

# Clapham Chasers Running & Triathlon Club Welfare Policy



## CLAPHAM CHASERS – WELFARE POLICY

Last Updated: 02 December 2017

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# Clapham Chasers Running & Triathlon Club

## Welfare Policy



### CLAPHAM CHASERS – WELFARE POLICY

Last Updated: 02 December 2017

Capitalised terms defined in this welfare policy (the “**Welfare Policy**”) shall have the meaning as defined below:

#### 1. Definitions

**AGM** means the Annual General Meeting held annually on or around November each year.

**Committee** means the Honorary Officers and the General Committee Officers.

**Club** means the Clapham Chasers Running and Triathlon Club.

**Club Constitution and Rules** means the rules with which the Club is governed and run by.

**Code of Conduct** means the code of conduct by which all Members are bound by and should adhere to at all times;

**General Committee Officers** means those Ordinary Members elected annually to the Committee, and serve for the period from the adjournment of the AGM at which they are elected or Members co-opted to replace them during the year in the case of resignation until the adjournment of the following AGM, or the Term of the Committee, except as otherwise provided in the Club Constitution and Rules.

**Honorary Officers** mean the Chairman, the Treasurer and the Secretary who shall be elected by the Members at the Annual General Meeting and in accordance with the rules governing such procedures or Members co-opted to replace them during the year in the case of resignation.

**Members** mean together the Ordinary Members, Honorary Officers and General Committee Officers of the Club.

**Ordinary Members** mean those members of the Club who apply, admitted and are maintained in the membership database of the Club and who have paid the annual Club subscription.

**Welfare Policy** means the welfare policy dated on or about the date of this policy document.

**Welfare Officer** means those person(s) elected as a welfare officer as stated under Clause 6 of this Welfare Policy.

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### 2. Scope & Purpose

- a) The aim of the Club is to create and provide a diverse schedule of quality training opportunities so that all of our Members feel they have the potential to develop in a safe but enjoyable environment and without being subject to any form of harassment, bullying, verbal or physical abuse or excessive pressure. This is in keeping with the Club's three key values:
- i) Ambitious;
  - ii) Sociable; and
  - iii) Inclusive
- b) The purpose of the Club's Welfare Policy is to ensure that all Members' welfare is safeguarded at all times whilst they are both a Member of and/or train with the Club. This Welfare Policy is linked to the Club's Constitution & Rules, Code of Conduct and is closely linked with the welfare policies of the organisations which the Club is affiliated with under Clause 5(d)

### 3. What is Welfare?

- a) Welfare can cover a wide range of issues, including but not limited to:
- Safeguarding and protecting of children and adults;
  - Anti-bullying;
  - Equality;
  - Poor practice in coaching;
  - Harassment;
  - Disciplinary and grievances matters.
- b) The Club takes the welfare of its Members very seriously and will not tolerate any breaches of its Welfare Policy by any of its Members. Any action taken will be in accordance with this Welfare Policy and the Club Constitution and Rules.

### 4. Responsibilities of the Club

- a) Through the Club's Welfare Officer(s) and Committee, the Club will ensure the Welfare Policy is implemented and complied with by all Members at all times, to adhere to good practice and to respond to any suspected breaches.
- b) The Club will take appropriate action where it has been determined by the Welfare Officer(s) in conjunction with the Club's Committee that there has been a breach or suspected breach of its Welfare Policy (in accordance with its Club Constitution & Rules and Code of Conduct).

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- c) The Club must have at least one Welfare Officer at all times (preferably two - one male and one female). These will be appointed by the Club's Committee. The Welfare Officer(s) do not necessarily have to reside on the Club's Committee but should at all times have an open line of communication with the Club's Committee should the need arise to raise any matters of concern, suspected or actual breaches.
- d) If one or both Welfare Officers step down, then suitable replacements will be chosen and appointed by the Club's Committee within 30 days. Clause 6 of the Club's Welfare Policy and website will be updated accordingly.
- e) The Club's Committee will ensure that the appointed Welfare Officer(s) are comfortable in the roles they have agreed to undertake and are made aware of and have the opportunity to attend appropriate training courses as recommended by the governing bodies with which the Club is affiliated to under Clause 5c).
- f) The Club must check and continue to check that it complies with the welfare policies as set out herein and by the governing bodies with which the Club is affiliated with and advise of any changes to policy and process where required.

