



Welcome to Cambridge & Coleridge Athletic Club



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1. Introduction and welcome.

Welcome to Cambridge and Coleridge Athletics Club.

The club welcomes athletes of any ability from 10 years old upwards, and from 8 years upwards via our linked Community clubs. We have members of all ages including active octogenarians. We take part in all the athletic disciplines involved in track and field, cross-country running and road running. The only things we ask are that athletes try hard to achieve their full potential and that they represent the club in team and individual competitions whenever they are able.

We are keen to put teams into local and national competitions, so we encourage everyone to take part. It isn't necessary to be national standard to compete - great if you are! Teams are made up of people who want to have a go.

The club is organised entirely by volunteers. We are able to provide most activities most of the time, but our ability to do that is limited by the availability of volunteers. If you would like to help out, in any capacity, please get in touch.

Our mission is to promote athletics in Cambridge, South Cambridgeshire and surrounding areas. We have an equal opportunities policy and try to make it possible for all who are interested to have a go.

Having just joined the club there is a large amount of information which you may need.

The purpose of this booklet is to answer some of your questions, to enable you to quickly become actively involved in the club activities and to help you to enjoy the sport of athletics.

2. 10 rules for athletes in training and competition

As a responsible C&C club member, whether you are at Cambridge, or at another stadium or event venue, you will not:

1. Enter any training or competition event area unless you are taking part.
2. Stand or randomly wander around on the track, or jumps areas, or the cross country or road race course when others are training, or at the end of your race. There may be other runners finishing, or competitors using the area.
3. Cross the track, or jumps areas, at any time, without looking. You could get spiked by a runner.
4. Enter the grass infield throws area unless you are competing or training with the throwing group. You must stay outside the safety ropes even if it doesn't look dangerous at the time.
5. Play in the jumps pits during training or matches. As well as being an accident risk, it makes a mess.
6. Engage in play activities with other athletes in the training or competition areas, other than if specifically instructed to do so by a coach as part of the training activity. You could cause an accident.
7. Sit on or play on the High-jump or Pole-vault beds when there is no coach or match official present. You might have an accident.
8. Use any throwing implement, or rake, broom etc. except in the way that it is intended to be used and only with permission. You must carry them properly at all times, with awareness of who is around you. Eyes for example, cannot be replaced.
9. Interfere with, or make fun of anyone who is training or competing, or try to make someone laugh when they are trying to train or compete. It's not fair on them – they have the same right to a fair chance as you do.
10. Throw or abandon anything such as plastic bottles, balls, water etc. around in any area where others are trying to train or compete. You may cause an accident to someone else.

Think safety, and be fair to others around you.

3. Frequently asked questions

Briefly what do we offer you?

- Participation, in athletics whatever your standard – no one is not good enough, or too good, to be a member.
- A pathway to develop skills and improve your performance
- Coaching in a wide range of events at all levels
- Competition in your chosen events, at whatever level is appropriate to you
- Opportunities to train and participate as a coach or a match official irrespective of your own athletic ability
- Reduced entry fees for road running events
- Good training facilities at the University track
- Indoor training in winter
- A regular newsletter by e-mail, and an active website
www.cambridgeandcoleridge.org.uk

Who is responsible for running the club?

The club is run by a committee which is elected annually at the AGM from willing volunteers, who then co-opt additional members to assist with teams responsible for specific areas. If you would like to be involved in one of these teams please inform the club chairperson or a member of the committee. We are keen to enable members to join in.

How do we fund the club?

All members pay an annual subscription which is set by the committee each year. The only other charges we routinely make are for a club vest (or other club clothing), and for Club bus travel, the latter being to offset part of the costs of buses.

The annual subscription income and any income from local authority grants, is used to pay for costs such as facility hire (our major expense), buses, athlete registration, and equipment purchases. An annual statement of accounts is presented at the Annual General Meeting.

Do we have any paid employees?

No, at present all the club administration and coaching is by unpaid volunteers, who give their time free of charge as part of their own recreational activity. Therefore there will be occasions when they may not be available, or they need to give priority to personal matters. Only database and website hosting are contracted out to specialist third party organisations.

What does the club expect from the members?

Please read the athlete and parent codes of conduct in this booklet or on the club website

We are keen that all members should get the most they can from the club. We understand that athletics, road running and the other activities we support have a different priority for different members and that some will want to do more than others. The following notes are intended to give guidance on the broad expectation the club has of members:

- Members are expected to participate fully in the club so that the enjoyment and success of all can be enhanced. This means taking part in team events, whenever possible, or helping out in other ways to try to make events successful.
- All members are expected to treat each other with respect and to adopt the club's equal opportunities policy.
- It is important that all activities are carried out safely:
 - Equipment should only be used if it is appropriate for the relevant event.
 - Members should never cross the infield at the track except when part of a supervised group of throwers or when taking part in a throwing event.
 - All members should be aware of the activities of other athletes and avoid getting in each other's way, for example through poor lane discipline.

What can I expect from my coach?

Please read the Coach responsibilities and code of conduct which are on our website.

All the club's coaches are qualified through undertaking UK Athletics (or equivalent) courses and have been DBS checked. Many have years of experience as coaches and competitive athletes. They will provide you with advice and will supervise training sessions.

General arrangements for coaching sessions will be publicised on the notice boards, newsletter and web site. Specific details will be determined by individual coaches and you should ensure you know what arrangements have been made.

Coaches are keen to see their athletes progress and will work with you to decide the most appropriate activities for your circumstances. Please let them know how you have performed and discuss with them the events and matches in which you would like to participate.

Your coach will treat you with respect and will never force you to do anything you do not wish to do. Coaches will give you advice, guidance and encouragement but ultimately each athlete has to take responsibility for his or her training and performance.

All the club's coaches are volunteers and receive no payment of any kind. Please recognise that they have other calls on their time including jobs and families!

How is the coaching structured?

