

WALTON ATHLETICS CLUB



PARENTS HANDBOOK

1. ABOUT THE CLUB

Walton Athletic Club was founded in 1942 and is one of Surrey's oldest and most successful athletics clubs. We welcome and support individuals of any standard, each of whom are valued for their effort and achievement towards the club and their own personal goals.

The club has around 200 members ranging in age from 9 years to 60+. Walton AC provides qualified coaching in all athletic disciplines and participates in a number of different leagues to provide appropriate competition for all age groups in Track & Field, Cross Country, Road Running and Sportshall Athletics.

Walton AC is based at the new Elmbridge Sports Hub at Waterside Drive in Walton-on-Thames, including an eight-lane all-weather track with floodlighting, full jumps and throws facilities and a main spectator stand incorporating a large clubroom for aerobics activities, changing facilities and showers.

Our handbook was created to help answer questions you may and will have regarding our Junior athletics program. Our handbook will also help you understand more about the club and our philosophy. There are expectations that come along with membership and the Walton AC handbook addresses these along with our club's purpose, conduct during matches, and useful information concerning parent conduct and safety rules for training. Please review it carefully and feel free to go to our website for more information at: <http://www.waltonac.co.uk>. Our handbook does not cover every single scenario or situation that pertains to track and field, however, we hope that it helps you and your child settle at the club as smoothly as possible.

We ask that you use good judgement when addressing our coaches. Remember, Walton AC was organized and is operated by volunteers, by becoming a member you also become a volunteer! Your opinion and input are valued and important to help with the success of the Club, please be prepared to get involved and enjoy athletics with us!

2. AIMS

Walton AC is a not for profit entity that promotes sports for youth run entirely by volunteers.

3. MEMBERSHIP

Subscriptions are due from 1st January annually. Membership renewals should be carried out via the club's online payment system. If you did not get a renewal email with link to the payment system or you are unable to pay online, please email tim@timgrose.com. Any updated details should also be passed on to Tim (the membership secretary). In accordance with UKA Rules, members are reminded that an athlete's resignation from the Club cannot be accepted until their subscription for the current year is paid in full. Arrears of subscription will render members liable to non-selection for the Club. **Membership renewals** should be carried out online –

Contact tim@timgrose.com for your renewal link or to discuss other payment methods.

Please note that this is a competitive club and junior athletes in the competition group are expected to commit to training (at least 2 of the 3 sessions each week) and to competitions (at least 6 per season)

4. COACHES AND STAFF

Andrew Kennard - A Level 2 Performance Coach, and coach to the Junior Competition Group which comprises of sprinters, hurdlers, jumpers and middle-distance athletes. The group train on Tuesday/ Thursday evenings 6:30-8:00pm and Saturdays 11:00-1:00pm specialised hurdles/ jumps coaching on Sunday mornings 10:30-12:00.

Hilary Jones - A Level 3 Events Group Coach (throws and jumps) and coach to a group of athletes within the Junior Competition Group which comprises of predominantly sprinters. Hilary also looks after Walton Juniors (primary school athletics www.waltonjuniors.co.uk) with Andrew Kennard. The group train on Tuesday/ Thursday evenings 5:00 – 6.30pm and Sunday mornings 10:30-12:00.

Paul Fitzpatrick - An Assistant Athletics Coach, and coach to the Junior Distance Development Group under the direction of Andrew Kennard. The group train on Tuesday/ Thursday evenings 6:30-8:00pm and Sunday mornings 10:30-12:00.

Sabrina Mace - A Level 2 Development Coach, and coach to the Junior Throws group with Debbie Singleton as well as work on their strength & conditioning. The group train on Tuesdays, Thursdays and weekends.

Debbie Singleton - A Level 2 Group Events coach and coach to the throws group on a Tuesday evening with Sabrina. We have developed a growing group of younger throwers over the last 18 months, who are now winning medals and representing the county.