### 5. Who does the Welfare Policy apply to?

- a) The Club's Welfare Policy applies and should be adhered to all times by existing Members, whether they be in the capacity of an athlete or as a qualified coach, session or event leader. The Club's Welfare Policy should be adhered to at all times in conjunction with the Club's Code of Conduct.
- b) All Members of the Club who have concerns in relation to the welfare, safety and wellbeing of fellow Members can raise their concerns either verbally or in writing directly to either or both of the Club's Welfare Officer(s). Any communication or information provided will be held in strictest confidence. The reporting Member though is not responsible for deciding or determining whether or not there is a breach or suspected breach of the Club's Welfare Policy. This will be the responsibility of the Club's Welfare Officer(s) in conjunction with the Club's Committee (where necessary and appropriate).
- c) The main organisations that the Club is affiliated with are:
  - i) England Athletics ("EA");
  - ii) UK Athletics ("UKA"); and
  - iii) British Triathlon Federation ("BTF")

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### 6. Club Welfare Officers

- a) The Club's current Welfare Officers as of the date of this Welfare Policy are Michael Leong and Cat St Clair, both of whom also currently reside on the Club's Committee. Their contact details can be found below:

<p style="text-align: center;"><b>Welfare Officer 1</b></p> <p style="text-align: center;"><b>Name:</b> Michael Leong</p> <p style="text-align: center;"><b>Email:</b> <a href="mailto:mikeleong007@gmail.com">mikeleong007@gmail.com</a></p>
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<p style="text-align: center;"><b>Welfare Officer 2</b></p> <p style="text-align: center;"><b>Name:</b> Cat St Clair</p> <p style="text-align: center;"><b>Email:</b> <a href="mailto:catstclair@hotmail.com">catstclair@hotmail.com</a></p>
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### 7. Roles and Responsibilities of the Welfare Officer

- a) The roles and responsibilities of the Welfare Officer(s) are to:
- i) Be the first point of contact and available for Members to refer any concerns they may have about the welfare of their fellow Member(s) to them or any suspected breaches of the Welfare Policy;
  - ii) Listen to any welfare concerns referred to them by Members and respond to them appropriately. This may require referring the issue to another Welfare Officer and/or the Honorary Officers of the Club's Committee (and if so required, other member of the Committee) so that an appropriate response and action can be taken in accordance with its Welfare Policy;
  - iii) Contact the EA, UKA or BTF welfare officer(s) for guidance if in doubt about deciding upon the appropriate response and course of action required to resolve the situation;

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- iv) Make discreet contact with the Member(s) whose welfare has been raised as a concern and make them aware that the Welfare Officer is there to support them. Where possible and appropriate, encourage them to contact their GP or seek external advice and support (a list of useful contacts can be found in the APPENDIX );
  - v) Highlight (together with Club coaches or session leaders) where the Member is undertaking a session or training plan which in their best judgment is inappropriate in terms of volume and intensity;
  - vi) Advise and support the Club's Committee to implement its Welfare Policy together with its Code of Conduct and good practice as outlined in its Club Constitution and Rules;
  - vii) Ensure that all session leaders, qualified Club coaches and Welfare Officer(s) have completed the necessary DBS (Disclosure and Barring Service) checks where there is known to be contact (direct or indirect) with children taking part in Club activities or training sessions. Details of the DBS process can be found in APPENDIX A;
  - viii) Ensure that all qualified Club coaches, session leaders, group leaders and Welfare Officer(s) are aware of and agree to abide by the Code of Conduct for club coaches and leaders as recommended by UK Athletics, England Athletics and British Triathlon (details of which can be found in APPENDIX A; and
  - ix) Together with the Club's Committee, ensure that the Welfare Policy (together with the Club Constitution and Rules) are reviewed and updated (where necessary) at least once a year.
- b) The Welfare Officer(s) though are not responsible for and will not:
- i) Actively identify Members with welfare related issues or diagnose the specific issue unless they have had relevant training and/or have the relevant professional qualifications to do so;
  - ii) Discuss any welfare related concerns raised with other Club Members except as otherwise stated in Clause 7;
  - iii) Make any decisions or respond to welfare issues referred to them on their own without first referring it to either another Welfare Officer and/or the Honorary Officers of the Club's Committee but strictly on a "need to know basis" only so that an appropriate response can be made;
  - iv) Be personally liable for any support, help or guidance provided to those Members whose welfare has been referred to them;
- c) Full and further details of the roles and responsibilities of a Welfare Officer as stipulated by England Athletics can be found in the APPENDIX under the title "**Welfare Officer – EA Roles & Responsibilities**".

