

**BENFLEET
JUNIORS
RUNNING
CLUB**

**The Junior Section of
BENFLEET RUNNING CLUB**

MARCH 2010

LETTER TO PARENTS / CARERS

BENFLEET JUNIORS RUNNING CLUB

Dear PARENT / CARER,

On behalf of Benfleet Juniors Running Club I would like to welcome your child to the club and provide you with some information about our activities. The club provides opportunities for young people between the ages of 8 and 14 years of age to receive coaching and competition in Road, Cross Country and Trail competitions. All coaching is by qualified coaches who are trained and have been screened for their suitability for working with young people, and have clearance through the Criminal Records Bureau Enhanced Disclosure policy. The CRB is an Executive Agency of the Home Office set-up to help organisations make safer recruitment decisions.

The club is fully accredited for Sport England's Clubmark, which is awarded to clubs by National Governing Bodies (NGB) when the club is able to demonstrate that it meets the NGBs criteria as to playing programme; safeguarding and protecting children; sports equity and ethics and club management. Clubmark is an acknowledgement that we take these issues seriously and that we are striving to provide a high quality and welcoming environment for young participants in the sport. Our club Junior Co-ordinator, is responsible for ensuring that our child protection policy is implemented and can be contacted should you have any concerns.



As you can imagine this involves a lot of paperwork, and policies that we need to adhere to, and you need to read and sign policies relevant to you as a parent / carer and also your junior member needs to read, understand and sign.

We welcome parents to all training and competitions and value your support. We are keen to try and involve parents in the club. Below is some information about training times and dates, and details regarding travel arrangements.

Training sessions take place on Tuesday's from 6pm to 7pm

Outdoors at Benfleet Recreation Ground, Brook Road, Benfleet, Essex. SS7 1NA

and **indoors** at The Appleton School, Croft Road, Benfleet, Essex, SS7 5RN

Arrangements should be made for your child to travel to and from training sessions and matches. We appreciate it if children can arrive promptly and are collected promptly at the end of the session, if they are not making their own way home. If you are going to be late picking your child up, please contact

Junior Club Co-ordinator Karl Cadman (07885 837324)

Club Chairman Clive Hopkins (07854 659934)

The cost of each training session **outdoors** is free but any races entered must be paid for.

Indoor training sessions (November-April) are £ 1.00 per session, payable on entry.

Outdoor Training sessions (May-October) are included in the membership fee.

The club has a small membership fee of £10 per annum (due annually in November) and this should be paid on or before the first training session attended by your child, together with the completed forms in this pack. Members joining over half way through the year will need to pay a pro-rata payment.

We would be grateful if you could complete the attached junior club membership form, read and understand the attached code of conducts and sign accordingly. Please also ensure these are read, understood and signed by the junior member.

We would be grateful if you could complete the attached junior club membership form, read and understand the attached code of conducts and sign accordingly. Please also ensure these are read, understood and signed by the junior member.

For the safety of your child it is important that the club is informed of any medical condition or allergies that may be relevant, should your child fall ill or be involved in an accident while at the club. If you would like to talk to someone at the club about this information or your child's involvement with the club, please contact our Junior Co-ordinator.

Parents/guardians please ensure that your child is fit to take part in each training session that they attend. Also, please note that a coach's/leader's responsibility ends at the designated finish of the training session and it is the parents' responsibility to ensure the safety of their child thereafter. Whilst it would be unusual for a coach to leave a junior in such circumstances, parents should remember that coaches have other commitments.

We thank you for your co-operation and look forward to meeting you at some point in the future.

Yours sincerely,

Karl Cadman

Junior Co-ordinator

EQUITY POLICY STATEMENT

BENFLEET JUNIORS RUNNING CLUB

- ✓ This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- ✓ The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- ✓ The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- ✓ 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.

ELIGIBILITY FOR MEMBERSHIP

Persons of either sex are eligible for full membership provided they are at least 7 years old.

No person shall be denied membership of the club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.