5. TRACK AND FIELD ETIQUETTE

The following is a guide on the behaviour and conduct that should be adhered to by athletics track and field users:

- Always run in an anti-clockwise direction. The only time it is acceptable to run in another direction is if you are doing shuttle runs or drills as part of a session or during warm up. Drills can also be done on the high jump fan or the infield if they are not in use.
- Warm up on the outside lanes in a clockwise direction or on the infield, taking care not to cross the throwing sectors if in use.
- Treat the track like a road, look both ways and make sure it is safe to cross.
- Recovery after reps should be in the outside lanes or on the outside of the grass (again, avoid crossing the throwing sectors).
- Do not cross the throwing sectors when in use. Walk around the back of the cage, circle and runway.
- If you are standing still, walking or jogging slowly and someone shouts 'Track' at you then step off the track if you are on the inside lane or move immediately to the outside lanes.
- Throwers must ensure that no-one is in the throwing sector when they are throwing. Other athletes must ensure that they do not walk or run across the throwing areas when throwing training is in progress.

6. JUNIOR COMPETITION GROUP

The Junior Competition group is for young athletes (school year 7 and up). The group trains between 5pm – 8pm on Tuesdays and Thursdays, and from 10:15am on Sundays. Please see the timetable on page 7 for the exact times for each group. It is coordinated by Andrew Kennard, who should be the first point of contact for prospective athletes, the group is split into three sub-sections:

Event Development Group – Sprints, Middle Distance, Hurdles and Jumps, coached by Andrew Kennard

Foundation Group – Sprints, coached by Hilary Jones
Foundation Group – Middle Distance, Paul Fitzpatrick

The Junior Throws group is coached by Debbie Singleton and Sabrina Mace.

7. ATHLETE RESPONSIBILITIES

We are very keen that Walton athletes should foster a climate of mutual respect for the rights of others and ask them to comply with UKA rules. (Any athlete who violates UKA rules shall be subject to disciplinary measures designed to correct the misconduct and promote adherence by all athletes who are members of Walton AC). We expect Walton athletes to show patience with and respect differences in gender, ability, culture, race, ethnicity and religious beliefs between yourself and others.

Attire

All athletes should wear proper and decent attire (we are in mixed company and age groups!) to practices and matches and all athletes must compete in a Walton vest – please contact Nicola [email](#) or Tracy [email](#) if you haven't got one or if you would like to purchase another item of Club kit, such as a hoodie. Please be sure to label all garments, shoes, etc. Lost items are the responsibility of the athlete.

If athletes decide to take their athletics more seriously, you might also need to purchase the following applicable items:

- Training spikes
- Competition spikes (especially for sprints)
- Spare spikes (the ones you fit in)
- Trainers (should be renewed every 6 months)
- Throwing shoes (for hammer / discus / shot)
- Some athletes like to have their own throwing equipment
- Specialist spikes for high jump / triple jump / pole vault / javelin

Training

- Every athlete is required to arrive to training on time – this is deemed to be 5 minutes before training starts.
- Participation is mandatory. Coaches will not delay scheduled activities or extend training to accommodate late arrivals.
- Please note that athletes must attend at least 2 or more of all regularly scheduled weekly training.
- No athlete will be permitted to compete if they do not meet the minimum weekly training requirements.
- No athlete will be allowed to participate in training activities without completing their warm-up properly.

Athlete Code of Conduct:

- treat others with the same respect and fairness that you wish to receive
- uphold the same values off the field as you do when you engaged in athletics
- anticipate your own needs, be organised and on time
- be appreciative towards those who help you participate in athletics whether it be family, coaches, team managers, team mates or officials
- inform your coach of any other coaching you are receiving

- show patience with and respect differences in gender, ability, culture, race, ethnicity and religious beliefs between yourself and others
- act with dignity at all times
- not respond if someone seeks private information, unrelated to athletics e.g. home life
- use safe transport or travel arrangements
- not use alcohol, cigarettes or illegal and performance enhancing drugs. Good behaviour is expected at all times when travelling by coach, staying in hotels or at the competition venue. Any damage caused, other than by accident, by club members will have to be paid for by them
- never engage in any illegal or irresponsible behaviour. Team Managers may exclude those club members whose behaviour breaches the code of conduct from participating in events. Under no circumstances are you to leave the athletics stadium unless accompanied by a Team Manager or other approved adult chaperone, and then only after consulting your Team Manager
- valuable items should not be taken to training venues or on trips and no responsibility can be taken by the Club for loss of personal property
- challenge anyone whose behaviour falls below the expected standards of Walton Athletic Club
- speak out immediately if anything makes you concerned or uncomfortable (telling your parents/carers and/or a Club Committee member) or if you suspect a club mate has suffered from misconduct by someone else
- make yourself aware of, and observe, the Code of Conduct laid down by those responsible for the safe operation of your training venue

Whilst at the track:

- No warming up or jogging on the inside lane
No cheering from inside of the track at competitions because it is seen as coaching.
- No shouting the times for another athlete unless you do it for all athletes in the race.
No walking in front of the time-keepers at the finish.
No running along to encourage another athlete, again this is seen as coaching.

In short, all athletes should exhibit good conduct at all practices and matches. Athletes should conduct themselves in a responsible manner, showing respect for all coaches, team parents, and track officials at all times. Any acts of severe misconduct will be addressed by the executive board; which could lead to dismissal or non-participation of activities.

8. COMPETITION GROUP – PARENT RESPONSIBILITIES

As a responsible parent/carer you will:

- check out the people coaching or managing your child
- take an active interest in your child's participation
- attend competitions whenever possible
- ensure that your child does not take unnecessary valuable items to training or competition
- know exactly where your child will be at all times and who they are with
- ensure that when you fill in an application form for your child to join the club that it includes all contact details, next of kin details, any health and medical requirements. If any of these changes, it is your responsibility to update the club.
- inform your child's coach of any allergy, 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
- never make assumptions about your child's safety

Whilst at the track:

- No cheering from the inside of the track because this is interpreted as coaching
- Do not walk across the infield
- Do not watch your child's event from the infield, please stay on the outside of the track
No shouting out the times for your child unless you do it for all the athletes in the race
- Do not walk in front of the time-keepers at the finish
- Do not run along with your child, again this is seen as coaching

Volunteering

All of our members (and by proxy, their parents) are volunteers as well as certified coaches and senior athletes. Because everything is done on a volunteer basis, your help, support, and cooperation is critical for this club to be a success. To promote cooperation and to avoid unfair workloads we sincerely hope and encourage each parent or guardian to participate in helping to accomplish the various functions of the club (i.e. coaching, team managers, timers, data entry, officials etc.). **All parents should participate in the running of the competitions in some way.** At every match the club is required to provide officials and volunteer helpers, without these, our athletes cannot compete. There are many opportunities available. Experience is not a requirement or is it necessary for most of the positions. Commitment is vital. Remember, we are all volunteers!

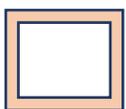
All parents of athletes in the Junior competition group are required to:

- undertake a volunteer role during at least one competition per year by offering at least two dates of availability.
- provide support for coaches and officials working with their child to provide a positive and enjoyable experience for all. Parental interference with coaching will not be tolerated.
- Help their child enjoy the athletics experience within their personal constraints by being a respectable fan, providing transportation or whatever they are capable of doing.
- Not interfere with the coaches at training and matches regarding the events that the coach selects for the athlete.
- To let team managers and coaches know as far in advance as possible if their athlete is not available for selection.
- To notify coaches and team managers as soon as possible if their athlete is selected to participate in an event, and are not able to fulfill this requirement.
- Understand that they are not permitted on the track or in practice areas during training and matches
- Refrain from coaching or instructing athletes during practice sessions. Coaching is the exclusive responsibility of the Walton AC coaching staff.
- Understand that if their child qualifies for a match, they are obligated to ensure their child's participation.
- Understand out of town travel will entail additional costs at the parent's expense.
- Remain at all matches or have a representative 16 or older not participating as a member of Walton AC to supervise their child.
- Ensure athletes arrive on time to training and are collected on time at the end.
- Allow enough time to stay and support Walton AC team members.
- Conduct positive and open communication between coaches, athletes, parents, and officials.
- Do not gossip or misrepresent others on the team.
- Respect the Walton AC coaching staff, team members, officials, other coaches, and opponents.
- Refrain from inappropriate language
- Have fun!

Walton Athletics Club Training Times

	4-5pm	5-6pm	6-7pm	7-8pm	8-9pm
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

	9-10am	10-11am	11-12pm	12-1pm	1-2pm
Saturday					
Sunday					



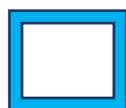
Satellite Group (U11-U20 mix)



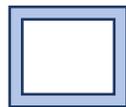
Foundation Endurance



Foundation Sprints



Specialist events (jumps / hurdles)



Core Training in gym



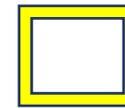
Walton Juniors



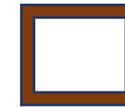
Beginners



Event Development Group



Throws (U11, U13, U15, U17)



Seniors

9. COMMUNICATIONS

We value communications with parents and strive to keep these channels open. Any parental concerns must be voiced through the correct channels. In order to ensure your concern is handled promptly and effectively, the Club asks that everyone follows the guidelines laid out below:

1. Please remember that all coaches and officials are volunteers so please take a little time to think before contacting them directly. Sometimes sleeping on an issue changes our perception of the situation.
2. However, if your concern is of a safeguarding nature please contact the Welfare Officer immediately.
3. If your concern is of a serious nature please contact Committee directly. If this is the case, please refer to the Complaints Procedure found on the Club's website.
4. Otherwise please talk initially to the club official/ coach concerned, by phone or at the track. Please always remember our coaches and officials are volunteers and the club expects mutual respect from all members.
5. If possible, and appropriate, please avoid text or email. It is very easy for the message to be misunderstood on both sides. If you do feel it necessary to follow up in writing, whether email or text, please copy in the group representative.
6. If you do need to telephone a club coach or official please call at an appropriate time. Please remember they too have families.

The concerns process is an informal procedure and if you feel your concern has not been addressed adequately, and that further discussion with the official in question would not be productive, then please contact the committee in writing, following the Complaints Procedure on the Club's website.

** Please note: during training hours, the coaching team must not be disturbed **

Whilst we appreciate parents need to contact coaches on occasions can we ask you are mindful that coaches contacts are often personal numbers or emails. Should you need general information about your child's athletics please wait until the next convenient time to speak to their coach. Should you contact a coach outside of the stated hours, please be aware they may not reply until their next working period.

10. SOCIAL MEDIA

Nowadays the use of social media is everywhere and we should embrace it, however you should make sure this use is proactive and positive. At Walton AC we take the misuse of social networks seriously. Anyone found misusing the social media will be dealt with immediately in the appropriate manner. In order to prevent misuse please take note of the current guidelines set by sporting governing bodies and the Club as laid out on the website.

- Do be yourself, but remember everyone can see you.
- Do share your experiences and achievements but be responsible and honest.
- Do not talk negatively about other competitors, coaches, clubs, countries or teams.
- Do not forget who may be reading your profile, posts and comments.

- Do not use derogatory or bad language.
- Do not give out personal information; only make friends with people you know.
- Do not link, view or add inappropriate content.
- Remember pictures may be seen by everyone.
- Don't include photos of anyone else unless you have their permission.
- Think before you post, it is almost impossible to delete posts completely from the internet!
- Finally report anything that concerns you.
- Please check before posting images of other people's children.

11. PHOTOGRAPHY

Please see the Club's photography policy on the website.

12. COMPETITIONS

The Club participates in a number of competitions throughout the year:

- Youth Development League (YDL) – both Upper and Lower Age Groups (UAG and LAG)
- Southern Athletics League (SAL)
- Lily B - for girls
- Ebbisham League – for boys
- Quad kids

Your child's coach will advise which ones would be appropriate to enter, when and how to do this.