



# Sutton & District AC

The David Weir Leisure Centre (formerly Sutton Arena), Middleton Road,  
Carshalton, Surrey SM5 1SL

Chair: William Ofei-Kwatia | Secretary: Mandy Walters  
England Athletics Affiliation Number: 2658651

## Information Pack

- Introduction
- Membership
- Training
- Competitions
- Health and Safety
- Appendices

## Section 1: INTRODUCTION

### About the club

Sutton and District Athletics club is a friendly community athletics club catering for all abilities, male and female, from the age of 10 (School Year 5). If your child is under the age of 10 or not in School Year 5 year, please contact Everyone Active on 020 8641 9480 who will provide you with the information on their after-school athletics sessions.

The club was established in 1985 and meets at David Weir Centre at Carshalton. The Club competes in Track and Field as well as Cross Country leagues. Current and past athletes have also competed at national and/or international level.

### Club Committee

The club is managed by a Club Committee which is elected at the Annual General Meeting. The committee consists of President, Chair, Club Secretary, Treasurer, Development Officer, Membership Secretary, Welfare officers and two ordinary members and is responsible for the operation of the Club, providing guidance and support for track and field, road and cross country, youth development, child protection, coaching (to include coaches' development), officials, maintaining Club facilities, maintaining accurate financial records, an awards program, maintaining accurate membership records in accordance with UK Athletics stipulations and the Privacy Act, marketing of the Club, a social programme, and a media programme to include press releases, a Club website, a Twitter and Facebook page and communication with members and other relevant parties. The committee's actions are guided by the Club Constitution and the Code of Conduct both of which are posted on the club website. The committee list can be found in on the Club's website.

### Contact information

Committee members and officers are reachable through email, the relevant email addresses are available on the website and in the appendix. For general queries, please contact the Club Secretary, Mandy Walters at [clubsecretarysutton@live.co.uk](mailto:clubsecretarysutton@live.co.uk)

For membership queries please contact at [membershipsuttondistrictac@gmail.com](mailto:membershipsuttondistrictac@gmail.com).

The Club has two welfare officers Hassan Hussein and Miriam Hodgins; they can be contacted at [welfare@suttondistrictac.co.uk](mailto:welfare@suttondistrictac.co.uk).

Make sure you get contact details for your coach (or your child coach) once you join the training group.

### Communication

It is very important to us that you keep in touch with club matters, updates and fixtures. We will keep you updated through:

- Website** ([www.suttondistrictac.co.uk](http://www.suttondistrictac.co.uk)) – the website includes updates, news, competition details and fixtures, contact details, club documents, link to membership form and payment
- Twitter** (@SuttonDistAC) – regular updates are posted on twitter
- Facebook**
- Email** – please ensure that you add and update your email address on membership form as we will use it to email you updates, notices, reminders, etc.
- Club Notice boards** – the club has five notice boards; three in the club room and two just outside of the club room; please check these regularly.
- 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. They will be able to either answer your query or direct you to the relevant person.

### Clubmark

Sutton and District AC has achieved Clubmark status, which is the mark of high quality athletics club.

### Volunteers

The Club is run entirely by volunteers. The more volunteers we have, the better club is run. WE NEED more 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. **We always need volunteers and every little helps, so please step forward and give us a hand! ☺**

## Section 2: MEMBERSHIP

### Registration Form

All prospective members are required to complete and return registration form that is available online at <https://paysubsonline.com/ThirdpartyRegistration.aspx?clubID=cc40512760227782165dc0840dda238a>

Once the completed form has been received, this information will be taken forward to our Development Officer who will confirm space 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.

### Induction

All prospective members are required to attend an induction. The induction will take place at least once a month, more often if required. Please bear with us if your application and induction request is not responded to immediately as Sutton & District AC is run by volunteers (our athletes are coached by volunteers too) and they carry out the club tasks in their free time.

The induction will cover an introduction and information about the Club, becoming a member, health & safety and welfare, track etiquette, training and competitions. You may also have an opportunity to meet with some of our coaches.

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

### Club membership

After an induction, you will be allocated to a training group and are required to complete a membership form and to pay your membership fee two week after an induction has taken place. You are able to attend few training session, before we send you a payment request. The following membership categories are available to our members (membership fees are charged pay quarter dependent on the date of joining). **All new members need to pay a joining fee of £20.00 (this includes a club vest)**