Benfleet Running Club



CONTACTS

<u>Name</u>	<u>Qualifications</u>	<u>booked</u>	<u>CONTACT</u>
Andy Frith	First Aid Children in Athletics <i>CRB 001172712529 (exp Aug 2010)</i>		andy.frith@btinternet.com
Clive Hopkins Chairman Community / Schools Liaison Officer	Leader in Running & Walking. First Aid. Safeguard & Protecting Children. UK Athletics Children in Athletics		cliveh121@aol.com 07854 659934
Sarah Formosa Volunteer Coordinator	First Aid. Safeguard & Protecting Children. UK Athletics Children in Athletics		SCFORMOSA@aol.com
Graham Booty	First Aid. UK Athletics Children in Athletics Level 1 ASA Swim teaching & coaching		grahambooty@hotmail.com
Karl Cadman Junior Coordinator Child Protection Officer Community / Schools Liaison Officer	UK Athletics Level 2 Endurance Coach UK Athletics Level 2 Throws Coach Safeguard & Protecting Children. First Aid. UK Athletics Children in Athletics <i>CRB 001160398470 (exp Apr 2010)</i>	<i>Diploma in Personal Training part1: Certificate in Gym Instruction (Jan-May 2010)</i>	karlcadman@aol.com 07885 837324
Sarah Norton	UK Athletics Level 2 Endurance Coach A Club for All Workshop Equity in Your Coaching <i>CRB 001162010735 (exp May 2010)</i>	<i>Safeguard & Protecting Children. (Mar 2010)</i>	
Kevin Steed	UK Athletics Level 2 Coach UK Athletics Level 3 (Core) <i>CRB 00121299 exp 14/01/2013</i>		JK.Steed@virgin.net
Lynn Hopkins Welfare Officer	UK Athletics Level 2 Coach Equity in Your Coaching <i>CRB 00126630002 (exp jan2013)</i>		Lynh121@aol.com
Terry Turner	UK Athletics Level 1 Coach		teturn@yahoo.com
Trudy Mahr	UK Athletics Children in Athletics Paediatric Emergency First Aid. <i>CRB 001248047331</i>		
Alan Clarke		<i>UK Athletics Children in Athletics</i>	
Vic Mccloud	Club Official <i>CRB 001163130663 (exp May 2010)</i>		
Graeme Moore	UK Athletics Level 1 Coach		moorearundel@aol.com
Ian Pike Head Coach	UK Athletics Level 3 Coach		ian.pike@barcap.com

Please keep all this information for your reference.

Please complete and detach the following pages, along with payment. Thank you.

JUNIOR MEMBERSHIP FORM

BENFLEET JUNIORS RUNNING CLUB

We are very pleased to welcome you to the Benfleet Juniors Running Club.

To ensure we have the correct contact details for you, please fill out this form and return to Karl Cadman (Junior Co-ordinator)
23 Windsor Way, Rayleigh, Essex, SS6 8PE.

If you are under 16, please also ask your parent or carer to sign the form before it is returned. We will also use this information to ensure that you are kept informed about club events.

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Home telephone number	<input type="text"/>
Mobile*	<input type="text"/>
Email*	<input type="text"/>

We send a weekly email newsletter, please tick if you do not wish to receive this.

If you tick this box you WILL NOT RECEIVE our email updates.

Date of Birth

* Neither the mobile number nor the email should be that of the child – this could make children vulnerable and is considered poor practice. For a child/young person these details should be those of the parent/carer.

CODE OF PRACTICE FOR JUNIOR MEMBERS

BENFLEET JUNIORS RUNNING CLUB

Benfleet Juniors Running 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 Karl Cadman, Junior Club Co-ordinator.

As a member of Benfleet Juniors Running Club, you are expected to abide by the following junior code of practice:

- ✓ All members will ensure they record/have their name recorded in the training session register at each training session they attend, and provide contact telephone details.
- ✓ All members must play within the rules and respect officials and their decisions.
- ✓ All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- ✓ Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- ✓ Members must wear suitable kit - shorts / tracksuit bottoms, training / running shoes, T-Shirt / Vest Top / waterproof jacket / tracksuit top - for training and match sessions, as agreed with the coach/team manager. Please also bring a bottle of water.
- ✓ Members must pay any fees for training or events promptly.
- ✓ Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- ✓ Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.

Name of JUNIOR MEMBER

Name of JUNIOR MEMBER

Signature of JUNIOR MEMBER

Date:

EXTRA TRAINING / SPORTING COMMITMENTS

Please advise of extra training / sporting commitments your child is involved in, *on a regular basis*, as this will help us to plan their training accordingly.

