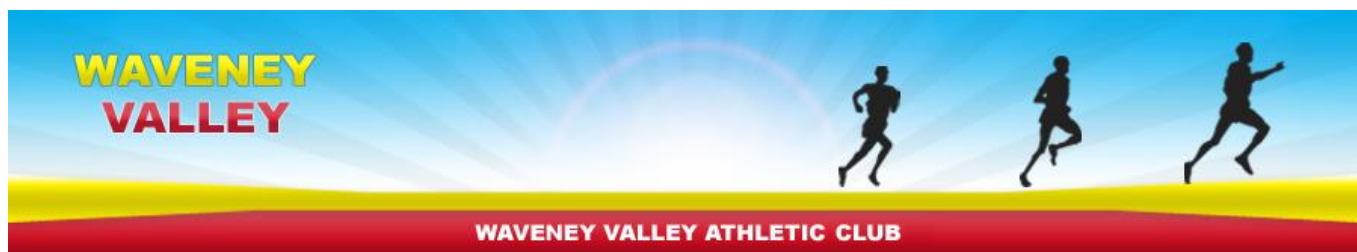


Waveney Valley Athletic Club

Welcome Pack

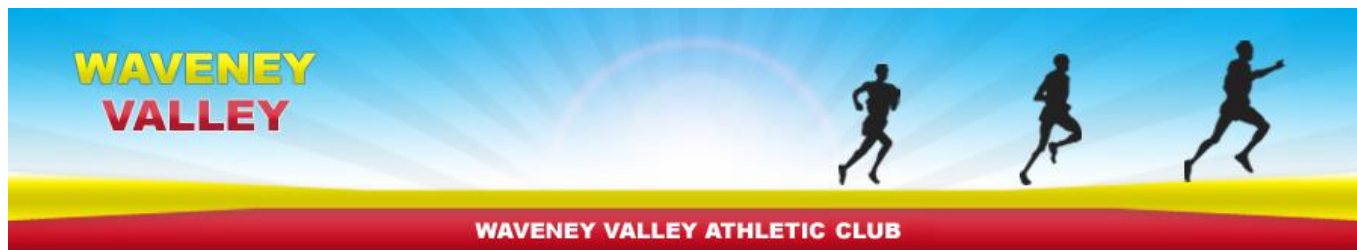




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Introduction

Waveney Valley Athletic Club would like to welcome you (or your child/children) to the club and provide you some information about our activities.

The club provides opportunities for children between from 8 to 18 to receive coaching and opportunities for to take part in appropriate competition. All sessions are taken by qualified UKA level 2 and above coaches, and all will have been either CRB or DBS checked.

During training we coach all athletes in all disciplines of athletics, until they are competent in all. Until this stage, the athlete will not specialise. This is in accordance with national best practice and Athletics 365. Some athletes don't like this and will only try in the disciplines they enjoy. If this happens we contact parents, as it can be disruptive to other athletes, is a waste of our time and a waste of your money!

The club has been accredited to Sport England Clubmark status. This is awarded to clubs who demonstrate they meet the criteria regarding training, safeguarding and protecting children, sports equity and club management. The fact the club holds this accreditation is an acknowledgement that we take these issues seriously and we aim to provide a high quality and welcoming environment for you/your child(ren) in athletics.

We welcome parents to training, especially the first month and competitions and value any support you can give. We are keen to involve parents in the club, and would be delighted for you to join the senior club, and start athletics/running yourselves!!

We would appreciate it if you/your child(ren) can arrive promptly and are collected promptly at the end of the session (if you/they are not making their own way home).