Membership Category	Note	Membership fee	EA registration*	Total membership fee	Joining FEE
Full membership – under 18	U15 to U20 who are still in full-time secondary education	£42	£14	<b>£56</b>	<b>£20</b>
Full membership – 19-24	19 to 24 Adults who are not in full-time higher education	£50	£14	<b>£64</b>	<b>£20</b>
Full membership – Senior	Athletes aged 25+	£58	£14	<b>£72</b>	<b>£20</b>
Full membership - Veteran	Athletes aged 35+	£21	£14	<b>£35</b>	<b>£20</b>
HE Student membership	18+ who in FT Higher Education; requires signed HE Declaration	£10	£14	<b>£24</b>	<b>£20</b>
Family membership	must contain at least 2 family members, ALL family members must compete	10% discount on overall combined rate	£14 * registered family members	<b>Overall fee – 10% discount + £14 for each member</b>	<b>£20 for each member</b>
Associate membership	fee is waived for volunteer Club coaches, team managers, officials and committee members	£25	£0	<b>£25</b>	<b>0</b>
Second Claim Membership		£25	£0	<b>£25</b>	<b>£20</b>
Life Membership	Honorary membership, vice presidents and life members; EA registration fees is paid by the club for any competing Life members	£0	£0	<b>£0</b>	<b>£0</b>

\* Membership registration with England Athletics is compulsory for all athletes that compete (all categories excluding Associate members and second claim members)

After an induction, you will be emailed a link to the membership form and payment page online; the link will also be available through the Club website and will be accessible for you at any time after you pay the membership fees. Please use this link to amend the details as and when required to ensure that we always have up-to-date details for you (e.g. change of email, telephone number or medical conditions, etc.). If you are unable to complete the form online please contact the PaysubsOnline Support team.

### **David Weir Centre Membership**

Sutton & District AC uses Everyone Active facilities at the David Weir Leisure Centre, which means you **will also have to pay an additional centre membership if you want to use the additional facilities**. Sutton and District AC membership fee does not include membership to Everyone Active. David Weir Centre Staff will advise you on membership options available. Please note that you do not have to join Everyone Active in order to train with Sutton and District AC, but it may be more cost effective for you to do so (depending on what facilities you would like to use and how often you attend the training sessions).

### **Additional Fees**

**Track fee - Additionally to your club membership fee, you will have to pay a track fee every time you train at David Weir Centre**; the fee depends on Centre membership option with Everyone Active (the track fee ranges from (£1.80 - £4.10), the track fee is waived with some Everyone Active membership options). Track fee needs to be paid at Centre Reception every time you train at David Weir Centre.

Further coaching or training cost may apply; your coach will advise you on any additional fees. Tcis may be incurred for additional training sessions, such as strength and conditioning.

### Section 3: TRAINING

Sutton and District AC training sessions are held at David Weir Leisure Centre, which offers 8<sup>th</sup> lane outdoor track and field facilities (pole vault, long/triple jump, shot put, javelin and hammer and discuss cage), indoor field hall, indoor 60 meter track (including changing facilities and amenities). The Club has its own club room within a centre. The centre also offers gym, studio and sport hall; these facilities are not used during club nights, but can be used additionally to club nights if appropriate Centre membership has been paid.

#### Centre Address:

David Weir Centre (run by Everyone Active)  
Middleton Road  
Carshalton  
Surrey SM5 1SL

**Telephone for David Weir Centre reception:** 020 8641 9480

Free car parking is available on site; please park in marked bays only as the car park is operated by wardens.

There are two main training groups, the Development Group (generally all U13 and U15 new to athletic) and established Over 13 group. As our over 13 group is large, the over 13 members are split into further training groups with allocated coaches. Our development group covers the England Athletics 365 programme; you can read more about the programme using this link <http://www.englandathletics.org/athletics-clubs/i-help-to-run-a-club/young-athletes-section/athletics-365-resources>. There will be more information provided about 365 programme at the induction.

#### Club sessions – development group:

Tuesday: 18.00 – 19.00  
Thursday: 18.00 – 19.00

#### Club sessions – over 13:

Tuesday: 18.30 – 20.30  
Thursday: 18.30 – 20.30  
Sunday: 10.00 – 12.00

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 (Development – 2 sessions/week, Over 13 – 3 sessions/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 these concerns with you at the induction. 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. This might be for specialist events or strength and conditioning sessions.

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

**ALL ATHLETES UNDER THE AGE OF 12 REQUIRE AN ADULT PRESENT AT ALL TRAINING SESSIONS.** There is a café within the centre and we also encourage supervising adults to sit in the clubroom.

#### Club Coaches

Sutton and District AC has number of qualified track and field coaches; and also has number of assistant coaches. The Club is dedicated to provide high standard of coaching and regularly sponsors the coaches to help them achieve 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.

