



## Dear MJ Junior / Parent / Guardian

We would like to welcome you to the Malvern Joggers Junior section (MJ Juniors) and provide you with some information about our activities.

The core group of leaders are members of the very successful Malvern Joggers. Each MJ Juniors session is led by coaches who have completed the **Leadership in Running Fitness** course run by the **UK Athletics Association**. All leaders and volunteers involved have undergone an **Enhanced CRB**.

The MJ Juniors aims to provide opportunities for young people between the ages of 8 and 16 to develop a healthy lifestyle, increase fitness and have fun through running. The membership fee includes all training, refreshments, **UK Athletics** membership, and all new members receive a free tee shirt.

Our emphasis is on running for fun and fitness for all abilities, additionally some of our juniors enter into the Gloucestershire Cross Country League and other locally organised events.

Sessions are normally held on Sundays between 10.30 am and 11.30 am at Malvern St. James sports centre (MSJ), we will keep members informed of any changes to the regular routine. We use the sports fields and have full access to the changing and refreshment facilities at MSJ.

Before starting the first session with the MJ Juniors a parent/guardian must complete a membership form. Included in your welcome pack is a detailed code of conduct for junior members, parents/guardian and session leaders/volunteers.

All athletes take part in training at their own risk. Leaders will take all reasonable procedures to ensure the safety and welfare of young people in their care but cannot be held responsible for injuries or accidents that might occur.

The following are a few brief points about our joint responsibilities as a club and as parents.

### We are responsible for:

- The safety and welfare of all the youngsters while in our care.
- Having proper procedures for dealing with accidents and emergencies.
- Following England Athletics guidelines regarding coaching young athletes including child protection.
- Equipping runners with reflective tops where appropriate.

### You are responsible for:

- Getting the junior to sessions before 10:30 so your junior is ready to start the session on time.
- Arrive in time to collect your junior at the end of the session.
- Making sure that they have proper clothing and footwear for running and that they have warm and/or waterproof tops in cold and wet weather.
- Ensuring the junior has adequate water (or other suitable drink) in a clearly identifiable and appropriate bottle.
- Encouraging and supporting them in their running.

- Letting us know if there are medical or personal issues we should be aware of.
- Transport to and from races.

Please take time to read through the enclosed documents and if there are any areas which need clarifying then please do not hesitate to ask a club official or Junior Leader.

**Group Leaders contact info:**

**Lisa Dainty** 07950 121610/ 01684 563706 [dainty.love@btinternet.com](mailto:dainty.love@btinternet.com)

**Sam Burnage** 07968124687

**Andy Blannin** 07760280985/ 01684 899007 [a.k.blannin@bham.ac.uk](mailto:a.k.blannin@bham.ac.uk)

**Vicky Nugent-Pallett** 01684 573617/07719533535 [danandvic@madasafish.com](mailto:danandvic@madasafish.com)

|                             |
|-----------------------------|
| Club use only               |
| Membership No _____ / _____ |
| Paid Cash/Cheque/S.O.       |



# JUNIOR MEMBERSHIP FORM

We are very pleased to welcome you to the MJ Juniors. To ensure we have the correct contact details for you, please fill out this form and give it to one of the Leaders at your first training session. After reading all the information, you and your parent or carer must sign the form in the spaces at the end, before it is returned. We will also use this information to ensure that you are kept informed about club events.

## Junior member details

**Name**.....

**Address**.....

**Postcode**..... **Home telephone number** .....

**Date of Birth** ..... **Nationality**.....

**Gender** M/F (delete as appropriate) **Country of birth** .....

## Adult contact details

**Name**..... **Address** .....

..... **Postcode** .....

**Mobile\*** ..... **Landline Tel.** .....

**Email\***.....

\* 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.

## Payment

Please include annual membership fee of £10 (membership runs from Jan to Dec), cheques payable to 'Malvern Joggers'. New members receive a free T shirt.

## 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?**.....

.....

## Sporting Information

Have you participated in **RUNNING** as a sport before? Yes  No

If yes, where: (please indicate below)

- Primary school
- Secondary school
- Local authority coaching session(s)
- Club  name of club.....
- County
- Other  please specify .....

## Medical Information

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

.....

.....

## 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 (if different from above).....

Emergency contact number (if different from above).....

## Parent/Carers declaration

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 in the event of injury or illness all reasonable steps will be taken to contact me, and to deal with that injury/illness appropriately.

### I have read the Welcome Pack and agree

to the code of practice for Parents/Carers/ Children/ Leaders (available at <http://www.malvernjoggers.co.uk/MJJuniorsWelcomePack1.pdf> )

I consent to my son/daughter being photographed

(See Code of Practice for use of photographs). ***If I wish my child to join MJ Juniors but do not give consent to being photographed I will inform the MJ Juniors in writing\*.***

Signature of parent/carer: .....Date: .....