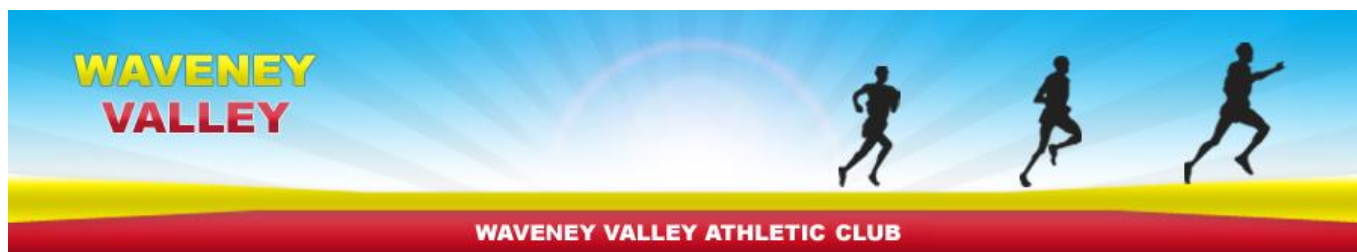
For the safety of your child(ren) it is important that the club is informed of any medical condition or allergies that may be relevant, or if this changes mid-year after you have completed the medical form.

If you would like to talk to someone at the club, your first point of contact should be our Athletics Co-ordinator or Parent Rep, or if a welfare issue, our Welfare Officer. Their contact details and other important numbers are contained in the list of Club Committee page.

Club Committee Members

For more details, please visit our website: www.waveneyvalley.org/contact/committee-members/





Training times and fees

Athletics training takes place at East Point Academy, Kirkley Run, Lowestoft. During summer training (April to September), training will usually take place outside on the field, during winter training (October to March), training will usually take place in the sports hall or gymnasium. Sometimes athletes will be taken off site for fitness/endurance running. Occasionally training may take place at the beach, Normanston park or the High Street (prior to Scores race) – in these instances, notice will be given.

Training Times:

Under 11 (U11) training takes place on Thursdays from 6pm to 7pm

Over 11 (U13, U15, U17, U20 and Seniors) training takes place on Thursdays from 7pm to 8pm

Athletes will usually be separated by age and ability.

There are also training sessions on Mondays from 6pm to 7pm (8pm, in summer) for more serious athletes that compete. **These sessions are by invite only, and may be rotated depending on capacity.**

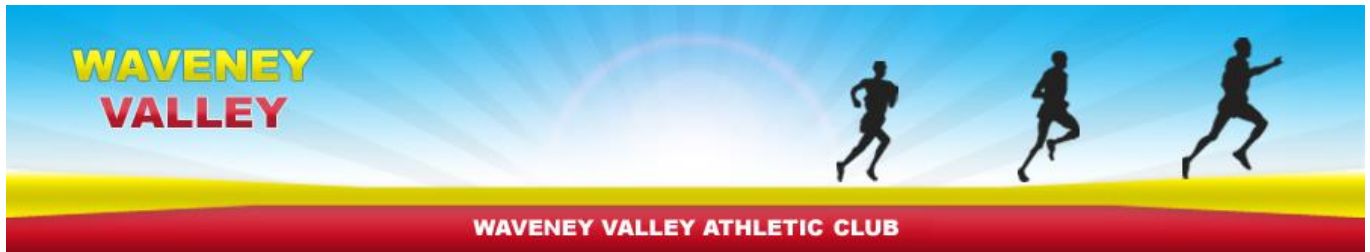
For new members, the first 2 sessions are free of charge. If you decide to continue, you will then need to become a member of the club. This currently costs £15 per year for Under 11s and £30 per year for Over 11s (includes a £16 UKA affiliation fee which all athletes reaching age 11 during the training year are required to pay. The club will forward this to UKA on your behalf).

Thursday sessions must be paid in advance by standing order at £10 per month. Sessions must be paid regardless of attendance to reserve your place.

Monday sessions cost £5 per month and must also be paid by standing order.

Membership and training fees are used towards the costs of hiring facilities, purchasing or renewing equipment, training coaches and officials and the general administration of the club. All coaches and officials are volunteers and unpaid.





Clothing and Equipment

When representing the Club in competitions, Waveney Valley AC t-shirts/vests must be worn and black shorts, tights or leggings.

