



# Sutton & District AC

The David Weir Leisure Centre, Middleton Road, Carshalton, Surrey, SM5 1SL

England Athletics Affiliation Number: 2658651

## Welcome & Information Pack 2024

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# Section 1: INTRODUCTION

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## About The Club:

Sutton & District Athletics Club is a friendly community athletics club, established in 1985 it caters for both male and female athletes of all abilities from **school year 5 through to masters**.

The club competes in both track & field and cross country leagues and we are proud that some of our current and past athletes have competed at both International and National Level representing their country in the Olympics, World Championships and National Meetings.

**Importantly, the club is run purely by volunteers.**

## Where to Find Us

Sutton & District AC training sessions are held at the David Weir Leisure Centre.

The full address and telephone number for the centre is David Weir Leisure Centre, Middleton Road, Carshalton SM5 1SL, Tel. 020 8641 9480. ***Please note this is not the contact number for Sutton and District AC (see 'Club Contact Information' below for the clubs contact email addresses)***

Free car parking is available on site. Please park in marked bays only as the car park is operated by wardens. Parking can be very busy on club nights and queues can be long, so please allow plenty of time to ensure prompt arrival for your training session.

The club has its own club room within the centre called the Les Alder room, which acts as a base on club nights.

## After-School Athletic Sessions

If your child is not yet in school year 5 or on the occasions, there is a waiting list for Sutton & District AC then you may wish to consider attending the Aspire to Greatness after-school athletic sessions, held at DWLC. These sessions are for children from 5 – 16 years. If this is of interest, then please contact Guy or Kate on 0333 6000121 or email [admin@aspiretogreatness.co.uk](mailto:admin@aspiretogreatness.co.uk) please mention Sutton & District AC as your referral.

These sessions can act as a good starting point whilst you wait for entry into the club and to see if you enjoy competitive athletics, they feed into Sutton & District AC or are a great way if you just want to improve your athletic ability or fitness for all sports.

## Entrance Fees

**Very Important Note** – Sutton & District AC uses Everyone Active facilities at the David Weir Leisure Centre which means you **will also have to pay an additional entrance fee if you are training at the centre**. **Sutton & District AC membership fees DO NOT include membership to Everyone Active.**

David Weir Centre staff will advise you on the best membership options available and whilst you do not have to join Everyone Active, you can 'pay as you go', it may be more cost effective for you to join (depending on what facilities you would like to use and how often you attend the training sessions). Please note there is now an app for booking Everyone Active to avoid cash transactions. The app is Everyone Active and can be found in the play or app store. Click on club nights. Alternatively, you can book and prepay in advance by calling the centre. This makes for quicker entry into the centre.

## Facilities

Our athletes have use of the following facilities:

- An eight lane outdoor track
- Both outdoor & indoor field facilities (for pole vault, high jump, long/triple jump, shot put, javelin and hammer, along with a discus cage)
- An indoor 60 metre track.
- Changing facilities and amenities
- A café

And the centre itself also offers a gym, studio and sport hall for Everyone Active members.

## Club Committee

The club is managed by a Club Management Committee which is elected at the clubs Annual General Meeting. The Management Committee consists of a President, Chair, Club Secretary, Treasurer, Development Officer, Membership Secretaries, Welfare Officers, Event & Fixtures Manager and 3 x Ordinary Members.

The Management Committee is responsible for the overall operation of the club which includes but is not limited to: providing guidance and support for track and field, road and cross country, youth development, child protection, coaching (including coaches' development), officials, maintaining club facilities, maintaining accurate financial records, operating an athletes awards program, maintaining accurate membership records in accordance with UK Athletics stipulations and the Privacy Act, marketing and a social programme. The committee's actions are guided by the Club Constitution and the Codes of Conduct both of which are posted on the club website. The committee member list can be found in on the club's website and on the clubroom noticeboard.