Please read the coaching policy and structure document in this booklet or on our website.

The club follows UK Athletics policies in seeing athletics as moving from 'fun to fulfilment'. This means that we encourage you to try out several events, particularly if you are a young athlete. We understand that there are many calls on your time, including other physical activities at school or college, if you are a young athlete. The club's (and national bodies') policy is to keep training levels low for younger athletes and to discourage specialisation as long as possible.

How do I get involved in competitions?

There are two types of competition available – Team competition in leagues or interclub events, and individual competitions such as championships, open meetings, road races etc.

For team competitions there will be an appointed team manager, who will organise the team from those athletes who have expressed interest. Please contact team managers and offer to compete - don't just wait for them to contact you. In some cases the number of team places may be limited and team selection will be based on your best recent performances, but in other cases there will be opportunity for everyone who wishes to compete in that event. Normally there is no charge for these events.

Refer to Club affiliations and team competition section of this booklet for information on the type of league events available

For individual competitions, information will be distributed via e-mail, websites and newsletters, but it is your responsibility to send an entry to the organizers. A charge is usually made for entries to individual events.

Championship events at all levels usually present medals to the first three athletes in each event, and some open meetings and road races give medals or other prizes.

How can I help out with club activities?

C&C depends entirely on volunteers, we have no paid staff. Additional volunteers are always welcome, especially to help with the young athletes training, team management and administration, and also with many other roles within the club. If you think that you could help the club in any way, please talk to us about it.

If you're interested in coaching or becoming a track or field judge, we would be delighted to explain how to do that.

We may be able to subsidise the cost of the training courses.

How will the club communicate to me ?

In various ways, as appropriate for the circumstances.

The club has a main website www.cambridgeandcoleridge.org.uk and an active website for Endurance runners www.runcambridge.org.uk which is linked to the main website.

The club has a Facebook page at <https://www.facebook.com/CamCoIAC>

The club publishes a quarterly Newsletter to all members, normally by e-mail, and this gives information on fixtures, results and general items. Members are encouraged to contribute short accounts of their activities or humorous anecdotes.

Information such as championship entry forms, coaching activities, and other short term opportunities are circulated by e-mail to members and links are posted on the websites.

How can I communicate with the club?

You can talk with a club officer on training nights, or by phone (the numbers are listed in the quarterly newsletter), or alternatively you can e-mail to info@cambridgeandcoleridge.org.uk, or one of the other e-mail contacts listed in the newsletter and on the web site.

Will my personal data be safe ?

C&C is registered with the Data Protection authorities and complies with the requirements of the Data Protection Act. Our on-line membership system is operated on our behalf by a company specialising in sports club memberships. Neither they, nor we, will disclose personal data to anyone other than to:

- a) the Athletics governing bodies to whom we have to provide a certain level of information for athlete registration purposes (see under heading membership and Governing body registration), and occasionally information for disciplinary issues.
- b) to National Athletics performance databases, unless individual members elect otherwise on application for membership. We will provide only the basic data of forename, family name, gender and date of birth, in order to confirm correctness of national statistical data.

No information will be disclosed to any organisation wishing to use it for commercial purposes. The club's formal data protection statement is included later in this booklet and can also be found on the club website.

Are club members covered by Insurance?

Yes - by affiliation to the National Governing bodies, the club and all its competing members, officers, officials and coaches are covered by Insurance for personal accident and third party liability.

Full details of all the insurances can be found on the UK Athletics website by searching "Insurance cover". A copy is on the club web site.

Does the club have qualified first aid cover?

The club has a number of coaches and other members who hold current First Aid certificates, and there is normally at least one qualified person at the Young athletes training sessions.

When small groups are training, the club requires that the coach or a member of the group at least has a mobile phone with them in case of emergency.

At home T&F matches, and at major endurance races organised by C&C, the club usually arranges cover by one of the major first aid organisations, or ensures that other qualified first aid cover is present.

All clubs acting as hosts for league matches or endurance events are required to provide qualified first aid cover. At away matches some do this using the first aid organizations and some use sports centre staff cover where appropriate.

What provision do you have for athletes with disabilities?

The club is open to anyone who wishes to participate in athletics and athletes with disabilities are most welcome. Over the years C&C have initiated the careers of international Paralympic and Special Olympics athletes.

Where possible athletes with disabilities train with the main event squads or young athletes training groups, but there may be some circumstances where this is not always possible e.g. wheelchair racing or where athletes have severe learning difficulties.

In these circumstances the club will make special arrangements with coaches whenever possible, but there may be a minority of situations where we recommend a more suitable alternative.

The facilities used by C&C are all accessible for wheelchair users and athletes with other disabilities.

4. Cambridge & Coleridge AC – Constitution and Key Objectives

The club origins and Constitution

Cambridge & Coleridge AC was formed in 1961 by the merger of two long established Cambridge clubs; Coleridge AC, and Cambridge City AC.

For the majority of its existence the club has been based at Cambridge University track facilities, initially at Fenner's, then Milton Road cinder track, and since 1997 at the Wilberforce Road stadium which has a synthetic track.

Over the years the club has produced a significant number of notable athletes, the most well-known of which was International hurdler Jon Ridgeon, and it continues to achieve regular podium success in national age-group championships.

The club constitution can be viewed on the club website. Please take time to read it.

The Purpose of the club

The main purpose of the club is to facilitate participation in Athletics for people of all ages, providing talent identification and development pathways which permit all members to perform to the maximum limits of their ability, should they wish to do so.

Athletics is defined as Track and Field athletics (running, jumping, throwing), Sports-hall athletics, Cross-Country running, Road/Endurance running, and Fell running.