#### List of Sutton and District Coaches:

Lorna Boothe	Sprints, Hurdles	Qualified Athletics Coach
Mark Briggs	Sprints	Qualified Athletics Coach
Roy Holland	Sprints, High Jump	Qualified Athletics Coach
John Harris	Middle distance	Qualified Athletics Coach
Maureen Hancock	Cross country, middle and long distance	Qualified Athletics Coach
Nick Hancock	Cross country, middle and long distance	Qualified Athletics Coach
William Ofei-Kwatia	Strength and Conditioning	Qualified Athletics Coach
Keith Daws	Throws	Qualified Athletics Coach
Mandy Walters	Development group, Jumps	Qualified Athletics Coach
Tony Ganio (visiting Coach)	Long and Triple Jumps	Qualified Athletics Coach
Allan Williams (visiting Coach)	Pole Vault	Qualified Athletics Coach

## Training Guidance

Athletes should bring to each training session the following

- Please wear suitable clothing to training, the training takes place in all weathers
- Please wear suitable footwear to training; if in doubt about footwear, please speak to your coach; if you have spikes or specialist throwing shoes, bring them with you; our coaches can advise on suitable footwear if required
- Bring a drink of water (there are free water refilling stations within the centre), to ensure hydration before, during and after training. *(There is a café upstairs at the arena but it can be disruptive during sessions for athletes to disappear upstairs. If they need to buy from the café please do this before the start of training)*
- Don't eat a large meal before training, but also you must not train on an empty stomach
- Small healthy snack (for refuel after training)
- Medication - Especially Asthma pumps, please make sure the coach is aware if the athlete has asthma and in addition if they have forgotten their pump, training could be adapted to accommodate this. For your information Coaches under UKA rules are forbidden to offer pumps to athletes that are not the athlete's 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 your coach is aware if you take any other medication at the time of training. Please ensure you check out safe medication and register the use of asthma pumps - <http://www.ukad.org.uk/support-personnel/tues/>
- Finally any welfare concerns please do talk to the club Welfare Officers or your coach. Contact information for them is in the clubroom or on our website.
- Please inform your coach if you are unable to attend training; irregular attendance, without a good reason, may mean withdrawal from the club

**Happy Training! 😊**

## Section 4: COMPETITIONS

Sutton and 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. All updates and up and coming events are tweeted out to our followers and Coaches and Team Managers will let you know match dates. However, it is also the responsibility of the athlete to find out the competitions and let Team Managers & their Coach know their availability to compete.

Few athletes from Sutton and District AC have progressed to compete at National and/or International level. Members currently competing at this level: Harry Aikness-Arytee competing for GB team in 100m and 4x100m relays, Imani Lansiquot competing for Junior GB team in 100m, Jade Ive competing nationally for Team England in Pole Vault, Jacob Veerapen competing nationally in triple jump, Charmont Webster-Tape competing for national junior team in 100m and 4x100 relay and Ricky Lutakome competing for GB junior England team in cross-country.

### Age groups

Competitions age groups for 2017-2018 competition year are U11, U13, U15, U17, U20, U23, Senior and Masters.

### League track and field competitions

- League competition are managed by team managers
- 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
- All members are expected to compete in league competitions, coaches will advise on this
- For all age groups – running, throwing and jumping events are available
- List of leagues:

League	Gender	Age	Fixtures	Team Manager(s)
Southern Athletics League (SAL) (Track)	Male Female	U17 U20 U23 SNR	Matches start at 12 pm or 11 am for double matches	TBC
Rosenheim League	Male Female	U17 U20 U23 SNR	Matches start at 6:45 pm Wednesday	TBC
South London Athletics Network (SLAN) (Track)	Male Female	U17 U20	Matches start at 1.00 pm	TBC
South London Athletics Network (SLAN) Super 8 (Track)	Male Female	U15 U17	Matches start at 10.00 am	TBC
Lily B (Track)	Female	U11 U13 U15 U17	Matches start at 11.15 am	TBC
Ebbisham League (Track)	Male	U11 U13 U15 U17	Matches start at 1.00 pm	Julett Read-Wilson (volunteer Parent)
Various Cross-Country Leagues	Male Female	U13 U15 U17 U20 SNR		Maureen Hancock (Coach, SNR Athlete) Nick Hancock (assistant coach, SNR athlete)

### Open competitions

- Club will advertise number of open competitions, which are open to individual athletes
- It is up to the individual member to arrange registration and transport to Open Competitions
- Regularly our athletes complete at Walton Open, Herne Hill Harriers Open, Vault Open and others

**Surrey Schools**

- Each year some Sutton and District Athletes are selected to represent Surrey County at this competition
- The selection, registration and management for Surrey school doesn't fall within Sutton and District AC, but we will support and provide advice for athletes if necessary
- Please note the age groups are different to those used by England Athletics

**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 the ability 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.

The club has trained numerous athletes that have reached these competitions.



## HEALTH AND SAFETY

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

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.
- Observe all health & safety advice and do not put yourself or others at risk!

### Conduct in Training sessions

During training, all members are expected to behave responsibly.

#### General rules:

- Always listen to your coach.
- 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.

#### All athletes must observe the track etiquette:

- 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 and 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.

### First aid

First aid is available at the Centre's Reception during training sessions.

### Code of conduct

Expectations of our members are in-line with our code of conduct and training guidelines and the club is run purely by volunteers in all roles.

Code of conduct can be found in appendices.

## **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 behavior 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 honor 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 substances.
- 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 his/her 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.**