

# **Rotherham Harriers & Athletics Club**

## **Child Protection and Welfare Policy**

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### **1. INTRODUCTION**

This document is intended to be a working document that the coaches, officials, athletes, parents and all other volunteers of Rotherham Harriers & Athletics Club will adopt. The policies included will state the club core values and define what is acceptable within an athletics club. The contents of the Child Protection Policy and Welfare Document are primarily to develop a sense of awareness as well as provide procedural guidelines. The principles extend to all who take part in athletics, irrespective of gender, disability, vulnerable persons, sexual orientation, race, ethnicity, religion and political view. The Welfare Policy therefore acts as a template for further action in each and all of these areas.

The document should be both a consultative document. And a living document Rotherham Harriers & Athletics Club will promote the welfare of the child and athlete as the paramount consideration in all activities and will encourage and support children and young people to express their views about matters that affect them. The club will promote working in partnership with parents and people with parental responsibilities.

The club will undertake to regularly review the information contained in this document to ensure compliance with changes in legislation, guidance and best practice.

**2. RESPONSIBILITIES** It is everyone's responsibility to ensure the welfare of all within the sport.

### **3. POLICY STATEMENT**

Rotherham Harriers and Athletic Club believe that everyone involved in athletics should enjoy safety, security and protection from abuse, maltreatment or misconduct. Every individual within the Club is responsible for upholding this belief.

Rotherham Harriers & Athletic Club will:-

- Accept the moral and legal responsibility to implement procedures to provide a duty of care for all people within the sport, safeguard their well-being and protect them from abuse.
- Respect and promote the rights, wishes and feelings of people taking part in athletics including young people, disabled and/or vulnerable adults.
- Recruit, train and supervise its members to adopt best practice in all equality issues, to safeguard and protect young people from abuse, and also themselves from false allegations.
- Require all members to adopt and abide by the Welfare Policy and all procedures contained therein.
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedure.

### **• 4. AIMS**

- The aims of the Welfare Policy are to:-
- Ensure the highest possible standard of safety and welfare for all athletes and Club members, especially children and vulnerable athletes.
- Embed a process of continuous improvement within the Club procedures • Ensure training is offered to all members
- Adopt and promote good practice in the welfare and protection of athletes and all involved within the Club

### **5. PRINCIPLES**

The main principles underpinning this policy are:-

**Safety** - The welfare of the athlete will always be paramount

**Equality** - the right of everyone involved in athletics to equitable treatment, regardless of age, sex, race, religion, ability, sexual orientation or social background, will be upheld. **Responsiveness** - All allegations or suspicions of abuse or violations of athlete welfare will be taken seriously and acted upon appropriately and speedily. Those found to be spreading malicious or false allegations will be disciplined according to the relevant procedures.

**Consent** - Those with parental responsibility will be consulted if it becomes necessary to invoke the procedures that accompany this document.

**Compliance** – Rotherham Harriers & Athletic Club will operate within the law, including guidelines set down in the UK Athletics Welfare Policy and will work in conjunction with the relevant agencies to ensure compliance with this policy.

**Fairness** - The human rights of all club members facing allegations will be embodied in disciplinary and appeals procedures.

## 6. DEFINITIONS

**Abuse of trust** - whereby a person in a position of power exploits or distorts that relationship for their own gain or to further their own social, political or religious views. It also includes the misuse of power to influence the development of attitudes towards training, drugs or cheating.

**Carer** - Any adult, such as a coach or team manager, looking after a child in the absence of a person with parental responsibility.

**Child or young person** - For the purpose of the welfare policy anyone under the age of 18 (The Children Act 1989 definition)

**Child Abuse** - Anything done by someone who harms or poses a risk to a child including emotional, sexual or physical abuse or harassment, neglect or bullying.

**Emotional abuse** - A failure to show due care and attention to another; use of threats, sarcasm, taunts or shouting that undermines another's self confidence or self esteem; manipulation or misuse of power; placing of unrealistic pressure or expectations on someone.

**Harassment or Bullying** — Behaviour towards another that is insulting, intimidating, humiliating, malicious, degrading, offensive or harmful through intent or neglect.

