



City of Lisburn Athletics Club

Welcome Pack
For
Athletes and
Parents

www.cityoflisburnac.co.uk

<https://www.facebook.com/CityofLisburnAthleticsClub>

cityoflisburnac@gmail.com

Track & Club Rules

USE OF TRACK: Anyone using the track must comply with the following requirements:

All athletes using the track or field areas must wear suitable footwear. **Spikes on the track must be no longer than 5mm** Athletes must **only go on the track when told**.

Athletes must not walk on the track especially in the inside two lanes (lanes 1& 2), if you cannot finish a run use the edge of the grass to walk back to your group.

Athletes must **never go across the infield** (the grass) as this is a throwing area and is **very dangerous!**

No mobile phones allowed during training (if you bring a phone it must be left in a kit bag at the side of the track)

The **throwing** of a discus, javelin, weight or hammer is permitted only within the specially prescribed area and with a **qualified coach**.

An athletics track can be a **dangerous place** and for the **safety of yourself and other athletes** it must be treated as a **main road**, so anytime you want to cross it you must look both ways to **check it's safe before crossing!**

The **grass banks** are **out of bounds during training** sessions they are dangerous and if you slide or run down the banks during training you may be asked to miss the next training session.

As you will fully appreciate there are only enough coaches to look after the children that want to train and we cannot tolerate continuous misbehaving eg Not obeying the rules of the track & not listening to the coaches.

Codes of conduct

A responsible club will:

- ensure that all coaches and volunteers 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 designated Welfare Officer & deputy, who are provided with appropriate training and periodic updating, to act as the first point of contact in cases of concern about athlete welfare and make their contact details known to organisations
- liaise appropriately with other key persons, including parents / carers, officials, coaches and sport scientists, to ensure that good practice is followed
- carry out their duty of care within relevant legislation and government guidance as well as recommendation and guidelines from UKA
- operate within the guidelines of the Athletics Welfare Policy & Procedures document.

The athlete should:

- treat others with the same respect and fairness that they wish to receive
- uphold the same values away from the sport as they do when engaged in athletics -anticipate their own needs, be organised and on time
- thank those who help them participate in athletics
- inform their coach of any other coaching they are receiving
- show patience with and respect diversity in others
- act with dignity at all times
- notify a responsible adult if they have to go somewhere (why, where and when they will return
- not respond if someone seeks private information, unrelated to athletics e.g. home / school life
- never accept lifts in cars or invitations into homes on their own or without the prior knowledge and consent of their parent / carer
- use safe transport or travel arrangements
- avoid destructive behaviour and leave athletics venues as they find them
- never engage in any illegal or irresponsible behaviour
- challenge anyone whose behaviour falls below the expected standards of 'Athletics Welfare'
- speak out immediately if anything makes them concerned or uncomfortable (telling parents / carers and or the Club Welfare Officer) or if a club mate has suffered from misconduct by someone else.

A responsible parent / guardian should:

- meet the people who are coaching or managing your child and ensure you understand the role each person plays
- take an active interest in your child's participation and communicate with the club and coach in order to understand what training your child's participating in and why;
- ensure you are given the opportunity to attend training and competition sessions 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 -return a written informed consent form to the Club/Team Manager/Chaperone, including next of kin details, health and medical requirements, before your child goes to any 'away' events (see sample Consent Form in Appendices)
- inform your child's coach of any special needs that should be taken into consideration during your child's training and athletic performance
- provide any necessary medication that your child needs for the duration of any training or trips
- report any concerns you have about your child's welfare / treatment to the club / regional / national welfare officer (this does not affect your rights to notify the social services department or police if you feel a crime has been committed)
- get involved with the club and help out at events. The club will be delighted to have some help. You can always take some coaching or officiating qualifications to enable you to participate more fully in this role and your club should be able to provide you with information on this;
- emphasise your child's enjoyment rather than an overemphasis on winning.
- Ensure their children arrive on time for training and competitions
- Let the coaches coach
- Be encouraging but don't embarrass your child
- Support other athletes in the club
- Ensure your child is prepared for training and competitions, eg making sure they have enough warm clothes, help to pack their bag the night before a competition etc

Be prepared to ask questions and be happy about the following things:

The Coach

- enquire about the coaches qualifications and experience
- the coach should have Child Protection and Health and Safety awareness and be Access NI Checked
- the name and contact of the adult responsible for the athlete during the session
- the coach's behaviour towards the athlete and you.

The Club

- all staff and volunteers should be able to appropriately work with children or should only be working alongside a qualified coach
- there should be a written code of behaviour, which will not tolerate oppressive behaviour such as bullying, racism, and sexism
- the club should have a point of contact where you and your child can voice your opinion
- the Club should have a Health and Safety policy; there should be a leader present in every coaching session, who holds an up-to-date first aid qualification
- the facility that the sessions are held in should have passed fire and Health & Safety regulations and have a current Track Certificate.
- Encourage all to participate

A responsible athletics coach

A responsible athletics coach will follow the UK Athletics code of conduct that includes:

- 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
- develop appropriate working relationships with athletes (especially under 18s), based on mutual trust and respect
- do not exert undue influence to obtain personal benefit or reward
- encourage and guide athletes to accept and take responsibility for their own behaviour and performance and give them as much autonomy as possible
- 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 - ensure that parents / carers know about and have given prior approval 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
- adopt safe training regimes appropriate to the age, stage of development and capacity of the athlete
- at the outset, clarify with athletes (and where appropriate their parents or carers) exactly what is expected of them and what performers are entitled to expect from you
- 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
- report any accidental injury, distress or misunderstanding or misinterpretation (using a standard accident report form)
- consistently display high standards of behaviour and appearance.