Key Objectives

- **Performance** – To enable and encourage all members to compete in their chosen discipline, in order to give a focus to their training, and enable measurement of improvement.
- **Talent development** - To enable and encourage athletes identified with outstanding talent, to participate in National Performance Development programmes run by the Athletics Governing Body for potential International competitors.
- **Event specific development** – To enable athletes aged 13 and over to develop skills and ability in a focused event, or event group (which may include multi-events).
- **Skills development** – To enable young athletes, aged 12 and under, to develop a broad based range of athletic skills.
- **Healthy living** – To recognise that some senior members may want to use running as a means to maintaining good health, in which case recreational activity rather than competition will be appropriate.

- **Diversity** – To ensure that the membership will be as representative of the local population as possible, with no restriction on gender, religion, ethnic origins, ability/disability, sexual orientation or maximum age. (refer to Equity policy) (note – for safety and administration reasons a lower age limit will normally be imposed, and may be varied according to coaching capacity)

Key activities

- **Coaching/Training** – C&C will make best efforts to maintain a list of active coaches to cover all events and abilities. Athletes will be encouraged to train with a coach on one or more sessions per week, and where appropriate to train on other occasions based on plans agreed with their coach.
- **Competition** – a variety of competitive opportunities will be made available to suit most interests and abilities. These will vary from individual participation in championships and open meetings, to team league competitions for all ages and abilities. Members are expected to participate in competition when appropriate.
- **Member administration** – C&C will maintain an up-to-date database of all members, coaches and officials, from which extracted non-sensitive information will be made available to team managers and coaches within the club, and to Cambridgeshire AA, sub-regional, regional and national team managers.
- **General administration** – The General Committee, is responsible for general administration supported by helpers recruited for specific tasks such as team management, registration, etc
- **Member Welfare** – C&C takes the welfare of all athletes very seriously, in particular the welfare of young athletes. The club has at least one Welfare and Child Protection officer. Coaches are encouraged to attend child protection courses, and must be British Athletics licensed and DBS checked.
- **Awards for performance** – C&C will, whenever volunteer resources allow, provide performance awards for young athletes such the AAA/England Athletics Standards, British Athletics Academy awards certificates, in addition to the normal club trophy awards.

5. Club Affiliations and Team competitions

C&C is affiliated to or associated with the following organisations within athletics

- British Athletics – UK Governing body and UK Senior Championships organiser
- England Athletics – English National governing body and English Championships organiser. Clubs, athletes and leagues all have to be registered with this body
- England Athletics East Region – Our regional governing body – Norfolk, Suffolk, Cambs, Bedfordshire, Hertfordshire and Rural Essex
- South of England Athletic Competitions Ltd – championship provider for the South of England
- East of England Athletic Association – championship competition provider for England Athletics East Region
- Cambridgeshire Athletics Association – County governing body and county Championships provider

C&C competes in various league team events which may change from time to time, but currently includes:

- Southern Athletics league – the track and field league for Senior Men and Women (age 16 upwards can be eligible) covering the area south of a line between the Severn Estuary and the Wash. Lower Divisions are regionalised.
- Eastern Young Athletes league – Track and field league for younger athletes aged 11-16 focussed mainly in the 6 counties of East Anglia
- East Anglian T&F League – A track and field league where all club members can compete (in their own age-groups).
- Eastern veterans league – A Track and Field league for Veterans (Masters) aged 35 and above, which is organised for competition in 10 year age-groups.
- Frostbite Friendly League – A Multi-terrain endurance league based locally in Cambridgeshire where all club members can run, either in a senior race over 5 miles or Junior race over 1-2 miles.
- Essex Cross-country league – A Cross-country League for all age-groups
- Kevin Henry League – a series of 5k road races, monthly during the summer, with local clubs

The club also arranges team entries in endurance relay events on road and Cross country, including team entries into endurance championship events.

All first claim club members are eligible to compete in club teams and are encouraged to do so. If you would like to compete in a league team, contact the team Manager responsible for that team, and tell them that you want to compete.

In most of the track and field League teams there are non-scoring events available as well as the scoring events, so everyone should be able to have a chance to compete in one or more of the leagues.

For more details about Track and Field competitions please refer to the club website and follow the link to the Track and field Handbook and the Track and Field fixtures and results pages. (www.cambridgeandcoleridge.org.uk)

For more details about Endurance running (Road, cross-country and fell running) go to the road running and cross country pages on the main club website. You should also click on the 'Run Cambridge' links which will give you more detail about the activities related to endurance running (also accessible directly as www.runcambridge.org.uk).

6. Membership and Governing body registration

Annual Membership subscriptions

Members are required to pay an annual membership subscription, in advance, which covers their use of all facilities provided by the club with the exception of transport, and includes registration with the National Governing Body.

The membership subscription is renewable annually on the anniversary of the members joining date, and this is indicated on the membership receipt and as part of the membership record in the on-line membership system – which is accessible by members for their own records..

It is the responsibility of all members to keep their membership payment up to date. In the event that a member is in arrears with their payments, the club will not pay the annual registration fee for that member's registration with England Athletics.

When initially joining the club, members will be required to pay an additional amount for purchase of a club vest.

Categories of membership:

Registered competing athlete who is independent and wage earning.

(Mainly Senior and Veteran (Masters) athletes. All of these athletes will be registered on the England Athletics database and will be allocated an athlete registration number within a few months of joining C&C).

Registered competing athlete who is not earning a wage (unwaged).

Mainly young athletes still in full-time education, retired people and unemployed people. All of these athletes will be registered on the England Athletics database and will be allocated an athlete registration number within a few months of joining C&C.

Second claim members in either of the above categories.

These are athletes who have first claim membership of another club, but wish to train with C&C, or to compete in events where second claim members are permitted (e.g. Cross country or road races, and as a guest in some track and Field leagues). Their England Athletics registration fee will be paid via their first claim club.

Associate members – e.g. coaches, team managers, match officials, parent helpers, parents, etc, who do not compete.

These members pay a small fee, but have voting rights at Annual or Special General meetings, and generally, but not exclusively, are involved in the running of the club in some capacity.