**Neglect** - Failure to provide for basic needs (food, shelter, warmth or care) of a dependant person such as a child or disabled athlete; leaving a dependant person without proper supervision or placing them at risk of injury; expecting someone to carry out tasks for which they do not have the necessary skills or safety training. Neglect also includes the imposition of inappropriate nutritional and/or weight control regimes.

**Physical abuse** - Infliction of injuries or failure to prevent these. This includes, amongst others; giving alcohol to a child or forcing someone to drink alcohol unwittingly or against their will; administering or condoning the use of inappropriate drugs; and, expecting an athlete to train or compete at an intensity or in ways that are inappropriate to his or her stage of growth or physical capacity or when ill, injured or exhausted.

**Poor practice** - Behaviour by a responsible adult that sets a poor example and thus negatively affects the experience of another, especially where they are young or dependent; this is not the same as abuse.

**Responsible adult** - Any person looking after children, young or vulnerable people taking part in a Club event (athletic or social).

**Sexual abuse** - Exploitation of males or females for sexual gratification, including; trading sexual activities for fear or favour; sexual bullying or intimidation, sexual joking or harassment.

**Welfare** - The overall well-being of athletics personnel, especially relating to children and young people, including the maintenance of appropriate safety, security, nourishment and shelter, and protection from all forms of misconduct.

**Vulnerable adult** - A person, being aged 18 or over, may be considered to be vulnerable if that person;

- Receives personal care, or nursing, or support to live independently in their home, or a care home
- Receives any health or social services
- Has a substantial learning or physical disability, or
- A physical or mental illness, chronic or otherwise, including addiction to alcohol or drugs, or
- A substantial reduction in physical or mental capacity due to advanced age or illness.

## 7. ROLES

### The role of Rotherham Harriers & Athletics Club

- To appoint at least one Welfare/Child Protection Officer and notify Club Services at UK Athletics of their name and contact details.
- To accept that all officers and Committee Members have responsibilities for upholding the policy and procedures and for responding to any suspected breaches of it.
- To, wherever possible, involve children and parents in the development of policies, procedures, codes of conduct and the general implementation of welfare.
- To amend poor practices.
- To implement recommendations from UK Athletics relating to welfare and/or child protection.

- Through the Club Welfare Officer, inform the Social Services without delay if a concern about child abuse is identified (if the Welfare Officer is not available, or the concern is about them, then the person with concerns or being informed of them, should immediately contact the local social services or the police). Inform the UK Athletics Welfare Officer.
- To ensure that contact details for social services, the police and NSPCC are made available to Club coaches and officials.
- To maintain confidentiality of those disclosing, those accused of misconduct and any alleged victims.
- For any general misconduct cases (non-welfare), appoint a disciplinary panel, and operate this in accordance with the Grievance and Disciplinary Procedures.
- To refer disciplinary cases in relation to athletics welfare to UK Athletics welfare team.

#### **The role of the Welfare/Child Protection Officer**

- To ensure that all club helpers/officials/coaches complete a volunteer reference form
- To send a copy of any such forms to UK Athletics on request.
- To receive and advise on reports or disclosures from club members
- To work with UK Athletics when requested to ensure CRB process is in place
- To initiate action, ensuring that all appropriate persons have been contacted
- To inform UK Athletics of any cases of misconduct that may involve child abuse
- To maintain up to date knowledge of welfare and child protection issues.
- To refer any media enquiries about suspected or reported abuse or poor practice to UK Athletics.

### **8. RESPONDING TO DISCLOSURES**

Wherever suspicions arise, careful, factual notes should be made to record all descriptive information (dates, places, events, etc). If anyone reports alleged abuse, either to themselves or to a friend, then follow the following steps

#### **STEP 1**

#### **LISTEN AND REASSURE**

##### **DO's**

**DO Stay calm** - do not rush into inappropriate action.

**DO Reassure the person** - tell them you know how difficult it is to confide in someone and tell them that you may have to tell someone else in order to help

**DO Listen** - to what they say and show them that you take them seriously, recognising the difficulties inherent in interpreting what is said by a child or someone who has a speech disability and/or differences in language.