On training nights, appropriate sports clothing must be worn.

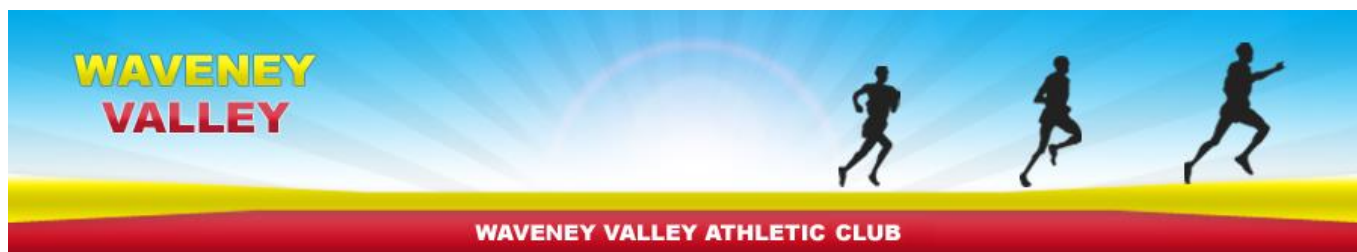
Whenever athletics is being practised, whether training nights or during competition, appropriate athletics/running/sport footwear must be worn. Fashion trainers (e.g. Converse) are not suitable, therefore not permitted.

The Club has all the equipment required for training on Club nights and at competitions.

Waveney Valley AC t-shirts are available to order on training nights from the Athletics Co-ordinator and Parent Rep. These range from £20.

To see our full range of Club Kit go to our website: www.waveneyvalley.org or see the parent Info folder at training sessions.





Competitions

The club will enter and compete in various competitions. The club considers competitions important in the development of athletes. We expect athletes to make themselves available for selection, unless there are compelling reasons to the contrary. Once selected and a commitment has been made to compete, every effort must be made to attend the competition, and to contact the Track & Field Secretary with at least 48hrs notice, if this will not be possible.

As a condition of membership, athletes will have had to have competed in at least four fixtures from the team/club competitions we are focussing on, these are: East Anglian League fixtures, Suffolk Sportshall League fixtures, Suffolk Winter XC league fixtures, the Ekiden and JAFFA relay fixtures and Club Championships - there are around 18 fixtures within these over the season.

We do of course encourage athletes to compete in other fixtures too, with Quadkids fixtures an especially good introduction to track and field for junior athletes, and we target one Parkrun each month for athletes to run in club colours.

The club will compete, or offer athletes the opportunity to compete at the following:

Track and Field

WVAC Club Championship

2021, TBC

Suffolk County Championships

2021, TBC

East Anglian League

2021, TBC

Eastern Young Athletes League

2021, TBC

Area/Regional

2021, TBC

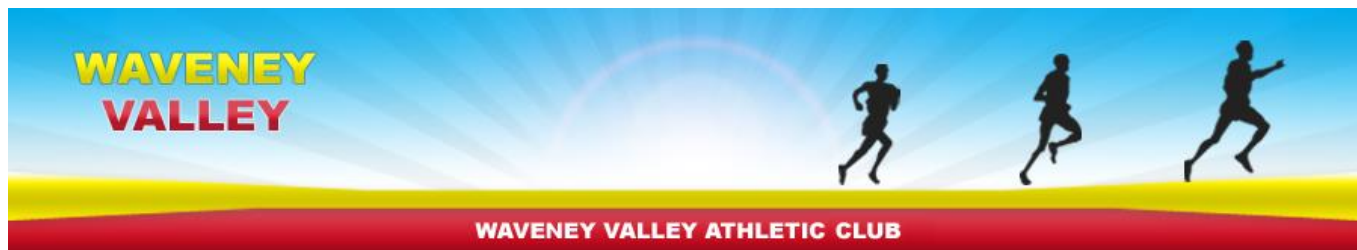
Performance meetings/Other

2021, TBC

Quadkids

2021, TBC Suffolk Quadkids Championships, Ipswich





2021, TBC Norfolk League

Races

2021, TBC JAFFA XC Relays, Ipswich
2021, TBC Ekiden Relays, Woodbridge
2021, TBC Lowestoft Scores Race