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### **8. Confidentiality and sharing of information and disclosures**

- a) All information or disclosures provided to the Club's Welfare Officer(s) will be treated in the strictest of confidence;
- b) In certain situations, or circumstances, where there is, including but not limited to, a suspicion of self-harm/abuse, violence against others or putting other Members in harm or potential danger, the Welfare Officer(s) have / has the discretion to share such information with the other Welfare Officer(s), Honorary Officers or General Committee Officers on the Club's Committee but strictly on a "need to know basis only".

### **9. Grievance and Disciplinary Process**

- a) If any Welfare matter or issues raised or reported by Members is determined by the Club's Welfare Officers (and where required in conjunction with the Club's Committee) to be either a breach of the Club's Welfare Policy or Club Constitution and Rules, then the disciplinary procedure as stated under the Club's Constitution and Rules will be followed.

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### APPENDIX A

#### 1. Related Club Documents

- a) Club Constitution & Rules and Club Code of Conduct:  
<http://claphamchasers.co.uk/Resources/Documents/Club%20Constitution,%20Rules%20and%20Code%20of%20Conduct%20v6final.doc>

#### 2. Useful Contacts

- a) England Athletics / UK Athletics Welfare Team:

Name:	E-Mai Address:	Telephone:	Position:	Details:
Jane Fylan	<a href="mailto:jfylan@uka.org.uk">jfylan@uka.org.uk</a>	0121 713 8450 (then option 3)	England Athletics Athlete & Club Compliance & Wellbeing Manager	Advice and support regarding Club and Athlete Compliance and Wellbeing matters
Julia Bailey	<a href="mailto:jbailey@englandathletics.org">jbailey@englandathletics.org</a>	07718 526355	Club and Coach Support Officer - South London	Club and Coach Support Officer - South London
David Brown	<a href="mailto:dbrown@uka.org.uk">dbrown@uka.org.uk</a>	0121 713 8450 (then option 2)	UKA Lead Safeguarding Officer	Advice and support regarding Safeguarding/Child Protection concerns or UKA Licensed Coach/Official concerns
Laura Mottershead	<a href="mailto:dbs@uka.org.uk">dbs@uka.org.uk</a>	0121 713 8450 (then option 1)	UKA Welfare Administrator	Advice and support regarding DBS (Disclosure & Barring Service)

**Address:** England Athletics Ltd, Athletics Welfare, PO Box 332, Sale, Manchester M33 6XL

- b) British Triathlon Safeguarding Contact:

Name:	E-Mai Address:	Telephone:	Position:	Details:
Linda Haywood	<a href="mailto:lindahaywood@britishtriathlon.org">lindahaywood@britishtriathlon.org</a>	01509 226 159	British Triathlon Safeguarding Officer	

**Address:** British Triathlon Head Office, PO Box 25, Loughborough, LE11 3WX

**E-mail:** [info@britishtriathlon.org](mailto:info@britishtriathlon.org)

**Tel:** 01509 226 161



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### 3. Useful Links

- a) England Athletics Welfare:  
<http://www.englandathletics.org/athletics-clubs/club-development/welfare-everyones-responsibility/welfare-everyones-responsibility>
- b) UK Athletics Welfare:  
<http://www.britishathletics.org.uk/governance/welfare-and-safeguarding/>
- c) England Athletics Safeguarding Checks and DBS Processes:  
<http://www.englandathletics.org/athletics-clubs/club-development/welfare-everyones-responsibility/ensuring-everyones-safe>
- d) British Triathlon Safeguarding:  
<https://www.britishtriathlon.org/about-us/safeguarding>

### 4. Welfare Officer – EA Roles & Responsibilities

- a) <http://www.englandathletics.org/shared/get-file.ashx?id=2128&itemtype=document>
- b) England Athletics Guidance Documents and Resources relating to Welfare:  
<http://www.englandathletics.org/clubs--community/club-management/welfare-everyones-responsibility/guidance-documents-and-resources>

### 5. UK Athletics – Code of Conduct (as of September 2016):

- a) Athletes: <http://www.uka.org.uk/EasysiteWeb/getresource.axd?AssetID=147426&type=full>
- b) Coaches: <http://www.uka.org.uk/EasysiteWeb/getresource.axd?AssetID=147427&type=full>

### 6. British Triathlon – Safeguarding Policy

- a) <https://www.britishtriathlon.org/about-us/safeguarding>

### 7. Club Affiliations

- a) The main organisations that the Club is affiliated with are:
  - i) UK Athletics (UKA): <http://www.uka.org.uk>
  - ii) England Athletics (EA): <http://www.englandathletics.org>
  - iii) British Triathlon Federation (BTF): <http://www.britishtriathlon.org>