

CORBY ATHLETIC CLUB **WELFARE AND EQUITY POLICY**

Corby Athletic Club is fully committed to the principles of equality and social justice for all individuals involved with the club and the sport of athletics.

The club aims to ensure that all people, irrespective of age, gender, disability, race, ethnic origin, creed, colour, sexual orientation, ability or social background, have a genuine and equal opportunity to participate in athletics at all levels and in all roles. This is as a competitor, volunteer (officer/coach/official/etc) or parent.

The club is committed to ensure that every person who takes part in any athletic or social activity organised by the club should be able to participate in a safe enjoyable environment free from the threat of intimidation, harassment, neglect and abuse.

The club has therefore adopted the "Athletics Welfare Policy and Procedures" as specified by UK:Athletics. This policy serves to guide everybody on the duty of care that the sport of athletics has for all those involved with it.

In order to ensure the effective implementation of this policy, the club has established the official positions of Child Protection Officer and Volunteer Co-Ordinator.

The roles and responsibilities of all club officers and committee members are:

- Accept that they all have responsibilities in this area.
- Respond to any misconduct that comes to their attention.
- Implement as appropriate any recommendations of UK:Athletics.
- Promote good practice amongst all club members.
- Ensure all volunteers complete a registration form.
- Investigate all Incidents reported in accordance with the set procedures.
- Review the club's policies and procedures to remove poor practice.
- Maintain confidentiality on all matters at all times.

The roles and responsibilities of all club members are:

- To treat everyone in the same manner that you would wish to receive.
- Challenge anyone whose behaviour falls below expected standards.
- Report any incident that gives cause for concern.

The essence of good ethical conduct and practice as defined by UK:Athletics has been summarised in the following codes of conduct below.

CODE OF CONDUCT **FOR COMPETITORS**

Corby Athletic Club is fully committed to safeguarding and promoting the wellbeing of all individuals involved with the club and the sport of athletics.

The club believes that it is important that competitors, volunteers and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others.

Therefore, competitors 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 an appropriate member of the committee.

As a competitor for the club you are expected to abide by the following code of conduct:

- Display consistently high standards of behaviour and appearance.
- Follow all rules and guidelines as laid down by the UK: Athletics and the club.
- Consider the wellbeing and safety of all fellow competitors before your own performance.
- Respect all officials and accept their decisions.
- Respect all coaches and listen to their advice and instruction.
- Respect all team managers and advise them on your availability for events.
- Must never condone rule violations, poor conduct or the use of prohibited substances.
- Pay training fees, annual subscriptions, and entry fees promptly.
- Respect the rights, dignity and worth of all members and treat them equally.
- Promote the positive aspects of the sport of athletics.

CODE OF CONDUCT **FOR VOLUNTEERS**

Corby Athletic Club is fully committed to safeguarding and promoting the wellbeing of all individuals involved with the club and the sport of athletics.

The club believes that it is important that competitors, volunteers and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others.

Therefore, volunteers 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 an appropriate member of the committee.

As a volunteer of the club you are expected to abide by the following code of conduct:

- Display consistently high standards of behaviour and appearance.
- Follow all rules and guidelines as laid down by the UK: Athletics and the club.
- Develop an appropriate working relationship with all members, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Consider the wellbeing and safety of members before the development of performance.
- Encourage competitors to value their performances and not just results.
- Encourage and guide competitors to accept responsibility for their own performance and behaviour.
- Must never exert undue influence over competitors to obtain personal benefit or reward.
- Must never condone rule violations, poor conduct or the use of prohibited substances.
- Hold appropriate valid qualifications and insurance cover.
- Respect the rights, dignity and worth of all members and treat them equally.
- Promote the positive aspects of the sport of athletics.

CODE OF CONDUCT **FOR PARENTS / GUARDIANS**

Corby Athletic Club is fully committed to safeguarding and promoting the wellbeing of all individuals involved with the club and the sport of athletics.

The club believes that it is important that competitors, volunteers and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others.

Therefore, parents 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 an appropriate member of the committee.