**DO Avoid involving any other adult** - in talking to them.

**DO Keep questions to a minimum** - only use questions to clarify what the child is telling you.

**DO Ensure that you understand clearly what has been said** - so that you can pass it on to the appropriate agencies.

**DO Consult** - with the necessary Welfare Officers.

##### **DON'Ts**

**DON'T Panic.**

**DON'T Make the discloser keep repeating their concerns unnecessarily.**

**DON'T Delay** - contact the relevant Welfare Officer.

**DON'T Make promises you cannot keep** - explain that you may have to tell other people in order to help the child.

**DON'T Take sole responsibility for further action.**

#### **STEP 2**

#### **RECORD**

- Record what the discloser has said/and or your concerns legibly and accurately and give a copy of the report to the appropriate Welfare Officer. This report should be factual only and should include:
  - The discloser's and/or child's name, address and date of birth
  - The date and time of the incident(s) and/or the nature of the allegations
  - Your observations e.g. describe the behaviour and emotional state of the alleged victim child and/or bruising or other marks or injuries
  - The discloser's/child's account, if it can be given, of what happened
  - Details of any witnesses to the incident(s)
  - Attach any relevant evidence
  - Any action that you took as a result of your concerns e.g. comments made to the discloser/child, whether the parents/carers have been contacted.
  - Whether the person writing the report is expressing their own concerns or those of others
  - A clear distinction between what is fact, opinion or hearsay
  - Your signature and the date of the record

**Please Note:** Should this incident give rise to a legal case then the written information may be required to be presented in a court of law. Your report may have to be given to the police so ensure that you have a copy for your record. These notes will form the basis of your evidence if you have to be a witness in any proceedings. Do not store or save information on a PC.

**Record only the facts - what you saw and what was said. Do not record opinions or your thoughts/impressions.**

## **9. IDENTIFYING MISCONDUCT, POOR PRACTICE, ABUSE AND BULLYING**

Remember that anyone can perpetrate misconduct or abuse - an adult on a child, a child on another child, or an adult on another adult. Dealing with breaches of welfare is rarely straightforward and often difficult. Some cases are clear-cut but often decisions about what action to take can be difficult.

Possible signs of welfare problems in athletics might include:

- Uncharacteristic changes in someone's behaviour, attitude or commitment e.g. becoming quiet and withdrawn or displaying sudden outbursts of temper.
- Trackside gossip
- Unusual secretiveness or withdrawal from normal social contact
- Sudden or unexplained evidence of material wealth
- Unusual eating habits
- Sudden or unexplained changes in performance standard.
- In the case of possible child abuse, additional signs might include:
- Bruises or unusual injuries untypical of the athlete's event or for which the proffered explanation seems inconsistent or unlikely.
- Signs of discomfort or pain
- Reluctance to remove tracksuit or to change or shower in view of others
- Increasing dirtiness or unkempt appearance
- Unexplained loss of weight
- Nervousness when approached or touched
- Fear of particular people, especially those with whom a close relationship would normally be expected
- Request to switch coach or training group without a reasonable explanation
- Inappropriate sexual awareness or awareness unusual for age
- Children who are always alone and unaccompanied and/or prevented from socialising with other children
- Children who appear reluctant to go home after training or events

Athletes with disabilities may be at greater risk of abuse because of;

- Communication difficulties
- Sensory disabilities
- Vulnerability due to isolation
- Dependence on the goodwill of carers
- Power differences
- Limited assertiveness
- Limited ability to recognise inappropriate sexual behaviour
- Need for intimate care
- Need for attention, friendship or affection
- Limited sense of danger and/or inability to see warning signs
- Fear of not being believed

These examples are not exhaustive; nor are they necessarily proof that misconduct or abuse is actually taking place.

## **10. GUIDANCE FOR WELFARE/CHILD PROTECTION OFFICERS**

In the case of a complaint refer the matter first to a Club Official acting as duty Child Protection Officer. If required their first action upon receiving allegations or reports of misconduct is to report this and call Social Services direct and ask to speak to the Duty Social Worker for Children and Families 24 hours a day, 7 days a week 0845 0349410 who will decide whether these concern child abuse or some other breach of welfare policy, such as poor practice.