Student Athlete members

This is a discounted subscription for students aged 18 or over, who are studying at a further or higher education establishment away from Cambridge, and consequently living at least 20 miles from Cambridge. It does not apply to school or sixth form college students. If in doubt about whether or not this applies to you please get in touch with the membership secretary at membership@cambridgeandcoleridge.org.uk

The subscription includes the England Athletics registration.

Family membership

For three active members from the same family, whether waged or unwaged. The subscription includes the England Athletics registration fee.

For families greater than three, please email membership@cambridgeandcoleridge.org.uk for more details.

Higher competition status members

Members of another club who wish to compete in a higher league in which their first claim club does not participate, and which does not allow second claim members to compete. Higher competition status members require special registration with British Athletics

Life Vice-presidents

Individuals who have given long (>15 years) and outstanding service to the club in a non-competitive capacity, and who have made exceptional contribution to its development and growth over that period.

Governing body registration

C&C requires that all athletes should be registered with England Athletics, the National Governing Body for England, and registration is essential in order to be able to compete in higher level championships.

The registration year is April-March and the club will automatically register all first claim athletes on payment of their membership fee (via the club website).

Registration requires us to disclose your full names, date of birth, gender, and postal contact details.

All registered athletes should receive a numbered athlete registration card from the National Governing Body. You may be required to quote your URN (Unique Reference number) when entering road races, or track and field championship events. Please keep your card safe so that you have the number easily to hand when required for event entries.

7. Data protection statement

Cambridge & Coleridge AC holds the data requested on the club's online membership form on an electronic database which is managed by IMG, a company specialising in sports club membership systems. This database includes competing members, associate members, coaches, match officials and vice presidents.

The data comprises full name, gender, date of birth, last known postal address, telephone number, e-mail address, date of joining C&C, date of last membership payment, and other membership related information..

This data is used by the club for administration purposes and mail-outs, and by club team managers and officers to select correct age-groups and to contact athletes.

C&C has made voluntary registration with the Data Protection Commissioner, and will comply with the Data Protection Acts.

The abovementioned data is released to England Athletics Membership Services for purposes of athlete registration on behalf of England Athletics. The club affiliates to England Athletics and through them to UK Athletics. IMG and the national governing bodies have data protection policies which comply with Data Protection Act requirements. Athlete registration is a requirement for competition purposes from 2007 forwards.

Unless individual members elect otherwise on application for membership, the club will also release forename, family name, gender and date of birth only, to the national athletics performance databases (currently Power of 10).

In some leagues and championships, the club may be required to state date of birth on team declaration sheets to prove that the athlete meets the age requirements

Medical information from the membership application form is also held on the electronic database, and this information will be released only to qualified medical personnel including para-medics, in the event of an accident or emergency.

The club may from time to time receive other information e.g. in the form of complaints, or be required to formally or informally investigate actions of a member following such a complaint. In such cases any data acquired will:

a) be used only for any investigation of the issue under the club's disciplinary procedures

b) be disclosed to England Athletics or British Athletics Welfare staff or the police only in order to facilitate their investigations or to solicit assistance and advice, and in such cases will then be covered by their own data protection policies

c) not be disclosed to any party not involved in the investigation or dispute

d) be retained only until such time as it is no longer relevant to the club's current or future activities.

Neither IMG nor the club will release any personal data to any third party who intends to make use of it for a commercial reason, or provide listings for sales/marketing purposes.

8. Club Committee and Portfolio Group structure

The club elects a General Management Committee annually at the AGM.

The committee consists of four officers: President, Chairperson, Treasurer and a Committee Secretary, a number of Portfolio holders and assistants covering Endurance running, T&F competition, Coaching, Young athletes training, and one active member without portfolio. Other members may be co-opted as required.

The elected Portfolio holders are responsible for chairing Portfolio Groups, which deal with the day to day running of their assigned activity, and report back to the General Management Committee.

The Portfolio Groups consist of specified task-holders (e.g. team managers), nominated representatives from that specific activity group (e.g. coaches) and others who are able to help with the activity.

9 Conduct and behaviour of our members – our expectations

9.1 Code of conduct for athletes

As a responsible athlete you will:

1. Treat others with the same respect and fairness that you wish to receive. Show patience with, and respect diversity in others
2. Anticipate your own needs, be organized and on time.
3. Thank those who help you participate in athletics (team managers, event officials, coaches, etc). They give up their own time, for you, free of charge.
4. Inform your coach of any other coaching you are receiving.
5. When attending training sessions, be prepared to do the whole session to the best of your ability. Pay attention to the coach – they give their time free of charge for your benefit. If the session is too difficult for you, ask the coach if there is a more suitable group for you.
6. Act with dignity at all times. Avoid destructive behaviour and leave athletics venues as you find them. Never engage in any illegal or irresponsible behaviour.
7. If you are a young athlete, notify a responsible adult if you have to go somewhere and say why and where you are going and when you will return.
8. Not respond if someone seeks private information, unrelated to athletics e.g. home life
9. Strictly maintain a clear boundary between friendship and intimacy with a coach, official or other person with whom you work in athletics
10. If you are a young athlete, never accept lifts in cars or invitations into homes on your own or without the prior knowledge and consent of your parent/carer. Always use safe transport or travel arrangements. Do not leave the training area until collected – wait at the clubhouse, inside the sports centre, or with the team manager. Never go off into the car-park or outside the venue to wait for your lift.
11. Speak out immediately if anything makes you concerned or uncomfortable or if you suspect a club mate has suffered from misconduct by someone else (telling your parents/carers and or the Club Welfare Officer)
12. Ensure that the club has details of any health and medical requirements, particularly if the arrangements are unusual or rare, and that your coach and team managers are aware of any illness or disability that needs to be taken into consideration for athletic performance.