## Club Contact Information:

Committee members and officers are reachable through email; the relevant email addresses are available on the website and below:

- For general queries, please contact the club secretary at [clubsecretarysutton@live.co.uk](mailto:clubsecretarysutton@live.co.uk)
- For **membership queries** please contact [sadacmembership@gmail.com](mailto:sadacmembership@gmail.com)
- The welfare officers can be contacted at [welfare@suttondistrictac.co.uk](mailto:welfare@suttondistrictac.co.uk).
- The club chair can be contacted on [sadacchair@gmail.com](mailto:sadacchair@gmail.com)

## Communication:

The club also has a number of social media platforms to support communication

- **Website** ([www.suttondistrictac.co.uk](http://www.suttondistrictac.co.uk)) the website includes updates, news, competition details and fixtures, contact details, club documents, membership form and payment link
- **Twitter** (@SuttonDistAC) – regular updates, news and reminders are posted
- **Instagram** (suttondistrictac) – photos from competitions and training, news and updates
- **Email** – please ensure that you add and keep update your email address on the membership form/platform. Email is used as the main communication tool for direct club contact to athletes and parents/carers.
- **Club Notice Boards** – inside and outside the Les Allder club room.
- **In Person** – coaches, committee members and club officials are generally available on club nights, so please feel free to speak to them if you have any queries. Please avoid interrupting coaches during their training sessions.

## Volunteers:

The club is run entirely by volunteers.

All club coaches and volunteers are encouraged to attend safeguarding training and all coaches, officials and welfare officers have DBS clearance.

### **We encourage all parents to attend an official's course to support the athletes at competitions.**

Without officials we cannot enter league competitions. The more volunteers we have, the better club is run. **WE ALWAYS NEED VOLUNTEERS** to help with variety of jobs including coaching, officiating and helping at track meets, club management (e.g. administration, website management, etc.), social organisers, fundraising, team managers, catering and much more. If you are a club member or your parents, guardians, partners, friends are interested in volunteering at the club, please contact club secretary. All offers of help are welcomed.

## Fundraising & Sponsorship:

The club fundraises:

- To support club development for both athletes and coaches i.e. coaches training courses
- To be able to subsidising or providing free coach travel to and from league fixtures
- To purchase equipment
- To host award events

The club needs support with fundraising so if you would like to support with any forms of fundraising either joining the fundraising team or to help to organise events or activities please do contact the club

We ask all our members to support our fundraising when shopping online by adding to your toolbar <https://www.easyfundraising.org.uk/causes/suttondistrictac/>

## Section 2: MEMBERSHIP

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### Joining the Club

All prospective members are required to complete our online application/registration form:  
<https://paysubsonline.com/ThirdpartyRegistration.aspx?clubID=cc40512760227782165dc0840dda238a>

**PLEASE NOTE ALL APPLICATIONS HAVE TO BE RECEIVED ONLINE AND APPROVED, BEFORE YOU WILL BE INVITED TO AN INDUCTION OR TO TRAIN AT THE CLUB. PLEASE DO NOT TURN UP ON CLUB NIGHTS ASKING TO JOIN. OUR VOLUNTEERS DO NOT HAVE THE TIME TO HOST AD-HOC INDUCTIONS. IF THIS HAPPENS YOU WILL MISS VITAL CLUB INFORMATION AND CAUSE DISRUPTION FOR COACHES ON THE NIGHT.**

All members (new or renewals) are asked to ensure they complete the relevant GDPR data information on the club registration form. Please contact membership if there are any queries regarding this.

### Induction

Once the completed form has been received, your interest will be registered and available to our induction team. When spaces become available within our training groups you will then be contacted via email and a date and time will be arranged for you to visit the club for an induction session.

Please bear with us if your application and induction request is not responded to immediately as the club is run by volunteers who carry out the club tasks in their free time.

Induction sessions usually take place once a month however, when we have waiting lists this may take longer.

The induction session will cover an introduction and information about the club, becoming a member, health & safety, communication and welfare, track etiquette, training and competitions. You may also have an opportunity to meet with some of our coaches. You will be able to join in a training session, although this may not always be offered due to specific training going on for competitions. However, do come prepared with water and be appropriately dressed i.e. joggers/shorts leggings, long-sleeved top or t-shirt and running trainers.