Parkruns

2021, TBC Lowestoft

Sportshall

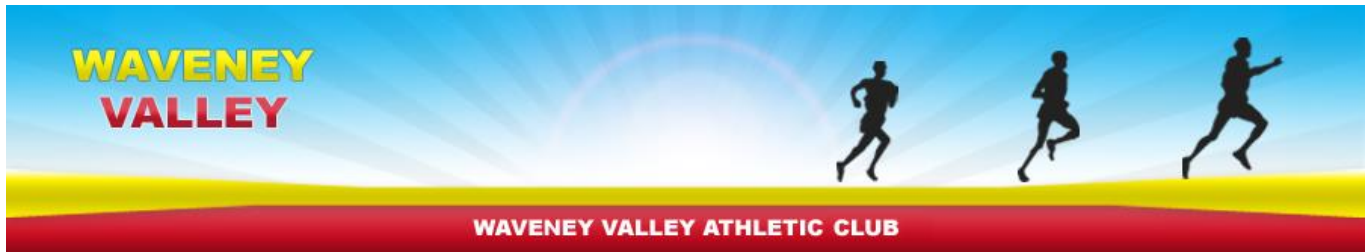
2021, TBC County Training day (Suffolk Selected)
2021, Regional Sporthall Championships, Colchester (Suffolk Selection)

Cross Country

2021, TBC Suffolk County Champs, Culford School
2021, TBC Suffolk Winter League, Round 3, Stowmarket
2021, TBC Suffolk Winter League, Round 4, Bury St Edmunds
2021, TBC Suffolk Winter League, Round 5, Bungay Black Dog (location TBC)
2021, TBC There may be additional charges to enter some competitions, and you may need to arrange your own transport, although club transport may available for some events.

Black club vests/shirts and black shorts/tights **must** be worn at club competitions.

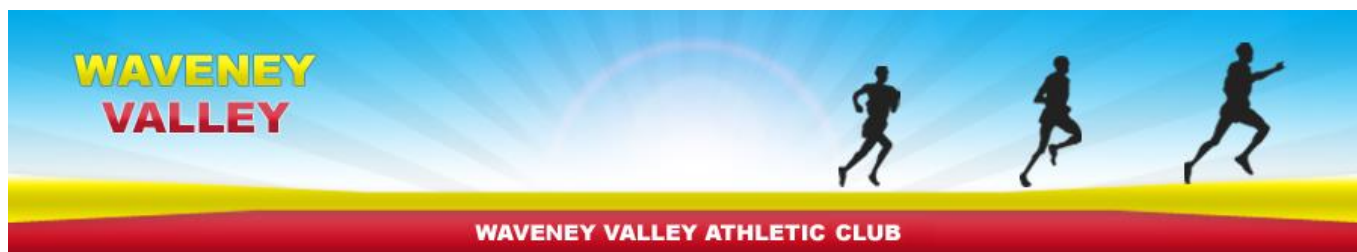




Competitions – Date Order

Further 2021/22 fixtures TBC





The Club Code of Conduct

The club will:

Adopt National policies and codes of conduct in relation to athlete's welfare.

Appoint at least one designated Welfare Officer to act as first point of contact in cases of concern about athlete's welfare.

Ensure that all coaches and volunteers hold appropriate qualifications and have undertaken the appropriate checks (e.g. CRB/DBS) and have access to recommended training in welfare and safeguarding.

Ensure that all club officers, coach's and volunteers act responsibly and set a good example to all members.

Treat all members equally and fairly, regardless of race, ethnic origin, creed, colour, disability, sex, sexual preference, religion, and political or other beliefs.

Consistently promote positive aspects of Athletics such as fair play and never condone rule violations.