9.2 Code of conduct for parents

As a responsible parent/person with parental responsibility you will:

1. Check out the people who are coaching or managing your child, but show them respect for the voluntary work that they do.
2. Not place undue pressure on children to perform, participate or compete, or place bets on their performance
3. Assume responsibility for the safe transport of your children to and from events and training activities. This may involve the use of club transport, but ensure that your child is accompanied by an adult who has agreed to take responsibility for their safety and welfare.
4. Take an active interest in your child's participation. Attend training sessions and competitions whenever possible.
5. Ensure that your child does not take unnecessary valuable items to training or competition
6. Know exactly where your child will be at all times and who they are with. Never make assumptions about your child's safety
7. Ensure that the club has details of any health and medical requirements for your child, and that their coach and team managers are aware of any illness or disability that needs to be taken into consideration for athletic performance. Provide any necessary medication that your child needs for the duration of any trips
8. Report any concerns you have about your child's welfare/treatment to the club welfare officer (this does not affect your rights to notify the social services department or police if you feel a crime has been committed)
9. Arrive on time at any agreed pick-up point, to collect your child from training or competition. Collect the child in person from the clubhouse or sports centre – for safety, they will not be allowed into the car park alone – please don't just wait in your car. Lateness may mean that the coach or team manager has to wait with them, and is late for a personal appointment.

9.3 Code of conduct for Team Managers and assistants

The Team Manager's primary role is to organise participation of athletes in league teams, should they wish to do so, as part of the process of individual development through achievement of athletic potential. This role accepts that the athletes' welfare, safety and long term interests are of greater importance than short term athletic considerations. To fulfil this role, the Team Manager must behave in an ethical manner with respect to the following points:

1. Team managers must respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability, as set out in the British Athletics and

C&C Equity policy. This includes respecting the right for freedom from physical or sexual harassment and advances. Team managers must strictly maintain a clear boundary between friendship and intimacy with athletes.

Team managers should avoid being alone with any young athlete, especially in a car, and ensure that parents know where their team group will be going, and the likely time schedule. If possible, arrange for another adult to travel with them and the team group.

2. Remember that everyone has a right to an independent life outside athletics, including the team manager. If an athlete has other commitments, the team manager should not exert undue pressure on the athlete to change those arrangements. Conversely, the club and the team manager have a reasonable expectation that athletes should make themselves available for team selection as frequently as possible, and this should be explained to all new athletes.

3. Team managers have a responsibility to work actively with coaches to ensure the best competitive pathway for those athletes under their charge. The needs of the athlete must be put before the needs of the club.

4. Team managers must take reasonable care, in all circumstances, of any athlete below the age of 17, who is at an event without someone with parental responsibility, both at the venue, and until they are collected upon returning to the agreed pick-up point. In event of any accident or breach of discipline, it is the Team Managers' responsibility to liaise with young athletes' parents/person with parental responsibility.

5. Team managers must ensure that any team transport arranged is safe, and complies with legal requirements. In the case of coaches booked by the club through commercial coach operators, this can be regarded as a given. Other transport such as minibuses and private cars must comply with legal standards, and have appropriate insurance cover.

6. Team managers must be familiar with, and respect the Rules of Competition in the latest British Athletics rule-book, as well as any additional rules applied by leagues or organisers. This should extend to the spirit as well as to the letter of the rules, in the interest of fairness between all athletes irrespective of their club. Particular reference should be made to the rules of competition regarding specific age-groups.

7. Team managers must exhibit an active respect for Athletics Officials, by accepting the ability of the Officials to ensure that competitions are conducted fairly and according to the established rules.

8. Team managers must take an active role to prevent any use of prohibited drugs or other disallowed performance-enhancing substances or practices.

9. Team managers must acknowledge that other clubs have an equal right to desire the success of their athletes - competing within the rules. Observation and criticisms should not be made in public.

10. Any protests regarding a race or an attempt in a field event, should be lodged with the

appropriate Referee immediately the incident occurs. Often it is not possible to take retrospective action when the protest is made later, due to lack of evidence. The protest should be made only to the Referee, in a polite manner, and the Referee's decision is final – please accept it.

11. Team managers should never solicit, either overtly or covertly, athletes who are already members of another club. If approached by a member of another club, to join C&C, give the athlete details of how to make contact with the club via the website, or with a senior club official, who will ensure that the first claim registration process is followed.

12. Team managers should maintain the highest standard of personal conduct, reflected in both the manner of appearance and behaviour, and encourage athletes to do the same.

Note - All C&C Team managers must if requested agree to an Enhanced Criminal Records Bureau Check by British Athletics.

9.4 Code of conduct for coaches

The coach's primary role is to facilitate the process of individual development through achievement of athletic potential. This role accepts that the athletes' welfare, safety and long term interests are of greater importance than short term athletic considerations. To fulfil this role, the coach must behave in an ethical manner with respect to the following points:

1. Coaches must respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability, as set out in British Athletics and C&C Equity policy. This includes respecting the right of freedom from physical or sexual harassment and advances. Coaches must strictly maintain a clear boundary between friendship and intimacy with athletes, and not conduct inappropriate relationships with athletes. Coaches should avoid being alone with a young athlete, especially in a car, and ensure that parents know where their training group will be going, if away from the normal base venue.

2. Coaches should develop appropriate working relationships with athletes (especially under 18's), based on mutual trust and respect. In particular, a coach will not exert undue influence to obtain personal benefit or reward.

3. Coaches should, at the outset, clarify with athletes (and where appropriate their parents or carers) exactly what is expected of them, and what the athletes are entitled to expect from the coach. Remember that everyone has a right to an independent life outside athletics, including the coach.

4. Coaches must ensure that the practical environment is safe and appropriate, taking into consideration the age, maturity and skill level of the athlete. Before using any venue for coaching, the coach must ascertain that a risk assessment is in place for the appropriate activity (this can be from the stadium or from the club, or an ad-hoc assessment by the coach if

it is a non-standard venue).