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

OTHER

CODE OF PRACTICE FOR USE OF PHOTOGRAPHS

BENFLEET JUNIORS RUNNING CLUB

Benfleet Running Club is committed to providing a safe environment for junior members. Part of this pledge is to protect them from the inappropriate use of photographic images.

Whilst it is nice to have a photographic record of members in action we undertake to ensure that if a photograph is published no name address or any other detail will be given.

Before any photographs are published we need the parents consent.

Please indicate below your wishes:-

I give my consent / I do not give my consent* to the above junior being photographed.

* cross out one as appropriate

Signed

More detail of U.K athletics guide lines on publishing photographic images is available on request.

CODE OF PRACTICE FOR PARENTS / CARERS

BENFLEET JUNIORS RUNNING CLUB

- ✓ Encourage your child to learn the rules and play within them.
- ✓ Discourage unfair play and arguing with officials.
- ✓ Help your child to recognise good performance, not just results.
- ✓ Never force your child to take part in sport.
- ✓ Set a good example by recognising fair play and applauding good performances of all.
- ✓ Never punish or belittle a child for losing or making mistakes.
- ✓ Publicly accept officials' judgements.
- ✓ Support your child's involvement and help them to enjoy their sport.
- ✓ Use correct and proper language at all times.
- ✓ Encourage and guide performers to accept responsibility for their own performance and behaviour.

- ✓ Junior Members must wear suitable kit - shorts / tracksuit bottoms, training / running shoes, T-Shirt / Vest Top / waterproof jacket / tracksuit top - for training and match sessions, as agreed with the coach/team manager. Please also bring a bottle of water.

Please ensure that your child is fit to take part in each training session that they attend. Also, please note that a coach's/leader's responsibility ends at the designated finish of the training session and it is the parents' responsibility to ensure the safety of their child thereafter. Whilst it would be unusual for a coach to leave a junior in such circumstances, parents should remember that coaches have other commitments.

Name of parent/carer:

Signature of parent/carer:

Date:

Whilst it is not compulsory that the following section is completed the footnote at the end of this template explains why it is important.

ETHNICITY

In order to help the club monitor its membership please will you tick one of the following boxes to identify your ethnic group/origin.

A

White

British

Irish

Any other white background (please specify) _____

B

Mixed

White & Black Caribbean

White & Asian

White & Black African

Any other mixed background (please specify) _____

C

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background (please specify) _____

D

Black or Black British

Caribbean

African

Any other Black background (please specify) _____

E

Chinese or other ethnic group

Chinese

Any other (please specify) _____

DISABILITY

The Disability Discrimination Act 1995 defines a disabled person as anyone with 'a physical or mental impairment, which has a substantial long-term adverse effect on his or her ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability? Yes No

If yes, what is the nature of your disability?

Please detail below any important medical information that our coaches/junior coordinator should be aware of (e.g. epilepsy, asthma, diabetes etc.)

Visual impairment

Hearing impairment

Physical disability

Learning disability

Multiple disability

Other (please specify):

Sporting information

Have you trained / competed in running events before?

Yes No

If yes, where have you played the sport: (please indicate below)

Primary school

Secondary school

Local authority coaching session(s)

Club

County

Other (please specify):

Sport can and does play a major role in promoting inclusion of all groups in society. However, inequalities have traditionally existed within sport, particularly in relation to gender, race and disability. Sport England is committed to promoting and developing sports equity, which is about fairness in sport, equality of access, recognising inequalities and taking steps to address them.

By monitoring the profile of young people in sports clubs, NGBs/CSPs and Sport England can identify any issues relating to under-representation of different groups and can together develop strategies to ensure all young people have an opportunity in the future development and progress in sport.

MEDICAL INFORMATION

Please detail below any important medical information that our coaches / junior coordinator should be aware of (e.g. epilepsy, asthma, diabetes etc.)

Also, please advise any known allergies _____

EMERGENCY CONTACT DETAILS

To be completed by the parent/carer

Please insert the information below to indicate the person(s) who should be contacted in event of an incident/accident.

Contact name e.g. parent/carer

Emergency contact number:
If different from contact details

By returning this completed form, I agree to my son/daughter/child in my care taking part in the activities of the club.

I understand that I will be kept informed of these activities – for example timing and transport details.
I understand in the event of injury or illness all reasonable steps will be taken to contact me, and to deal with that injury / illness appropriately.

Name of parent/carer:

Signature of parent/carer:

Date:
