training.
- No videoing or photography in the athletics hall or outdoor track and infield without Leeds City Athletic Club permission. This is a safeguarding measure.
- Changing rooms and showers are to be left tidy when you have finished.

Use of Equipment:

- Do not take equipment home.
- Treat equipment with respect and report any damage to your coach or any club official.

- All equipment used during training must be returned to the storage unit immediately after the training session and locked away. It is the coach's responsibility for the safe return of any equipment borrowed.

Indoor Hall:

- Athletes must NOT play on, sit on, or misuse the high jump or pole vault mats.
- Maximum spike length is 5mm indoors and 6mm outdoors.
- Clean footwear only to be worn indoors.
- Do not enter the indoor facility wearing outdoor spikes or muddy trainers.
- Spikes shoes must be removed before you leave the athletic hall. Do not walk around corridors/changing rooms/toilets or reception area wearing spikes.
- Athletes must be supervised by a qualified club coach level 2 and above whilst training.
- During training, only athletes and coaches are allowed in the athletic hall. Spectators and unsupervised children must keep out for safety reasons. The only exception being when a coach specifically requests the presence of a parent or guardian (Coach then takes responsibility for that person).
- Do not remove weights or other equipment from the JCCS weights room.
- Do not inappropriately use weights and equipment when training indoors.
- Run from the upper sports hall to the lower sports hall end on the Indoor track.
- Water and Sports drinks (non-fizzy) only, may be taken in to the athletic hall. Hot drinks or drinks without lids are not permitted.
- No food to be consumed in the hall. Chewing gum must be disposed of in a bin before entering the hall.
- Athletes and Coaches must not lift heavy equipment. (Coaches may request equipment from JCCS staff).
- When your training session is over you must leave the athletic hall to make way for the next group

Outdoor Track and Infield:

- When using the outdoor facilities, athletes, coaches and spectators must not walk/run across the track and infield.
- Spectators wishing to use the stadium stands must walk around the tarmac shoulder of the track.
- Do not walk or stand in the way of others on the track.
- Athletes must not enter the equipment storage unit (the Garage), or remove any equipment from it unless they are accompanied by a qualified club coach level 2 and above. Spectators are not allowed to enter the storage unit under any circumstance.

- When your training session is over you must leave the track to make way for the next group.
- The instructions of the Complex Manager and staff are to be followed at all times.
- The Complex Manager is authorised to close the facilities for safety or any other reason he/she deems necessary, and to remove or ban any persons who misuse the facilities. If the manager is forced to do this, the General Committee will give their full support in order to protect the interest of the other members.
- Run only Anti Clockwise around the outdoor track. IF space allows shuttle runs and drills can be done on a straight in either direction if instructed by your coach.

The club has the right to challenge any behaviours demonstrated that are deemed inappropriate and contrary to this Code of Conduct.

Appendices

APPENDIX 1

LCAC

Internal Safeguarding/Welfare Issue Report Form

Details of people involved:

Athletes Name: _____ Age: _____

Ethnicity (if known): _____

Religion (if known): _____

Parents/Carers Names (please indicate relationship to gymnast): _____

Coaches Names: _____

Other relevant people: _____

Other Information (eg contact details, other relevant concerns, etc)

Internal Safeguarding/Welfare Issue Report Form

Details of Incident: (Includes: Incident, Concern, Complaint or Disclosure)

Date: _____ Time: _____ Date incident reported: _____

Other significant dates: _____

Summary of Incident:

Other bodies spoken to:

Name of Body: _____ Date: _____

Other relevant information: _____

Action Agreed

Date Action Taken:

Signed: _____ Date: _____

Print Name: _____

Name of Welfare Officer: _____

Please attach all notes taken during any meetings to support this report.

Appendix 2

LCAC

Poor Behaviour Report Form (Athletes)

DETAILS OF PEOPLE INVOLVED

Athletes name: _____ Age: _____

Ethnicity (if known):

Religion (if known):

Parents/Carers name (please indicate relationship to athlete):

Coaches names:

Other relevant people:

Date on which initial concern logged with Welfare Officer:

Poor Behaviour Report Form (Athletes)

DETAILS OF BEHAVIOUR

Significant dates: (please record separate incidents)

Description of Athlete's behaviour in relation to the *Athletes Code of Conduct*:

Comparative behavior:

Is this behaviour typical for this child or is this a behavioral change? Typical/Change ^(delete)

If a behavioral change, when did you first notice the change?

Action taken by coach/volunteer:

Are you happy that this child knows how they should behave? (e.g. to behave respectfully, track etiquette, listening to group instructions? etc.)

Have you spoken to the child about their behaviour? If so when, what was said and/or agreed?

Have you spoken to the child's parents? If so when and what was said and agreed?

THANK YOU FOR TAKING THE TIME TO BRING THIS TO THE CLUB'S ATTENTION.

Poor Behaviour Report Form (Athletes)

To be completed by the Welfare Officer: (Name)

Action taken and date:

Agreement/expectation set, including any important dates:

Please attach all notes taken during any meetings to support this report.