As a parent of a competitor for the club you are expected to abide by the following code of conduct:

- Support your child's involvement and help them to enjoy the sport of Athletics.
- Never force your child to take part in competition or training.
- Encourage your child to learn the rules and compete within them.
- Encourage your child to value their performances and not just results.
- Encourage your child to accept responsibility for their own performance and behaviour.
- Never punish or belittle a child for losing or making mistakes.
- Respect all officials and accept their decisions.
- Set a good example by recognising and applauding good performances of all competitors.
- Use correct and proper language at all times.
- Attend training and competition whenever possible.
- Respect the rights, dignity and worth of all members and treat them equally.
- Promote the positive aspects of the sport of athletics.

CORBY ATHLETIC CLUB **DATA PROTECTION POLICY**

Corby Athletic Club is fully committed to the principles of data protection. The "Data Protection Act 1998" states 8 principles of good practice. These say that data must be:

- Fairly and lawfully processed.
- Processed for limited purposes.
- Adequate, relevant and not excessive.
- Accurate and up to date.
- Not kept longer than necessary.
- Processed in accordance with the individual's rights.
- Secure.
- Not transferred to countries outside European Economic area unless the country has adequate protection for the individual.

Under the Act, voluntary sports club do not have to register for the purpose of establishing and maintaining membership details. However the club will comply with the principles above.

In order to ensure the effective implementation of this policy, the club has established the official positions of Membership Secretary and Volunteer Co-Ordinator.

The roles and responsibilities of all club officers and committee members are:

- Keep membership details safe at all times.
- Keep membership details up to date.
- Annually inform members of their details held.
- Give any member a copy of their details held on request.
- Only pass relevant details to the governing bodies of athletics.
e.g. Midland membership scheme.
- Only distribute relevant details to other club members.
e.g. Emergency contact lists.
- Never pass details to a 3rd party for commercial purposes.
- Never publish details other than name, age & results on our website without prior consent.
- Investigate any breach of this policy reported.

The roles and responsibilities of all club members are:

- Inform the club if any of their details change.
- Never pass other members details to a 3rd party.
- Report any incident that gives cause for concern.

CORBY ATHLETIC CLUB
PHOTOGRAPHY AND VIDEO POLICY

Corby Athletic Club is fully committed to deterring the misuse of photography and video within the sport of athletics. This policy is not intended to prevent bona fide use of cameras and video recorders for family, coaching or professional purposes.

The club has adopted the "Athletics Welfare Policy and Procedures" as specified by UK: Athletics. This policy serves to guide everybody on the duty of care that the sport of athletics has for all those involved with it and contains a section on the use of photography and video.

The roles and responsibilities of all club officers and committee members are:

- Keep a register for all photographers to sign at all home fixtures.
- Ensure that any photography/filming at club training sessions is for coaching/club purposes only.
- Never publish photographs on our website or other promotional publications without prior consent.
- Investigate any breach of this policy reported.

The roles and responsibilities of all club coaches are:

- Only use photography or video for coaching purposes.
- Ensure that athletes & parents understand the purpose.
- Make sure all films are stored safely.

The roles and responsibilities of all club members are:

- Use photography or video for responsible purposes.
- Report any incident that gives cause for concern.

CORBY ATHLETIC CLUB **HEALTH AND SAFETY POLICY**

Corby Athletic Club is fully committed to ensuring so far as reasonably practicable the health, safety and welfare of all individuals involved with the club and the sport of athletics.

The club will follow all guidelines and recommendations as issued by UK: Athletics.

In order to ensure the effective implementation of this policy, the club has established the official position of Health and Safety Officer.

The roles and responsibilities of all club officers and committee members are:

- Accept that they all have responsibilities in this area.
- Ensure regular risk assessments are carried out.
- Implement as appropriate any recommendations of UK: Athletics.
- Inform UK: Athletics of any reportable accidents.
- Promote good practice amongst all club members.
- Investigate all Incidents reported in accordance with the set procedures.
- Review the club's policies and procedures to remove poor practice.

The roles and responsibilities of all club coaches are:

- Ensure all activities are appropriate to the age, ability and experience.
- Ensure the safety guidelines are followed.

The roles and responsibilities of all club members are:

- Take responsibility for the health, safety and welfare of themselves.
- Follow the safety guidelines issued.
- Report any incident that gives cause for concern.