5. Coaches must acknowledge and respect the Rules of Competition. This should extend to the spirit as well as to the letter of the rules, in both training and competition, to ensure fairness of competitive opportunity between all athletes.

6. Coaches must exhibit an active respect for officials, by accepting the ability of the officials to ensure that competitions are conducted fairly and according to the established rules.

7. Coaches have a responsibility to encourage and guide athletes to accept and take responsibility for their own behaviour and performance;

8. Coaches must take an active role to prevent any use of prohibited drugs or other disallowed performance-enhancing substances or practices.

9. The coach must acknowledge other coaches have an equal right to desire the success of the athletes they coach - competing within the rules. Observation, recommendations and criticism of coaching practice should be directed to the appropriate person outside the view or hearing of the public.

10. Coaches should never solicit, either overtly or covertly, athletes who are already receiving coaching to join their squad. If approached by an athlete already receiving coaching, coaches should refer to the coach currently providing the coaching support before agreeing to give any support.

11. Coaches have a responsibility to upgrade their knowledge by attendance at accredited courses and through practical coaching experience and to share the knowledge and practical experience they gain.

12. Coaches must respect the image of the coach and continuously maintain the highest standard of personal conduct, reflected in both the manner of appearance and behaviour.

13. Coaches should work openly with other coaches, using the expertise of sports scientists and sports physicians.

14. Coaches have a responsibility to work actively with team managers to ensure the best competitive pathway for those athletes under their charge. The needs of the athlete must be put before the needs of the club.

Notes - The code of conduct in the coaches' licence, and the coaches' code of ethics, published by British Athletics, apply.

- Coaches must be qualified, and licensed by British Athletics (or the delegated athletics organisation), and the licence must be maintained and updated as required.
- All C&C coaches must agree to an Enhanced Criminal Records Bureau check by the licensing body.

10. Clubmark

C&C AC is committed to maintaining Clubmark status as a measure of our operational and welfare processes.

Clubmark is a cross-sport quality accreditation for clubs with junior sections. National governing bodies of sport and county sport partnerships award Clubmark to proven high quality clubs. It is vital that these clubs serve young people well. Sports clubs that work with children and young people need and deserve support to improve the quality of work they do so that we can:

- Ensure the well-being of young people whilst in the care of adults, other than their legal parent(s)/carer(s).
- Enthuse young people to enjoy sport and active recreation to build a healthy and active lifestyle.
- Enable young people to use their leisure time creatively.
- Allow young people to optimise their talents and personal ability.
- Identify and support the development of the most talented young people.

11. Welfare and Child Protection

Cambridge & Coleridge AC wants all its athletes to feel safe and to be able to train and compete without being subjected to any form of harassment, bullying, verbal or physical abuse or excessive pressure.

We have adopted the basis of the British Athletics Welfare and Child Protection policy as our club policy and this can be viewed in full on the club website.

The key principles are that

- The welfare of the child or vulnerable adult is paramount
- All children and vulnerable adults have the right to protection from abuse
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All individuals involved in athletics understand and accept their responsibility to report concerns to the club welfare officer, or the nominated back-up contacts.

If you have any concerns about the way you (or your children) are treated by Club officers, coaches, officials or other athletes, we encourage you to contact one of the welfare contacts listed below, and discuss the issue with them.

Similarly, if you feel concern that another athlete, or a friend, is being subjected to any form of abuse, you should mention your concerns to one of the contacts.

Any discussions you have will be treated in complete confidence, and the contacts will help to resolve or eliminate the problem, and have access to professional assistance if required.

The contacts are: Claire Willis Tel 01223 366996

(Claire is our main welfare contact, and is normally present at Monday evening training for young athletes. Claire has attended training on Welfare and Child Protection issues)

Alternative contact to be used if the Welfare officer is not available 1s:

Noel Moss Tel 01223 833470

12. Coaching and athlete development strategy

Strategy

Cambridge & Coleridge A.C. (C&C) provides coaching using a workforce of trained volunteers in order to achieve the key development and performance objectives of the club:

The aim of all coaching and support activity is that athletes are able to achieve their maximum potential and personal goals. Some club members will want to train simply for personal satisfaction and fitness, whilst others will wish to participate in competition at their chosen level. This must be their personal choice.

The membership may consist of a wide range of ages, from eight upwards (depending on membership rules/restrictions in force at the time). Different types of coaching are required to satisfy the specific needs of the various age ranges and to ensure that the process is one of Long Term Athletic Development (LTAD) rather than short term performance gain.

Participation in athletics should develop according to age:

1. At all age groups the club adheres to the recommendations associated with the principles associated with LTAD.
2. Athletics and coaching for the age range 8 to 10 should be almost entirely fun activity based, using games and skill development, in order to create a good general athletic base for future development.
3. In the age range 11 to 12 (the under 13s) activity should be multi-skill based, without specialisation, focused on "Learning to train" principles, and above all, fast and fun, but introducing competitive activity through league teams and local/regional championships.
4. In the age range 13 to 14 (the under 15s) athletes will be able to focus on their main skills, and the appropriate event group(s), whilst being encouraged to maintain activity in other skill/event groups, with due attention to long term development needs.
5. At 15 to 16 (the under 17s) athletes will generally already have selected a single event or event group on which they wish to focus, but will still be actively encouraged to participate in other events, with due attention to long term development needs.
6. At age 17 and above (i.e. under 20s and Seniors) athletes will have finally decided on the events on which they wish to focus, and the level to which they wish to pursue those events.

A continual process of talent identification will enable each athlete to find their most appropriate level of participation, whilst allowing for their performance development; and providing a sorting process, to identify potential national/international standard performers.

Targets set by coaches must be consistent with:

- the personal wishes/goals of the athlete and
- the family or external demands on athletes.

The athlete or their guardians must always be consulted and agree to any final decisions.