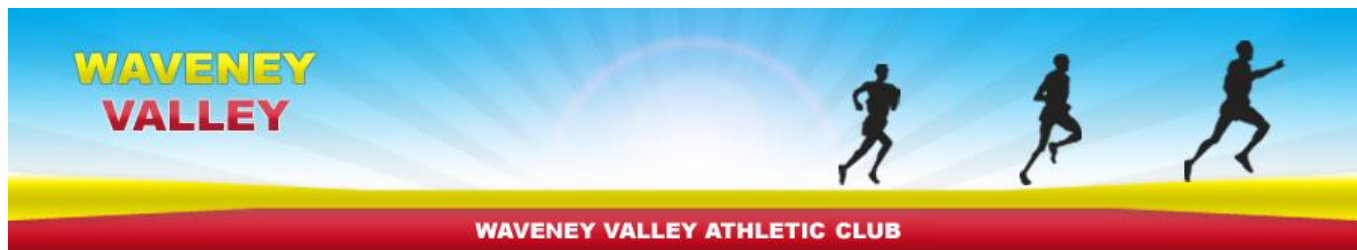
Challenge inappropriate behaviour and language by others.

Place the welfare and safety of the athlete above all other considerations including the development of performance.

Report any suspected misconduct by club officials, coach's, technical officials or other people involved in Athletics to the Club, Regional, National or UKA Welfare Officer as soon as possible.

Adopt the UKA/England Athletics policies and procedures contained within 'Safeguarding and Protecting Children and Vulnerable Adults in Athletics'.



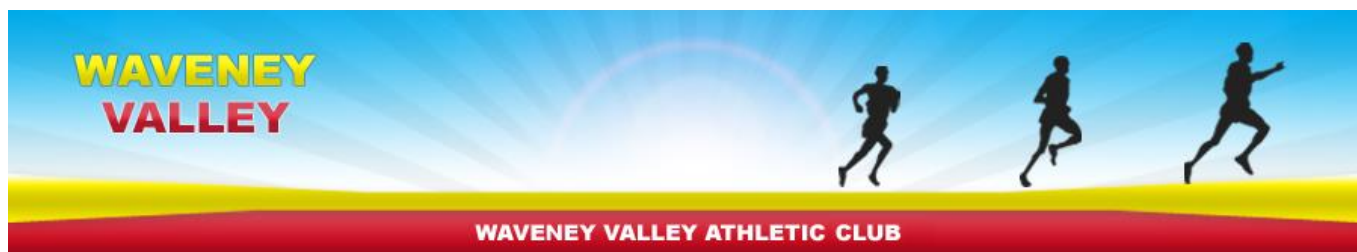


Athletics Code of Conduct (Athlete's version)

All Athletics club members will:

- Be nice to everybody who attends, especially new members
- Stay in the area that you are training in
- Wear something comfortable and suitable to do sport in
- Show respect to everyone
- Not put yourself or others in danger
- Play fairly and include others
- Not be a sore loser
- Ask a coach if you need something or don't understand, as they will be able to help you
- Never swear, use bad language or shout at others. Never push, kick or threaten others. Never be nasty, bully or deliberately distract others at training or any event.
- Please tell a coach if you have any suggestions or complaints
- Follow these rules at all times





Athletics Code of Conduct (Parent's version)

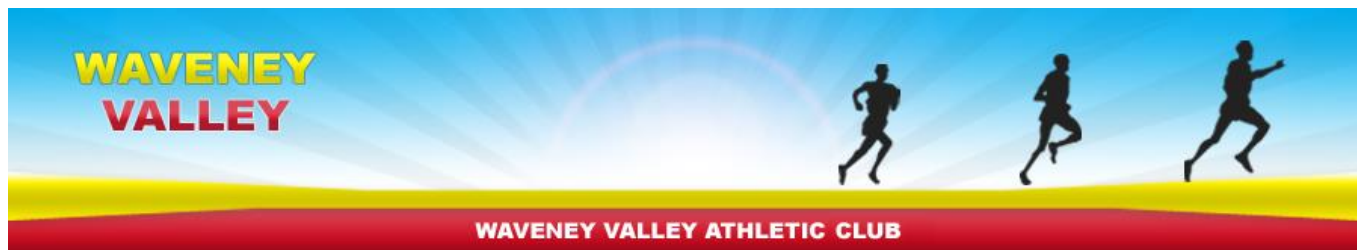
Waveney Valley Athletic Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Athletics Co-ordinator, Welfare Officer or Parent Rep.