\*Address letter to 'MJ Juniors' and hand to a qualified member of the coaching team.

## Junior members agreement

I have read and agree to the code of practice for Junior Members

Signature of Junior ..... Date:.....



## **CODE OF CONDUCT for Coaches, Volunteers and Group Leaders**

### **As a responsible athletics Coach you will:**

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete above the development of performance
- Be appropriately qualified including obtaining CRB/Disclosure Scotland clearance, update your licence and education as and when required by UKA and adhere to the terms of the coaching licence
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
- At the outset clarify with athletes (and where appropriate, with parents or carers) exactly what is that is expected of them and what athletes are entitled to expect from you
- Never try to recruit, either overtly or covertly, athletes who are already receiving coaching. If approached by an athlete receiving coaching refer immediately to the coach currently providing coaching support.
- Try to observe a recommended maximum ratio of 1 coach to 12 athletes at a training session or work in partnership with another coach/coaching assistant.
- Cooperate fully with others involved in the sport such as technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Encourage and guide athletes to accept responsibility for their own performance and behaviour
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or vulnerable adults
- Do not exert undue influence to obtain personal benefit or reward
- A coach **MUST** strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- In particular, you **MUST NOT** allow an intimate personal relationship to develop between yourself and any athlete aged under **18 years**. Any violation of this could result in a coach licence being withdrawn. It may also be a criminal offence to conduct a relationship with an athlete aged under 16 years. It may also be a violation of your coaching licence to form an intimate personal relationship with a vulnerable adult coached by you.
- It is **strongly recommended** that you do not allow intimate relationships to develop between yourself and athletes coached by you aged over 18 years.
- Be registered with UKA either as a 1st claim member of Malvern Joggers or as a 2nd claim member from another UKA affiliated club. (Membership of Malvern Joggers is free for volunteers who do not wish to compete in UKA events).

**As a responsible coach, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:**

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Be aware that your attitude and behaviour directly affects the behaviour of athletes under your supervision
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

**In addition, coaches should follow these guidelines on best coaching practice, in particular with young athletes or with vulnerable adults**

- Avoid critical language or actions, such as sarcasm which could undermine an athlete's self esteem.
- Avoid spending time alone with young athletes unless clearly in the view of others to protect both yourself and the young athlete. In special circumstances, for example when coaching elite young athletes, one to one coaching sessions may form part of the required training schedule. In this circumstance, parental/guardian consent must be sought and obtained prior to sessions taking place. The coach must inform the parent/guardian of the venue for training and an emergency contact number should be provided by both the coach and parent/guardian.
- Avoid taking young athletes alone in your car
- Never invite a young athlete alone into your home
- Never share a bedroom with a child
- Always explain why and ask for consent before touching an athlete
- Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue
- Work in same-sex pairs if supervising changing areas
- Respect the right of young athletes to an independent life outside of athletics
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and club Welfare officer as soon as possible.
- Report any suspected misconduct by other coaches or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible



## **CODE OF PRACTICE for Junior Members**

Malvern Joggers 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 the MJ Junior leaders or other officials of the club.

### **As a member of MJ Juniors, you are expected to abide by the following junior code of practice:**

- All members must participate within the UKA rules and respect coaches, helpers 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.
- Members must wear suitable kit, for training and match sessions, as agreed with the leaders.
- Junior members are not permitted to smoke at the club or whilst representing the club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind at the club or whilst representing the club. The consumption of drugs by any athletes can lead to being banned from the sport.

**Junior members whose behaviour is unacceptable will be warned and parents/carers will be informed. Persistent poor behaviour will lead to loss of membership.**



## **CODE OF PRACTICE for Parents/ Carers**

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials and leaders.
- 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.
- Support your child's involvement and help them to enjoy their sport.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.
- Ensure that your child is properly equipped for activities.
- Use correct and proper language at all times.
- Publicly accept officials' and leaders' judgements and do not enter into arguments in public.

**In the event of any problems that cannot be resolved by talking with group leaders, please contact the club chairman.**





## **CODE OF PRACTICE for use of Photographs**

MJ Juniors 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. Photographs may be taken of juniors at running events and subject to parental consent may be published in local newspapers or appear on the club website. Whilst it is nice to have a photographic record of members in action we undertake to ensure that if a photograph is published on the website no name address or any other personal detail will be given. Newspaper photos showing individual achievement will usually have the name of the junior included.

***In signing the parental consent on the membership form you are also consenting to your child being photographed in line with this policy. If you do not consent to your child being photographed it is your responsibility to inform the club in writing.***