#### **Adults must attend the induction with those under 16 years of age**

Following the induction, you will have one further free training session before a decision is made on whether you can be offered a place. If accepted you will be assigned to a training group and must pay your joining and membership fee. You will be sent a payment link from our membership portal called Loveadmin (please check your junk folder).

Athletes over the age of 12, if you would like to try a different training group before making the decision to join please do talk to the coach or our club secretary.

***At your induction please note the coach who does the initial assessment will not necessarily be the coach who goes onto to train you.***

Most coaches have WhatsApp groups for their training groups so do ask to join these. Coaches will support club communications by giving information such as reminders of competitions or urgent changes to your coaching sessions via these WhatsApp groups.

Once you have joined the Club please remember to keep your membership details up-to-date. Please use the payment link to amend the details to ensure that we always have up-to-date details for you (e.g. change of email, telephone number or medical conditions, etc.).

## Club Membership fees for 2024

*All club membership costs include the England Athletics (EA) registration fee*

Category	Membership	EA	MEMBERS TOTAL FEE
Under 18	£46	£19	<b>£65.00</b>
19-24	£56	£19	<b>£75.00</b>
Senior	£65	£19	<b>£84.00</b>
Veteran 35 +	£21	£19	<b>£40.00</b>
HE Student	£10	£19	<b>£29.00</b>
Family - 2 plus members	10% discount on overall combined membership	£19* <i>NB each member fee to be paid.</i>	
Velocity Racers	£10	£19	<b>£29.00</b>
Second Claim	£22	£0 - <i>fee paid by 1<sup>st</sup> Claim club.</i>	<b>£22.00</b>
Affiliate Training Member	£20	N/a	<b>£20.00</b>

**NEW MEMBERS WILL BE CHARGED A ONE-OFF JOINING FEE OF £30. THIS FEE INCLUDES YOUR FIRST CLUB VEST.**

### Membership Categories.

- **Full Membership – under 18** - Includes EA registration; Age groups U11 (Year 5) to U20 who are still in full-time secondary education.
- **Full Membership – 19-24** - Includes EA registration; 19 to 24 Adults who are not in full-time higher education.
- **Full Membership – Senior** – includes EA registration; 25+
- **Full Membership – Veteran** - includes EA registration; 35+
- **Full Membership – HE student** – includes EA registration; Age 18+ those who are in FT Higher Education; requires confirmation to club. Please note on occasions documentation may be required.
- **Family membership** – includes EA registration for each family member; must contain at least 2 family members, ALL family members must compete.
- **Velocity Racers** – includes England Athletics Registration
- **Second claim membership** - no EA registration, valid EA registration must exist from first claim club –includes members from Sutton Runners who wish to use track and compete for Sutton & District AC
- **Affiliate membership** – Training members

### Additional categories:

- **Life membership** - Honorary membership; EA registration fee is paid by the Club for any competing Life members
- **Higher Claim Competitor** – With authorisation from SADAC there is the opportunity for club athletes, who are first claim with SADAC and are fully paid up members, to also compete for another club who compete in higher level competition. The higher claim club normally pay the fee for this or the athlete pays this themselves. Please note this clearance has to be in place early in the year. The club are keen to retain members so please look at this as an alternative to resigning from the club.
- **Volunteer membership** - membership fee is waived for volunteer committee members, club coaches, team managers and officials who are looking to compete for the club. Regular commitment to volunteer roles within the club is required to gain this membership. Committee approval required for this category.

**Additional Fees:** On occasions further coaching or training costs may apply and your coach will advise you on any additional fees. This may be incurred for additional training sessions, development days, transport, social activities. There are also options of additional club kit which may also be purchased separately.

## Changing Coaching Group

Guidelines for changing coaches can be found on the notice board and website. If you need support with this, please do contact either welfare or club secretary. Please inform membership if you have changed group so that records can be updated. Please ensure this has been agreed first by all parties.