Sports clubs for young people should offer a positive experience where they can learn new things in a safe and positive environment.

As a member of the Club, your child is expected to:

- Always listen carefully to what their coach is asking them to do, particularly when talking about safety.
- Always try their best at competitions, and in training.
- Be loyal and give others a second chance
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Keep within the defined boundary of the playing/coaching area.
- Play within the rules and respect the official and their decisions.
- Take care of equipment owned by the club.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references.
- Refrain from bullying including using social media, chat-rooms or texting.
- Refrain from rough and dangerous play.
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Wear suitable kit for training and competitions, as agreed with the coach/team manager.
- Not smoke, consume alcohol or drugs (or be under the influence of) whilst on club premises, training, or at competitions.
- Show respect to other members/coach's and display team spirit.
- Keep themselves safe.
- Report inappropriate behaviour or risky situations.
- Play fairly and be trustworthy.
- Show appropriate loyalty and be gracious in defeat.
- Challenge or report the bullying of your peers.
- Respect opponents.
- Not cheat or be violent/aggressive.
- Make their club a **fun** place to be.





Your child will have the right to:

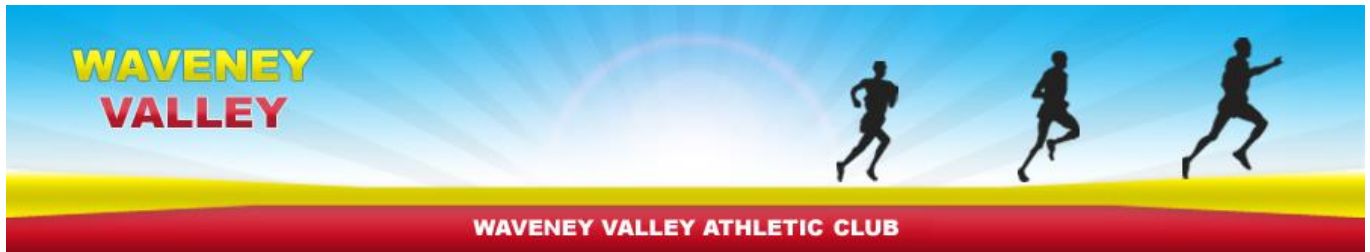
- Be safe and happy at the Club.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy athletics in a protective environment.
- Be protected from abuse by other members or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.

If a coach believes that a child is behaving in an unacceptable way they will issue a verbal warning, thereby giving the child the opportunity to address their behaviour. If the child continues to act in a way that is disrespectful or unsafe the coach will ask them to sit out for the remaining session. If a child has been asked to sit out the Athletics Co-ordinator will bring this to the attention of the parent or guardian verbally or in writing. If unacceptable behaviour continues, the Club may refuse the child continued membership on the grounds of unacceptable behaviour.

Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the Athletics Co-ordinator. Persistent misbehaviour may result in termination of membership from the Club. Parents will be informed at all stages.

Membership termination can be appealed with final decisions taken by the Club committee or referred to the National Governing Body.