The pathway

Very young athletes, aged 8 to 10 require a special programme of FUN activities and games-related events to help develop the core skills necessary for athletic development.

This age-group is unlikely to compete in the mainstream athletic events but may be able to take part occasionally in a limited range of non-scoring events in some leagues.

Their training is separate from mainstream club activities and the ability of the club to provide such activity will depend on availability of coaching resources and suitable facilities.

Currently the club runs Community clubs at 3 locations for under 11's.

Athletes aged 10 to 12 require a programme of skill development in a wide range of events, based on the LTAD concept, whilst focusing on the core skills of running, jumping and throwing and the general athletic ABCs (Agility, Balance, Co-ordination and speed) and basic conditioning (based on the principles of Athletics 365)

Athletes aged 13 to 15 are generally interested in a specific event group (eg. sprints or throws) and their physical attributes may clearly indicate a particular direction. These athletes will be encouraged to select their preferred event group and to receive more in-depth coaching in that event group, with the proviso that, on a pre-planned basis, they may choose to train in more than one event group or with more than one coach. (e.g. training one week on sprints and then following week on jumps or sprints). Athletes identified as having above average ability in any particular event/events may be invited to attend additional training with event specific coaches.

In technical events such as throws and jumps, the athletes in this age range will be encouraged to do more than one event in their training and competition.

Ideally at this age the athletes should be part of a general group training plan rather than having individual training plans, although some high potential athletes may be given specific training plans targeted at major age-group championships.

Athletes aged 16 and over will naturally tend to specialise in their preferred event(s), although some may wish to train for multi-event competition.

Athletes working on a preferred event/event group may take part in the general group training session with younger colleagues, and also have more specific training sessions which are planned to their individual development requirements and competition performance targets by an individual coach or the event coaching team.

Multi-event athletes may work with various specialist event coaches to develop their skills and technique, but will generally have one focus coach who monitors and plans their overall training.

The detail and intensity of the training will be dependent on agreed targets and objectives, and will vary from the fun club athlete, to potential international performers.

Structure

Younger athletes aged 10 to 12.

Monday evening training. Summer evenings at the University track. Winter evenings both at the track and at Cambridge University Sports centre.

For Summer training the athletes are divided by the Young Athlete administration team into three main groups and they remain in those groups throughout the season.

The Coaches are divided into the Endurance Running group, the sprints group, the Throwing group and the Jumps group. Each coaching group has 2 to 4 qualified coaches plus helpers available, at least one of whom is level 2 or above. The activities within each group are planned within that team, based broadly on the principles of LTAD and athletics 365.

Athlete groups are rotated so that each athlete group visits each coaching group over a six week period. On alternate weeks the athletes may choose the group they attend. This cycle is repeated. The summer evening session lasts for one hour.

Because of the differing physical requirements for endurance running, athletes will not all be required to do endurance running training, but will choose to train at endurance or shorter distance running.

Athletes who are identified as having high potential in a specific event, and who would therefore benefit from, and be able to cope with, some event specific training, may be invited to additional training sessions on Tuesday or Thursday by consensus agreement of the group coaches, but would normally be expected to continue to attend the Monday group session.

The Winter sessions are sports-hall based (with the exception of cross-country running) and focus on general fitness and agility, including some sports-hall athletics events. Sessions are one hour long, for all athletes except those in school year 7 who wish to participate in cross-country running during the winter. A session for cross-country runners in years 7 to 9 is also available. Children of primary school age are generally not permitted to join the cross-country group for training, though they can take part in appropriate cross-country events.

13 to 15 year age-group (Some focus on preferred event group)

These athletes either progress up from the 10 to 12 age-group annually, or join the club during the season. Initially the athletes train on Monday evenings at the Wilberforce Road track for one hour following the under 13's session. The athletes train in three groups, in the same way as the younger athletes. When athletes have demonstrated suitable ability and commitment they may be permitted to join their preferred event/event group by agreement with the coach. There is an emphasis on team coaching to enable athletes to receive a range of inputs and to encourage club coaches whilst continuing to apply the principles of LTAD. Normally there are at least two qualified coaches available for each event group, at least one of whom is Level 2 or above.

A mass warm-up session may take place whilst the under 13's are completing their session.

The coaching sessions for the event group will be planned in advance by a nominated coach, and agreed with event group colleagues.

The focus of the coaching is development of the specific technical skills required for the event/event group together with fitness, and some general skills.

Athletes are permitted to try different events on a weekly basis if they wish, or to alternate training between event groups on a basis agreed with the coaches.

Athletes who are identified as having high potential, and who would therefore benefit from, and be able to cope with, more advanced or intense training, are invited to additional training sessions on Tuesday and Thursday by consensus agreement of the group coaches.

Winter training (Nov – Feb) for 13 to 15 year old athletes is sports-hall based. Sessions are one hour long. Athletes, in this age group, who wish to run cross-country train along with year 7 cross-country runners.

Age from 15 to veteran age-groups (Event focussed training)

Athletes have the option to train on specific events with their selected coach or to participate in recreational fitness training activities such as group road runs.

The coaches arrange their own session time using either the core times booked by C&C (on Tuesday and Thursday evenings plus Saturdays in winter), or any other suitable times by purchase of a concessionary track use card.

Event coaches identify the potential of athletes and create training programmes which are appropriate to develop their performance. Athletes who have exceptional talent will be encouraged to participate in County, Regional and National squad training activities in order to accelerate their development.

Recreational running for fitness

Up to age 15, athletes would be expected to join in with the activities appropriate to their age-range. At age 15 and above, athletes wishing to train for recreational fitness have the option to:

- Attach themselves to a group, by agreement with the coach, to participate in whatever is the planned activity, to the best of their ability. (This may be track and field or road and cross-country running).
- To make use of the changing facilities and plan their own activities (e.g. using the jogging trail). It would be expected that any recreational athlete wishing to use the track, or the field event facilities, during a C&C booked session, does so only in conjunction with one of the coaching groups active on that evening in order to minimise accident risks.