## Resignations

If you no longer wish to be a member of Sutton & District AC please contact the membership secretary asap so that our records can be updated, your space can be allocated to another athlete and you stop getting club communications. In addition, please advise your coach. Remember they have supported you so please do acknowledge this.

## Club Transfers

If you wish to change clubs please do speak to your coach, welfare officer or club secretary as depending on your reason for transferring we may be able to support you with higher level competition or look at alternative coaching. If you still wish to resign but compete elsewhere then you need to contact England Athletics and place a formal resignation.

## Velocity Racers

Velocity Racers (Wheelchair Racing) are affiliated to Sutton & District AC.

Athletes who are part of Velocity Racers are coached by Christine Parsloe and we can arrange for contact to be made with her if you wish to join (contact [clubsecretarysutton@live.co.uk](mailto:clubsecretarysutton@live.co.uk) ). If you are already a Velocity Racer training with Christine please register on our registration link to enable us to proceed with your club membership and England Athletics registration.

## Section 3: TRAINING

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### Training Groups

There are two main training groups:

1. The Young Athletes Development Group; school year 5 (u11), 6 & 7 (u13) and on occasions Year 8 (U15)
2. Established Year 8 (U15) up Groups

#### **1. The Young Athletes Development Group**

Covers all U11s & U13s but can also include some U15s who are new to athletics and assessment. A variety of disciplines are taught in this group in both track and field to ensure competency for competitions.

Our Young Athletes' Development Group covers the England Athletics 365 programme which you can read about here <http://www.englandathletics.org/athletics-clubs/i-help-to-run-a-club/young-athletes-section/athletics-365-resources>.

Club sessions are Tuesday 18.00 – 19.00 & Thursday 18.00 – 19.00

#### **2. Established U15+ Groups** (may include some U13s).

As our U15 + groups are large, the groups are split into further training groups with allocated coaches. Some athletes also join additional groups for event specific training i.e. Long Jump, High Jump, Pole Vault, Throws etc.

Club sessions are Tuesday 18.30 – 20.30, Thursday 18.30 – 20.30 & Sunday 9.30 – 12.00  
(Timings may differ for these groups depending on coaching group)

Please make sure you make the coach aware of any medical conditions and please do not come to train if you have an injury, unless this has already been agreed with your coach.

**We are a competitive athletics club** and in order to get best out of the training and support progression, the club expects you to attend all the club sessions each week (Young Athletes Development Group – 2 sessions per week & Established U15+ Group - 3 sessions per week). However, we are aware that you may have other commitments where you cannot attend the training sessions. If this is the case, please let us know at the induction, so we can discuss this with you. It is important once you are placed with a coach that you inform them when you are not able to attend. Coaches will also advise if they wish you to attend on additional days to club sessions. You could lose your place at the club due to non-attendance and not competing.

For Health & Safety reasons you will need to check in with your coach at the beginning of each training session

**PARENTS OF CHILDREN UNDER THE AGE OF 12 MUST STAY ON SITE AT ALL TRAINING SESSIONS AND ASK THE COACHES PERMISSION IF THEY NEED TO LEAVE THE CENTRE FOR WHATEVER REASON** There is a café within the centre where you can wait but we do encourage supervising adults to help and support the coaches if required. This is a great way to get involved in the club.



## Training Guidance

Athletes should bring to each training session the following:

- Suitable footwear and clothing as training takes place in all weathers. If in doubt about what to wear, please speak to your coach. Equally, if you have spikes or specialist throwing shoes ensure you bring these with you.
- Bring a drink of water (there are free water refilling stations within the centre), to ensure hydration before, during and after training. Whilst there is a café at the club to avoid disruption during training if you need to buy anything from the café please do this before the start of training. Do not eat a large meal before training, but also you must not train on empty stomach
- Small healthy snack (for refuel after training) – no NUTS please.
- Make sure the coach is aware of any medication you are taking at the time of training including the need for an asthma pump. If an athlete has asthma and has forgotten their pump training can possibly be adapted to accommodate this provided the coach is made aware. For your information, Coaches under UKA rules are forbidden to offer pumps to athletes that are not the athletes own prescribed inhaler. Please do not put your child at risk by letting them attend without a pump or required medication. If you are able to provide a named pump we can keep this locked in the clubroom for emergency use. Please ensure you check out safe medication and register the use of asthma pumps - <http://www.ukad.org.uk/support-personnel/tues/>

Please inform your coach if you are unable to attend training as irregular attendance without a good reason, may mean withdrawal from the club.