Parent's Code of Conduct

All Athletics club members Parents/Guardians will:

Encourage their child to learn the rules and play/compete within them

Discourage unfair play/competition and arguing with officials

Help their child to recognise good performance, not just results

Set a good example by recognising fair play and applauding the good performances of all

Never force their child to take part in athletics

Never undermine the coaches or coach their child from the side during training

Never punish or belittle a child for losing or making mistakes

Publicly accept officials' judgements

Support their child's involvement and help them to enjoy athletics

Use correct and proper language at all times





Coach's Code of Conduct

All Coaches, Assistant Coaches, Leaders and Volunteers 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 CRB/DBS clearance, update your licence and education as and when required by UKA and adhere to the terms of the coaching licence
- Ensure that activities directed or guided 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.
- Not follow/friend athletes under the age of 18 on social media including but not limited to Facebook, Instagram, Whatsapp etc – contact with athletes should be through parents unless exceptional circumstances.
- Not exert undue influence to obtain personal benefit or reward.
- Strictly maintain a clear boundary between friendship and intimacy with athletes and 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.
- NOT allow an intimate personal relationship to develop between themselves 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 the coaching licence to form an intimate personal relationship with a vulnerable adult being coached.
- 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 themselves or others, acts of violence, bullying, harassment and physical and sexual abuse.
- Challenge inappropriate behaviour and language by others.
- Be aware that their 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 found.
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to themselves or others excluding athletics equipment used in the course of 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, 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 themselves 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 by car.
- Never invite a young athlete alone into their home.
- Never share a bedroom with a child.
- Always explain why and ask for consent before touching an athlete to demonstrate.
- 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.

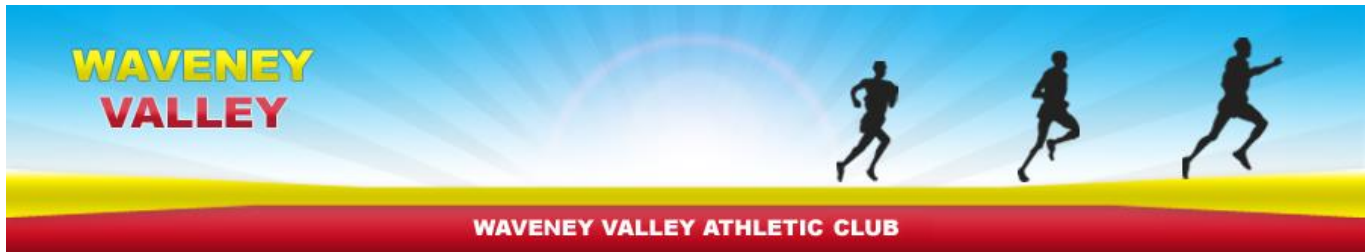


Officials/Technical Officers Code of Conduct

All the Clubs Officials/Technical Officers will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Be appropriately qualified including CRB/DBS clearance, update their licence and training as and when required by UKA and adhere to the terms of the technical official's licence
- Keep up to date with any changes in the relevant competition rules and seek the advice of others if necessary
- Ensure that activities they 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.
- Co-operate 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 their 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 their ability or competence to undertake their officiating duties.
- Be fully prepared for the officiating task that is assigned to them
- 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.
- Not exert undue influence to obtain personal benefit or reward.
- Strictly maintain a clear boundary between friendship and intimacy with athletes and 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, NOT allow an intimate personal relationship to develop between themselves 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 their technical official's licence to form an intimate personal relationship with a vulnerable adult judged/officiated by them.
- It is also strongly recommended that they do not allow intimate relationships to develop between themselves and athletes judged by them aged over 18 years.