If the concern is about CHILD ABUSE then:

Make a full report of the allegations or suspicions using an Incident Report Form

Notify local Social Services and/or Police as soon as possible, make a record of this and send the report of the allegations to them within 24 hours, keeping a copy. If you have not heard anything back from Social Services within three working days make contact again.

Note down the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is needed.

Inform UK Athletics and keep them informed of subsequent local developments. They will liaise over any decision about the accused in the period prior to the meeting of a disciplinary panel.

Maintain confidentiality

If the allegation relates to any other breach of Welfare Policy:

Make a record of the allegations

Inform the next level of Welfare Officer. They will help decide if an enquiry should be held and make the necessary arrangements

Maintain confidentiality

It is essential any data is stored in a secure place with access limited to the Child Protection Officer.

The information must be accurate, regularly updated, relevant and secure.

### **BULLYING**

The welfare policy and procedures are designed to prevent bullying of all types. Harrogate Harriers & Athletic Club will:

Take all signs of bullying seriously

Encourage all athletes, especially children, to speak and share their concerns. Help victims of bullying to speak out and tell the person in charge or someone in authority

Create an open environment.

Investigate all allegations and take action to ensure the victim is safe.

Speak with the victim and bully(ies) separately.

Provide support for the victim and reassure them that the Officer can be trusted and will help, although the Officer cannot promise not to tell others what is said.

Keep records of what is said (what happened, by whom, when).

Report any concerns to the appropriate authorities

Keep a written record of action taken.

Where bullying involves children as perpetrators, the Child Protection Officer will also: Talk with the bully(ies), explain the situation, try to get the bully(ies) to understand the consequences of their behaviour and to give an apology to the victim(s)

Inform the parents or persons with parental responsibilities

Encourage and support the bully(ies) to change their behaviour

Be aware that bullies are frequently themselves victims of bullying

### **SUBSTANCE ABUSE**

Regardless of age, the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity.

Therefore athletics personnel should:

Not drink alcohol or take drugs prior to taking charge of athletes and never smoke when doing so

Ensure that social gatherings and organised receptions take place in an environment that is age-appropriate

Promote fair competition through sound training practices and actively discourage the use of any substance that is perceived to offer short cuts to improved athletic performance Educate and inform those in their care of the short and long term effects of substances taken to enhance performance

Ensure that those in the care are fully aware of the illegality of proscribed drugs or other banned performance enhancing substances

Refrain from seeking sponsorship from the alcohol or tobacco industries

### **PSYCHOLOGICAL STRESS AND BURNOUT**

Burnout may occur with anyone in athletics, adult or child, volunteer or athlete. It reduces an activity that was once a source of fun and personal satisfaction to one associated with progressive physical and/or psychological stress. It may be manifested as intense fatigue despite commitment, feelings of judgement and exhaustion, irritability and reduced ability to eat sensibly or to sleep. Often, those suffering from burnout do not recognise their own symptoms.

Athletics personnel in any role can help to prevent burnout and stress occurring by: Being alert to the symptoms

Warning someone that they are suffering from signs of burnout

Offering to put this person in touch with professional sources of support

Intervening if they witness someone else placing undue expectations on an athlete or putting them repeatedly under strain

### **USE OF PHOTOGRAPHIC EQUIPMENT AT ATHLETICS EVENTS**

To reduce the risk of abuse to children, anyone wishing to use cameras or video recorders should declare their interest in writing. This procedure is not intended to prevent the bona fide use of this equipment for family or coaching purposes but may deter inappropriate use of photographic material.

### **TRIPS AWAY FROM HOME**

Implicit within the Athletics Welfare Policy is the duty of care that a team manager and/or Club has to its young athletes when travelling to events.

As a minimum standard a full address list and parental permission will be obtained with emergency contact details.

Team managers will take the necessary action to prevent the misuse of alcohol. Harrogate Harriers & Athletic Club will ensure that all team managers are police checked.

## **SEXUAL ACTIVITY**

Within Athletics sexual relationships do occur. All sports organizations should be aware of the law regarding sexual behaviour and should develop and promote guidelines relating to sexual activity.

These guidelines will address sexual activity both between children and young people and between adults and young people.