## Club Coaches

Sutton and District AC have a number of qualified track and field coaches; and also have number of assistant coaches. The club is dedicated to providing a high standard of coaching and regularly sponsors the coaches to help them achieve a higher level of qualifications and expertise.

All our club coaches and assistant coaches have a valid UKA licence.

Additionally, the club ensures that all coaches, officials and volunteers who work with children undergo a Disclosure and Barring Service (DBS) Check in line with UK Athletics practice. All coaches will have completed a safeguarding course and some of our coaches are first aid trained. We always welcome more help with training.

Coaches will try and attend competitions however on occasions they may not be able to commit to this. Please be aware that your coach is a **volunteer** and will also have their own families and personal commitments so cannot attend all club competitions. They will ensure you have been made aware of a warm up and will give direction for the competition. They may, on occasion ask another coach to support with warm ups at competition.

Please respect your coaches and assistant coaches by listening to instructions before and during training and also be aware of the other coaching groups around you.

## Section 4: Competitions

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Sutton & District AC is a competitive athletics club and all members are expected to compete. All members are expected to compete in at least 75% of the Club League matches for which they are asked to or are eligible to attend. Please note this does not include Schools, County or Open events.

All information on club fixtures can be found in the club room and on the club website. Emails will be sent out to those eligible for a league fixture approx. two weeks before the competition. Please ensure you reply promptly to advise whether you are or are not available so that the team managers can select the team.

Notification of up and coming events, updates and reminders are tweeted out to our followers. Coaches and team managers will also let you know all up and coming match dates. However, it is also the responsibility of the athlete to find out about the competitions and let team managers & their coach know their availability to compete.

A number of athletes from Sutton & District AC have progressed to compete at National and/or International level both in track and cross country. In recent years we have had a large number of younger members competing on the track/field or cross country at County level, Inter-County, National level, English Schools, mini marathon and at the Club Connect Relays.

### Age Groups

Competitions age groups for the 2024 competition year are U11 (minimum age 9, school year 5), U13 (Y6/7), U15 (Y8/9), U17(Y10/11), U20(Y12/13), U23, Senior and Masters.

### League Track and Field Competitions

***Please note each season leagues are assessed and decisions to re-enter or leave leagues is based on both athlete attendance and the availability of volunteer officials and team managers.***

#### League competitions

Are managed by club volunteer team managers and all members are expected to compete. They cover all age groups for running, throwing and jumping events. Team managers often change each year and volunteers are required to take on these roles.

Advice on transport for league competitions will be provided for each league, but generally it is expected that athletes will make their own way to local league matches. Coach transport is often provided for matches further afield or with limited transport access.

#### League fixtures:

Fixture list and current league information can be found on the club noticeboards and website.

2024 Club Competitions are: SLAN, SLAN Super 8, Southern Athletics League, Lily B League & Ebbisham League. To enable us to enter more leagues we need a large number of registered athletics officials please support the athletes by taking a course.

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#### Open competitions

Your coach will advertise a number of open (local) competitions which are open to individual athletes. It is up to the individual member to arrange registration, cost and transport. Your coach will advise you on opens. Please check with your coach first before entering an open competition.