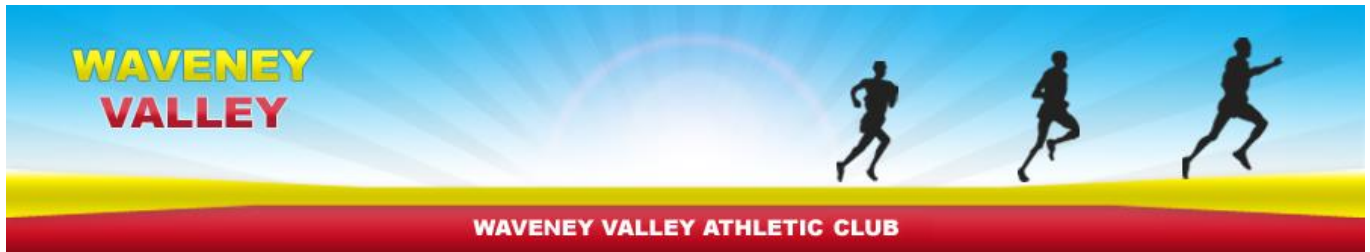
As a responsible Technical Official, when participating in or attending any athletics activities, including training/coaching sessions and competition events they will:

- Act with dignity and display courtesy and good manners towards other
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to themselves 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 they find them.
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to themselves or others excluding athletics equipment used in the course of their 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.
- 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.





Equity Policy Statement and Anti-Bullying and Safeguarding Policies

Equity Policy Statement

Waveney Valley Athletics Club believes in equality for everyone, in everything we do.

We will not tolerate discrimination of any type, including, but not limited to: race, ethnic origin, creed, colour, age, ability, disability, sex, sexual preference, religion, political or other beliefs.

The club is committed to everyone having the right to enjoy athletics in an environment free from the threat of intimidation, harassment and abuse. The club respects the right, dignity and worth of every person and will treat everyone equally.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

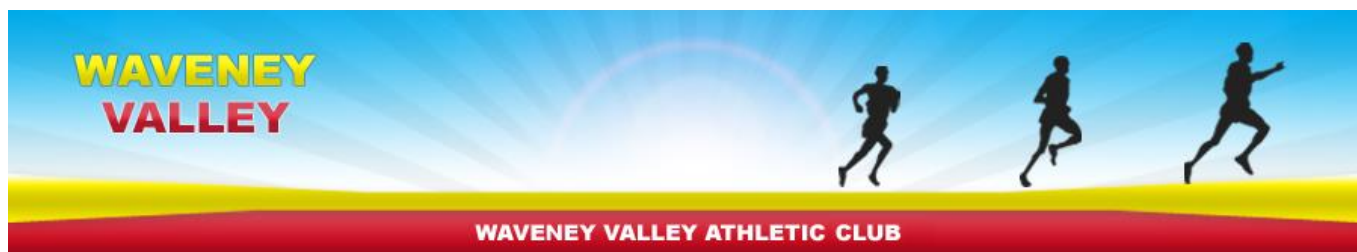
Anti-Bullying Policy

The club has adopted the UKA Anti-Bullying Policy for Clubs 2009. A copy can be found on either the UKA website (www.uka.org.uk) or the club website (www.waveneyvalley.org)

Safeguarding Policy

The club has adopted the UKA and England Athletics Safeguarding and Protecting Children and Vulnerable Adults in Athletics Policy. A copy can be found on either the UKA website (www.uka.org.uk) or the club website (www.waveneyvalley.org)





Discipline and Appeals

Everyone associated with Waveney Valley Athletic Club are required to conduct themselves according to the Club Constitution and Codes of Conduct.

The Club has the authority to terminate membership if there has been 2 incidences of the rules being breached, or a single serious incidence. When a rule has been breached, the member/their parent will be notified. Members/parents will have the right to appeal any membership termination to the Management Committee.

The Constitution and Codes of Conduct applies to everyone – athletes, coaches, officials, volunteers and parents. Should you consider that you have cause to make a complaint you should submit it in writing to the WVAC Secretary or contact a Club Welfare Officer.

The WVAC Management Committee (or sub-committee with delegated powers) will meet to hear complaints according to the Club Constitution. The Committee has the power to take appropriate disciplinary action including the termination of membership, upholding a termination decision or overturning a termination decision.

The outcome of a disciplinary hearing will be notified in writing to the person who lodges the complaint and the person against who the complaint was made according to the Club Constitution.

Please see the Club Committee page, or the Club website for details of the Club Secretary and Welfare Officers.