CORBY ATHLETIC CLUB **INCIDENT AND EMERGENCY GUIDELINES**

These guidelines are to ensure that all incidents and emergencies that occur whilst taking part in any club activity e.g. competition / training / social / etc are dealt with in a safe and consistent manner.

An incident is any event that causes or has the potential to cause harm to people or property. This can take many forms e.g. accident / near miss / verbal or physical abuse / theft / vandalism / etc. But in general if any event gives you cause for concern then you should report it.

To report an incident to the club please get an officer of the club e.g. health & safety / child protection / team manager / etc to fill in an incident form with you. This form is available in the clubroom and when completed it should be passed to the club secretary who will make sure it is dealt with promptly and that all incidents are investigated fully by an appropriate club officer.

Incidents will be investigated as specified by the various policies of the club e.g. health & safety / welfare & equity / disciplinary / etc.

All athletic activities have the potential to cause harm unless any risk is identified and minimised and any residual risk highlighted. The club is continually reviewing its policies / procedures and the reporting of incidents will help in this process.

If an accident occurs and somebody suffers a serious injury follow these 3 simple steps.

1. Do not move person involved.
2. Make sure you and everyone else near by are safe.
3. Seek trained medical assistance.

There are various club members and stadium staff who are trained in first aid and at least one of these will be present at all recognised club training sessions and at all home & away fixtures either the Red Cross or St Johns Ambulance should be in attendance.

If required the emergency services should be called as soon as possible. If the injured party has to be taken home or to hospital a club member should accompany them.

A full list of all members and their emergency contacts is kept locked in the membership cupboard in the clubroom. This can be accessed by the membership secretary, treasurer and the designated club key holder. In addition to this each individual coach and team manager has relevant contact lists. These lists also contain details of all declared medical conditions and medication.

All injuries however minor should be reported to the club and also recorded in the accident book of the venue where it occurred. At Rockingham Triangle stadium this is kept in the reception office, which is also where a phone and full medical box are located. A full medical box is also available in the clubroom.

The club will make every endeavour to ensure safe practice but you are reminded that as an individual you have a responsibility to behave in a safe manner and owe a duty of care to fellow members and competitors.

CORBY ATHLETIC CLUB **SAFETY GUIDELINES**

Athletics is a sport in which a variety of running, jumping and throwing activities may be taking place at the same time. It is essential therefore to maintain a constant awareness of what is happening around you and by following these safety guidelines make training and competition a safer place for everyone.

General

- Listen to your coach / event official / team manager at all times.
- Warm up sufficiently before you start exercising hard.
- Wear appropriate clothing for your event.
- Bring a change of clothing with you.
- Bring a drink.
- Take note of the weather conditions.
- Spectate from behind the perimeter fence of the track.

Track

- Look before you step on to the track.
- Only run anticlockwise (the way you race).
- Only run in your designated lanes.
- Be aware of runners behind you.
- Step off the track as soon as you have finished.
- Do not hold a conversation while standing on the track.
- Do not run across the infield (throwing area) go around the outside.
- Do not jump hurdles in the wrong direction.
- Do not stand on or near the finish line.

Throws

- Only throw implements from the designated throwing areas.

Discus & Hammer	Throwing cage.
Shot	Shot circle.
Javelin	Javelin runways.
- Never throw towards anyone, therefore check the landing area is clear.
- Stand behind and watch other throwers at all times.
- Retrieve implements only when nobody else is throwing.
- Do not run to retrieve implements.
- Carry implements back to the throwing area and do not throw back.
- Carry Javelins vertically with point down.

Jumps

- Only jump when the landing area is clear.
- Do not cross the runway without looking.
- Place markers at the side of the runway and not on it.
- Place rakes outside of the pit.
- Do not bounce or jump on and off landing beds.
- Place covers back over landing areas/beds when finished.

Road

- Run on a pavement if possible.
- Run towards on coming traffic.
- Make sure you are visible. (Fluorescent jackets available at training)
- Run with a group.

If you do have an accident or near miss report it to a club coach / team manager / officer immediately and fill in an incident form.