**Sexual activity between children/young people (U16) involved in athletics** is prohibited during team events, in sports or social activities organised by the club. Inappropriate or criminal sexual behaviour committed by a young person may lead to disciplinary action in accordance with the governing body's guidelines. **Sexual interactions between adults and young people (U18) involved in athletics** raise serious issues given the power imbalance inherent in the relationship. Where a person is of the age of consent the power of the adult over the young person may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a young person's career. It is for these reasons that sexual activity between adults and young people involved in athletics should be prohibited when the adult is in a position of trust or authority.

**Sexual activity between adults and children under the age of 16** is a criminal act and immediate action must be taken to report it.

Inappropriate sexual behaviour with a person under 18 years committed by an adult should lead to suspension and disciplinary action in accordance with UK Athletics guidance.

## **11. CODES OF CONDUCT**

**As a responsible club, Rotherham Harriers & Athletics Club will:**

Ensure that all members operating within the club environment hold the appropriate qualifications

Adopt national policies and codes of good practice in relation to athlete welfare Ensure that club officers and volunteers always act responsibly and set an example to younger members.

Appoint a Welfare Officer, who is provided with appropriate training and periodic updating, to act as a first port of call in cases of concern about athlete welfare. Liaise appropriately with other key persons, including parents/persons with parental responsibilities, officials, and coaches to ensure that good practice is followed in maintaining athletes' welfare.

Carry out their duty of care within relevant legislation and government guidance. Operate within the guidelines of the club's: future manual

The responsible coach will

Respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability.

Place the welfare and safety of the athlete above the development of performance Encourage and guide athletes to accept and take responsibility for their own behaviour and performance

Be appropriately qualified and update your licence and education as and when required by UK Athletics

Ensure that the activities you guide or advocate are appropriate for the age, maturity, experience and ability of the individual athlete.

At the outset, clarify with athletes (and where appropriate their parents or carers) exactly what 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.

Co-operate fully with other colleagues (e.g. other coaches, officials, team managers, doctors, and physiotherapists) in the best interests of the athlete

Consistently promote positive aspects of the sport (e.g.fair play) and never condone rule violations or the use of prohibited or age-inappropriate substances

Consistently display high standards of behaviour and appearance

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

Strictly maintain a clear boundary between friendship and intimacy with athletes and not conduct inappropriate relationships with athletes. Relationships with athletes can cause significant problems for other team members and can fracture teams, raising concerns of favouritism, or even of victimisation, should the relationship later end.

You must not allow an intimate personal relationship to develop between yourself and any athlete under the age of 18. Any violation of this could result in a coach licence being withdrawn or restrictions being imposed on it

It is also strongly recommended that you do not allow intimate personal relationships to develop between yourself and athletes (coached or supervised by you) who are aged 18 or over.

Never do something for an athlete that they can do for themselves

Avoid critical language or actions, such as sarcasm, that undermine an athlete's self-esteem

Do not spend time alone with a young athlete unless clearly in view of others. Never invite a young athlete alone to your home.

Never share a bedroom with a child.

Always explain why and ask for consent before touching an athlete.

Always work in same-sex pairs when supervising changing areas.

Ensure that parents/carers know about and have approved in advance if taking a young athlete away from the usual training venue

Respect the right of young athletes. To an independent life outside athletics Challenge inappropriate behaviour or language by others

Report any injury, distress or misunderstanding or misinterpretation. A brief written report of such incidents should be submitted to the Welfare Officer as soon as possible and parents/carers notified.

Report any suspected misconduct by other coaches or athletics personnel.

**The responsible athlete will:**

Treat others with the same respect and fairness that you wish to receive.

Uphold the same values off the track as you do when engaged in athletics Anticipate your own needs, be organised and on time

Thank those who help you participate in athletics

Inform your coach of any other coaching you are receiving

Show patience with and respect diversity in others

Act with dignity at all times

Notify a responsible adult if you have to go somewhere (why, where and when you will return)

Do not respond if someone seeks private information, unrelated to athletics, e.g. home life.