13. British Athletics Anti-Doping Information (an edited summary)

Doping in sport is defined as the administration of a prohibited substance and/or method to enhance performance or recovery. Doping is cheating and is against the ethics of sport. For sport to allow the use of prohibited substances or methods would be to allow science to decide who wins or loses, essentially taking the athlete out of athletics.

British Athletics has traditionally taken a strong stand against doping in athletics and we are determined to continue our fight against drugs in sport. Subsequently, British Athletics runs a programme of both in and out-of-competition testing as well as a comprehensive education programme.

Whilst the majority of testing is conducted on national and international athletes, participation in any athletics event (at any level) carries with it implied consent to be available for in-competition drug testing, if requested. Of course, British Athletics also runs a full programme of out-of-competition testing aimed at national and international standard athletes who are notified in writing of their selection for the out-of-competition testing register.

Prohibited List

The List of Prohibited Substances and Methods is issued annually by the World Anti-Doping Agency (WADA). A new list is published every year on 1st January and it is important to check the status of your medications against the new list by using www.globaldro.com.

If you require any further information about registration of any medications please contact British Athletics.

Medications for common medical conditions could contain ingredients that are prohibited within Athletics.

We strongly recommend that athletes check every single substance or medication before use, even if it has been used before. It is worth considering that medicines purchased whilst abroad, even in what appears to be identical packaging, may contain different or additional ingredients to those bought in the UK and should always be checked on GlobalDRO before use. Medicines bought in the UK, USA, Canada or Japan, can be checked using GlobalDRO (www.globaldro.com)

Medications for common medical conditions could contain ingredients that are prohibited within Athletics.

When checking medication on GlobalDRO, the status of the substance will be provided for in-competition and out-of-competition and will be one of the following:

Prohibited - The substance is prohibited in this form and will return a positive test if found in an athlete's system.

Conditional - There is a limit to the amount of this substance an athlete can have present in their body, or there are conditions on the methods of its use (eg it can only be inhaled and not taken in tablet form). This is clearly detailed and care should be taken when taking a prescribed dose.

Not Prohibited - The substance is not currently on the WADA Prohibited List.

Strict Liability

One of the main principles of the World Anti-Doping Code (WADC) is that of Strict Liability. This means that each athlete is strictly liable for the substances found in his or her bodily specimen, and that an anti-doping rule violation occurs whenever a prohibited substance (or its metabolites or markers) is found in a bodily specimen, whether or not the athlete intentionally or unintentionally used a prohibited substance or was negligent or otherwise at fault.

For queries about anti-doping:

Email: antidoping@uka.org.uk Confidential Fax: 0121 713 8451

David Herbert - Anti-Doping Manager

Office: 0121 713 8432 Mobile: 07803 671978 Email: dherbert@uka.org.uk

David Walsh - Anti-Doping Education Coordinator

Office: 0121 713 8481 Mobile: 07841 504310 Email: dwalsh@ukas.org.uk

Ellen Butcher - Anti-Doping Coordinator

Office: 0121 713 8466 Email: ebutcher@uka.org.uk

ANTI-DOPING - FREQUENTLY ASKED QUESTIONS

- Where can I view UKA's Anti-Doping Rules?

<http://www.britishathletics.org.uk/anti-doping/rules/>

- What is WADA?

The World Anti-Doping Agency (WADA) is the international independent organisation which promotes, coordinates and monitors the fight against doping in sport, in all its forms. Visit the WADA website.

- What is strict liability?

The principle of strict liability means that an anti-doping rule violation occurs whenever a prohibited substance (or its metabolites or markers) is found in the bodily specimen of an athlete, whether or not the athlete intentionally or unintentionally used a prohibited substance or was negligent or otherwise at fault.

- What is the Prohibited List?

The WADA Prohibited List is a list of the substances and methods which are prohibited in

sport. Some substances on the list are prohibited at all times (both in- and out-of-competition), while others are prohibited in-competition only. The list is published by the World Anti-Doping Agency (WADA) and is updated every year. View the current Prohibited List.

- Can prohibited substances be present in common medicines?

Yes. Common medications including some cold and flu remedies, painkillers and hay fever treatments may contain substances that appear on the Prohibited List. Athletes are strongly advised to check every single substance or medication before use, even if it has been used before.

It is important to remember that medications bought abroad may contain different substances than those in the UK and should always be checked before use. Wherever possible, we recommend that you check the status of medications purchased in the UK and take a sufficient supply with you when travelling abroad (subject to the rules and regulations of the country you are travelling to).

- How can I check if a medication is prohibited?

Products purchased in the UK, Canada, USA and Japan can be checked using www.globaldro.com.

- What should I do if I am injured or ill and my GP prescribes a medication on the Prohibited List?

You may need a Therapeutic Use Exemption (TUE) depending on whether you are in a Testing Pool or the type of competition in which you plan to compete. Click here for a simple way to check whether you need to apply for a TUE.

- How can I minimise the risk of using Supplements?

The supplement industry is difficult to regulate. No guarantee can be given that any supplement including vitamins, minerals and herbal remedies are free from prohibited substances and this means that there is a risk of committing an Anti-Doping Rule Violation by taking them.

If you are considering supplements or nutritional products then it is important that you understand the risks and take as many precautions as you can when making your choice.

View the Supplement advice issued by UK Anti-Doping.

- What is the Testing Pool?

The National Registered Testing Pool (NRTP), International Registered Testing Pool (IRTP) and UKA Testing Pool (UKATP) are pools of athletes who are required to provide specific information related to their whereabouts in order for them to be successfully located to collect blood and/or urine samples.

- I am not in a testing pool but can I still be tested?

Yes. Athletes at any age or level and under the jurisdiction of UKA can be tested both in- or out-of-competition at any time.