




## COACH / JUNIOR LEADER AGREEMENT FORM

### ***BENFLEET JUNIORS RUNNING CLUB***

**Firstly, thank you for being a Junior Leader Volunteer.**

All Coaches / Junior Leaders / Team Managers / Officials working with Benfleet Juniors Running Club are encouraged to work to high standards and adopt recognised best practice where possible. In addition to their own standards of practice, and Coaches / Junior Leaders / Team Managers / Officials all should be aware of and adopt Benfleet Juniors Running Club club's own:

-  Codes of practice for coaches / team managers / officials
-  Child protection policy and procedures.
-  Equity and safety policy statement and guidelines.

The club will ensure that its club Coaches / Junior Leaders / Team Managers / Officials all have a copy of each policy and guidance note that is relevant to their work. The club will listen to and respond to matters that its officials bring to its attention in relation to their work and will support, where possible, their training needs.

I am familiar with Benfleet Juniors Running Club's standards of practice named above and will adopt these in my work.

I accept the responsibilities outlined in the attached task description.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**MANDATORY:**  
**CRB NUMBER** \_\_\_\_\_ **ISSUE DATE** \_\_\_\_\_












**OPTIONAL:**  
**FIRST AID COURSE** \_\_\_\_\_ **ISSUE DATE** \_\_\_\_\_

## ***THANK YOU FOR BEING A VOLUNTEER***

### **CODE OF PRACTICE FOR CLUB OFFICIALS AND VOLUNTEERS**

#### ***BENFLEET JUNIORS RUNNING CLUB***






The essence of good ethical conduct and practice is summarised below. All volunteers must:

-  Consider the wellbeing and safety of participants before the development of performance.
-  Develop an appropriate working relationship with participants, based on mutual trust and respect.
-  Make sure all activities are appropriate to the age, ability and experience of those taking part.
-  Promote the positive aspects of the sport (e.g. fair play).
-  Display consistently high standards of behaviour and appearance.
-  Follow all guidelines laid down by the national governing body and the club.
-  Hold appropriate valid qualifications and insurance cover.
-  Never exert undue influence over performers to obtain personal benefit or reward.
-  Never condone rule violations, rough play or the use of prohibited substances.
-  Encourage participants to value their performances and not just results.
-  Encourage and guide participants to accept responsibility for their own performance and behaviour.

## ***THANK YOU FOR BEING A VOLUNTEER***

## 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.

***THANK YOU FOR BEING A VOLUNTEER***

## TASK DESCRIPTION

### JUNIOR COACH / JUNIOR LEADER

#### ***BENFLEET JUNIORS RUNNING CLUB***

Responsible to:

Head Coach - Ian Pike (UKA Athletics Level 3 Coach)

UKA Athletics Level 2 Coaches – Kevin Steed, Lyn Hopkins, Karl Cadman, and Sarah Norton.

Junior Club Coordinator – Karl Cadman

Club Welfare Officer – Lyn Hopkins

Club Chairman – Clive Hopkins

#### **MAIN DUTIES**

- ✓ To assist with the club's junior coaching sessions.
- ✓ To develop and maintain high ethical standards in coaching, commit to develop their coaching knowledge and skills and assist in the preparation of coaching sessions in advance.
- ✓ To work with Head Coach & other club Coaches / Junior Leaders in the preparation and running of each session.
- ✓ To ensure you are full up-to-date with your CRB Certification, and provide details to the Junior Club Coordinator.
- ✓ Fully read and understand the Club Child Protection Policy (attached)
- ✓ To offer the club feedback on the organisation and degree of success of junior coaching and competitions.
- ✓ To travel to competitions with the junior team(s).
- ✓ To inform the Head Coach / Junior Club Co-ordinator in advance of any sessions that cannot be attended.

**THANK YOU FOR BEING A VOLUNTEER**

## GUIDELINES FOR DEALING WITH AN INCIDENT OR ACCIDENT

### ***BENFLEET JUNIORS RUNNING CLUB***

- ✓ Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- ✓ Listen to what the injured person is saying.
- ✓ Alert the first aider who should take appropriate action for minor injuries.
- ✓ In the event of an injury requiring specialist treatment, call the emergency services.
- ✓ Deal with the rest of the group and ensure that they are adequately supervised.
- ✓ Do not move someone with major injuries. Wait for the emergency medics.
- ✓ Contact the injured person's parent/carer. (contact details held in Operations Manual)
- ✓ Complete an incident/accident report form. (held in Operations Manual)
- ✓ Report incident to the Club Welfare Office (refer to Child Protection Policy)

### **Good practice guidelines**

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in the Club Child Protection Policy.

## **Good practice means:**

### **Making sport fun, enjoyable and promoting fair play.**

#### **Always working in an open environment**

*e.g. avoiding private or unobserved situations and encouraging open communication with no secrets*

#### **Treating all young people/disabled adults equally, and with respect and dignity.**

#### **Always putting the welfare of each young person first, before winning or achieving goals.**

#### **Maintaining a safe and appropriate distance with players**

*e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them*

#### **Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.**

**Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and their parents should always be consulted and their agreement gained.**

#### **Keeping up to date with technical skills, qualifications and insurance in sport.**

#### **Involving parents/carers wherever possible.**

*e.g. encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.*

**Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.**

**Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.**

**Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.**

**Giving enthusiastic and constructive feedback rather than negative criticism.**

**Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.**

**Keeping a written record of any injury that occurs, along with the details of any treatment given.**

**Requesting written parental consent if club officials are required to transport young people in their cars.**

## **Practices to be avoided**

If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- avoid spending time alone with children away from others**
- avoid taking or dropping off a child to an event or activity.**

**The following should never be sanctioned.**

**You should never:**

- engage in rough, physical or sexually provocative games, including horseplay**
  - share a room with a child**
  - allow or engage in any form of inappropriate touching**
  - allow children to use inappropriate language unchallenged**
  - make sexually suggestive comments to a child, even in fun**
    - reduce a child to tears as a form of control**
  - fail to act upon and record any allegations made by a child**
- do things of a personal nature for children or disabled adults, that they can do for themselves**
- invite or allow children to stay with you at your home unsupervised.**