Strictly maintain a clear boundary between friendship and intimacy with a coach, official or other person with whom you work

Never accept lifts in cars or invitations into homes on your own or without the prior knowledge and consent of your parent/carer

Use safe transport or travel arrangements

Avoid destructive behaviour and leave athletics venues as you find them

Never engage in any illegal or irresponsible behaviour

Challenge anyone whose behaviour falls below the expected standards

Speak out immediately if anything makes you concerned or uncomfortable (telling your parents/carers or the Club Welfare Officer or if you suspect a club mate has suffered from misconduct by someone else.

**The responsible parent/person with parental responsibility will:**

Check out the people who are coaching or managing your child

Not place undue pressure on children to perform, participate or compete

Assume responsibility for the safe transportation of your children to and from events and training activities

Take an active interest in your child's participation

Attend training and competitions when 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

Return a written informed consent form to the Club, including next of kin details, health and medical requirements, before your child goes to an away event

Inform your child's coach 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 trip. Report any concerns you have about your child's welfare to the Club Welfare Officer Never make assumptions about your child's safety.

**The responsible Athletics Team Manager will:**

Take reasonable care in all circumstances of any athlete below the age of 18 who is at an event without someone of parental responsibility

Look after young athletes' personal safety at event venues

Provide the appropriate ratio of staff for the age and ability of the athletes. Provide staff of the same sex as the athletes i.e. avoid cross-sex chaperoning. Notify all parents/carers of athletes under 18 of the times and venues of any competitions and of appropriate contact telephone numbers.

Ensure that written, informed consent has been collected from all persons with parental responsibility for the participant in advance of a competition including next of kin and contact details, medical conditions such as allergies and ensure medication is available for the child for the duration of the event. Medication should be administered by the person with parental responsibility.

Liaise with young athletes' parents/person with parental responsibility if they become involved in an accident or a serious breach of safety or discipline while under your care

**APPENDIX**

**UK ATHLETICS GUIDANCE ON PHOTOGRAPHING OF CHILDREN**

This appendix offers guidance and best practice on the procedures to be followed in relation to photography of children either at athletic events or photographs for use in promotional or advertising material.

The document has been produced as recognition that today's digital camera, often with video, and now the new generation of mobile phones presents the opportunity for misuse.

The magnification and manipulation that is possible with today's cameras and the fact that there is no need for a third party to develop and print images is causing concern.

The protocol set out below is accepted best practice in sport governing bodies. However the challenges that it presents in open areas where there is unrestricted access by the public are recognised.

**At Competitions**

**Professional photographers/filming/video operators** wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least 5 working days before the event.

**Student or amateur photographers/film/video operators** wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from the club/educational establishment outlining their motive for attending the event.

**All other spectators wishing** to use photographic/film/video equipment with a telescopic or zoom lens should register their intent with the event organiser.

**Accreditation Procedure**

A system should be established.

Details to be recorded should be:

Name and address of the person using the camera

Names of subject (if specific)

The reason or use the images are being put to

A signed declaration that the information provided is valid and that the images will only be used for the reasons given.

On registering, the promoters should use a coloured identification label on the day, which can serve to highlight those who have accreditation, but they must ensure that where events occur regularly, the colour and/or type of identifying label is changed to prevent unofficial replication.

Public information: the specific details concerning photographic/video and filming equipment registration should be displayed prominently and must be announced over the public address system, prior to the start of the event.

**The recommended wording is:**

**In line with the recommendations in the Club's Welfare Policy, it is requested that any person wishing to engage in any video, zoom or close range photography should register their details before carrying out any such photography. Rotherham Harriers & Athletics Club reserves the right to decline entry to any person unable to meet or abide by these conditions.**

**If you are concerned about any photography taking place at this event, please contact the Meeting organiser who will be pleased to discuss this matter with you.**

**At Club training sessions**

There is no intention to prevent coaches and teachers using video equipment as a legitimate coaching aid. However, athletes and their parents should be aware that this is part of the coaching programme and care should be taken in storing such film. If clubs are concerned that someone they do not know is using their sessions for photography or filming purposes, they should ask them to leave and contact the stadium/event staff.

Signed..... Club Welfare Officer 1 Signed..... Club Welfare Officer 2

Name..... Name.....

Date..... Date.....