### **Surrey & English Schools (Track & Cross Country) <http://www.ssaa.org.uk/>**

Each year some Sutton and District Athletes are selected to represent their schools at these competitions. The selection, registration and management for Surrey schools entry doesn't fall within Sutton and District AC, but we will support and provide advice for athletes if necessary or contact staff members at schools if it helps give our athletes the opportunity to compete

Please note the age groups are different to those used by England Athletics and work on school year. Selection for English Schools is based on performance and standards <http://www.esaa.net/>

### **County, National and International Competitions**

There is a requirement to qualify to these competitions and these competitions are managed by relevant teams and not by Sutton and District AC

It takes regular, continuing training to reach the county, national or international level and the coaches will support you in getting to this goal and being able to qualify and attend these competitions. It may take some time until you reach these standards, so please be patient but when your coach/coaches feel that you have reached the relevant standards they will provide you with relevant support and advice. Please speak to your coach if you are interested in any of these competitions.

## Section 5: Health & Safety

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Sutton & District AC is committed to providing a safe environment for all members. We promote high standards of health, safety and welfare and ensure regulatory compliance with statutory requirements.

### Club Member Duties

As a club member, you have a duty to:

- Take reasonable care of your own health and safety and any others who may be affected by what you do or don't do.
- Cooperate fully with the club on health and safety issues.
- Listen carefully to instructions from your coach, committee members, club official and employees of Everyone Active and only do what you are asked to do
- Make sure that your emergency contact details and any relevant medical information for you is up-to-date on your online membership form and also please ensure once you begin training with a coach, you provide them with contact information and inform them if you have any medication currently taken as this is vital to your safety, injuries or commitments which may affect training/competitions.
- Do not interfere with, or misuse, anything provided for your health, safety or welfare. E.g. stay outside marked throwing areas during training sessions, unless you are throwing and do not cross the infield during training sessions.
- Observe all health & safety advice and do not put yourself or others at risk!
- Have a parent in attendance if you are under 12 years or have made an arrangement which the coach is aware of.

### Conduct during Training Sessions

During training, all members are expected to behave responsibly.

#### General rules:

- Always listen to your coach.
- Always respect other athletes and coaches in all of our training groups. This includes those from other clubs too
- Only carry out actions as instructed by your coach; e.g. do not jump until you are told to jump or do not throw unless you are asked to throw.
- Do not enter training areas without your coach.
- Do not use any equipment unless you are instructed to do so.

**Track Etiquette, to be observed by all athletes:**

- Entering and crossing the track – to avoid collision with other athletes who may be on the track already, treat the track like a road and look both ways. ALWAYS!
- Shout 'TRACK' to warn slower runners of your approach and allow them to move out of the way.
- Jogging and warming up – lane 8 is for jogging and warming up. Please do not jog in the inside lanes
- NEVER! run or walk across the infield due to field events equipment being used
- Hurdle drill and training must be carried out only on the home straight using lanes 5, 6 & 7
- Sprint drill and training must be carried out in the back straight using lanes 2, 3 and 4.
- Timing for middle distance and sprints must be carried out in lanes 2, 3 and 4.
- DO NOT USE Lane 1 for training
- Children under the age of 12 must be supervised by an adult at all times.
- Equipment will only be issued to adults and athletes over 16 years of age.
- Correct footwear must be worn on the track.

**Note: Full codes of conduct can be found in appendices or on the club website**

**First Aid**

First aid is available at the centre's reception during training sessions. In addition, most of the club coaches and team managers are first aid trained. A club first aid kit is also located in the club equipment room and this is taken to away fixtures. We also have purchased a defibrillator to be taken to away competitions and is stored in the first aid bag in the equipment room.

**Safeguarding**

If you have any concerns regarding the welfare, safeguarding or child protection of an athlete please do contact our welfare officers. [welfaresuttondistrictac@gmail.com](mailto:welfaresuttondistrictac@gmail.com). If you feel you cannot contact the welfare officers please contact the club chair or go directly to England Athletics welfare.

For information coaches have all completed the safeguarding children in sport courses. We do have some volunteers who are trained in guidance for supporting mental health and they can signpost where to go for help and support.

# Appendices

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## APPENDIX 1: Athlete Code of Conduct

Athletes are expected to show a positive, respectful attitude for everyone involved in the sport. Criticism and disrespect for officials, opponents, and coaches undermine the purpose of sport and encourage behaviour contrary to the spirit of the sport.

Our mission is to provide athletes the opportunity to compete at the highest level commensurate with their individual ability, potential, and interest. An emphasis on fair play and respect for all participants is a primary element of our club's mission. To better achieve that mission, we provide the following Codes of Conduct for all Athletes and Parents.

### **Athletes Code of Conduct**

- Respect the sport and its rules, learn these rules and try to follow them, and compete fairly
- Conduct yourself with honour and dignity and treat other athletes as you would like to be treated.
- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally.
- Anticipate and be responsible for your own needs including being organised, having the appropriate equipment ensuring you have informed if taking any medication 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.
- Uphold the same values of sportsmanship off the field as you do when engaged in athletics
- 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.
- Never engage in any inappropriate or illegal behaviour.
- Avoid destructive behaviour and leave athletics venues as you find them.
- Do not carry or consume alcohol to excess or illegal performance-enhancing substance
- 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 yourself and other athletes.

***“In all cases the club has the right to refuse or terminate membership of any individual who does not conform to the codes of conduct of the club. There will be a period of suspension in which time an appeal can be made by the individual, the outcome of which will be decided at committee and that decision will be final”***

**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/guardian
- Use safe transport or travel arrangements
- Report any accidental injury, distress, misunderstanding or misinterpretation to your parents/guardian 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

**As a member of Sutton & District Athletics Club, you are agreeing to abide by the above code of conduct.**

## APPENDIX 2: Code of Conduct for Parents/Guardians

As a parent/guardian you play a special role in the development of your child. Your encouragement and good example will do more to ensure good sportsmanship and self-discipline than any other influence.

- Support your child by giving encouragement and showing interest in his/her team.
- Help your child to work toward personal improvement and good sportsmanship.
- Teach your child that hard work and an honest effort are often more important than victory.
- Always be positive; children learn more by example than by criticism.
- Work to be a positive role model, and reinforce positive behaviour.
- Take an active interest in your child's participation.
- Attend training or competitions whenever possible.
- Applaud good performance by other athletes.
- Do not criticize any child's performance in public.
- Remember that your child is the one training and competing. Children must establish their own goals to train and compete for themselves. Take care not to impose unreasonable demands on your child. Let your child experience the fun of training and competing as well as the challenge of success.
- Teach your child to be gracious in victory and to turn defeat into victory by learning and working toward improvement.
- Know exactly where your child will be and who they will be with at all times
- Never make assumptions about your child's safety
- Check out the qualifications and licenses of people who are coaching or managing your child or offering a service connected to athletics such as physiotherapy, massage or nutritional advice.
- Refrain from coaching from the trackside. Those who give coaching instructions often give inappropriate advice at the wrong time. Leave coaching to the coach.
- Remain away from the trackside and club room, keep within the spectator area. You and your child will both enjoy the sport more if you put some emotional distance between yourself and the training track.
- Coaches and Officials are symbols of expertise, fair play, integrity and sportsmanship - Do not openly question their coaching, judgment or honesty.
- Demonstrate a positive attitude and respect towards coaches, officials and other parents/guardians. Never allow yourself to be drawn into a verbal disagreement with coaches, officials or other parents.
- 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. Improper behaviour by a parent/guardian may result in being asked to leave the track/venue by a club official.
- 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 (e.g. inhalers) that your child needs for the duration of training sessions or 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)
- Ensure that your child does not take any unnecessary valuable items to training or competition

***“In all cases the club has the right to refuse or terminate membership of any individual or in the case of parental behaviour their child, anyone who does not conform to the codes of conduct of the club. There will be a period of suspension in which time an appeal can be made by the individual or parent, the outcome of which will be decided at committee and that decision will be final”***

**As a parent/guardian of a member of Sutton & District Athletics Club, you are agreeing to abide by the above code of conduct.**