Now you've joined a club what else should you know?

Becoming a better athlete

- _ as the athlete develops, their training and competition schedule will increase
- _ the family will have to cope with the demands of this extra training
- _ the family can play a major role in ensuring that young athletes lead a balanced lifestyle and that they are not over training
- _ parents can sometimes become over-involved thus putting pressure on an athlete _ if the child is experiencing pressure within athletics it can often take away the enjoyment of the sport
- _ athletes should be encouraged to achieve a balance between enjoyment of the sport and celebrating success
- _ you should emphasise the importance of sport for health and reward child's effort and success
- _ an overall concentration on winning can create a psychological fear of failure.

Parents could consider the questions below:

Do you get frustrated if your child does not win?

Do you feel that your child only enjoys athletics when they win? Do you find yourself disliking the other athletes?

If you have answered YES to any of these questions, it may result in unnecessary pressure being placed on your child.

Appropriate Footwear and Clothing

Clothing

Make sure that you wear suitable clothing to each training session, such as trainers, shorts/tracksuit bottoms, t-shirt and jumper. It's very important that athletes' muscles do not get cold straight after training therefore it is better for you to take extra layers of clothing rather than not have enough. Waterproof clothing will be needed for wet weather whilst sun cream is necessary for warm weather.

It is useful if a large bin bag can be kept in your training bag to place your things in if it rains.

Footwear

When purchasing new footwear for athletes it is essential that you try the trainers on, as you would wear them when running, with the laces correctly fastened. Fashion type trainers do not give adequate support for training therefore it is essential that proper running shoes are worn.

Key points to look out for are the grip on the sole of the shoe, the weight of the shoe and the support that they give you. You should also ask if there is somewhere that you can jog and stride out to test how the trainers feel when running; this can be done outside of the shop if necessary. Ask as many questions as you can about the trainers and don't be afraid to try on as many pairs until you find the right ones for you.

Apart from the odd rule in serious competitions, you don't have to worry too much about what to wear in athletics. Your hands obviously play their part in many of the events, but it's your feet which need the most care.

If you are a serious athlete then a shoe designed for your event may be best, but otherwise, an ordinary trainer is fine. And it's comfort, not just the looks that are important. When you try on a new pair, think about cushioning, support and flexibility. Cushion provides the bounce when you hit the ground, support keeps your feet in position, and flexibility helps your feet to bend freely.

Unless you run more than two or three times a week, an ordinary trainer should suit. Try and test them in the shop for cushion, support and flexibility before you hand over your money. And remember that a sole that bends at the front usually offers the best support.

For anybody with flat feet, support under your arches will be most comfortable and those with high arches should look for lots of cushioning. Don't squeeze your feet, but at the same time, there shouldn't be room for your feet to move from side to side and the heel

to slip up and down. Just aim for a snug fit. The type and style of trainers worn is crucial for development and safety of athletes, below is a picture of some recommended footwear and an example of footwear that is unsuitable for athletics.

Example of an Appropriate Training Shoe



Example of Inappropriate Footwear



Spikes are also very important and athletes must get the right spikes for their discipline i.e. sprints, distance, throws. You can also acquire multi-event spikes for all round competitors. Spikes to be worn on the track must not exceed 5mm, as referred to in the code of conduct, and spikes to be worn in cross-countries can vary depending on the weather between 7mm to 15mm.

A Balanced Lifestyle

Nutrition

- there are clear connections between what we eat and health. It is important therefore to establish good nutritional habits from an early age
- when training hard, and particularly during growth spurts, your child will have higher energy requirements and needs to eat more
- we need nutrients in the form of protein, carbohydrates, fat and fibre in order to gain enough energy to build up the body

Does the athlete eat the right things?

- Give the athlete a balanced diet. Plenty of fruit and vegetables (five portions a day). Lots of carbohydrates, e.g. potatoes, bread, cereals, fruit.
- Avoid high fat foods, e.g. fried food, take-aways, crisps, white sauces, croissants, doughnuts, fatty meat, food with more than 4% fat content.
- a diet which is rich in Carbohydrates is recommended for athletes who train on a regular basis in order to replenish glycogen stores in their body.
- Choose healthy snacks for your child, e.g. baked beans on toast, pasta, jacket potato, energy and muesli bars, banana and jam sandwiches, dried fruit
- They should not eat a full meal before training or competing. If your child comes home from school really hungry a snack such as a few sandwiches, a banana or a yoghurt can keep hunger at bay whilst not filling them up too much.

Does the athlete eat at the right times?

- Breakfast is the most important meal of the day
- They should eat within 30 minutes of finishing exercise (including every training session and competition), as this is the best time to refuel muscles and speed recovery (take a banana to training and drink).

More information can be found in Chapter 4 of the Young Athlete's Handbook, the supporting resource in the Junior Athlete Education (JAE) programme. This excellent resource can be purchased from Human Kinetics Publishers in Leeds (ISBN 0-7360-3712-8)

Eating habits for training and competition

You will get to know your own body and how close you can eat to competition training. Try to eat 2-3 hrs before.

This will ensure that the brain as well as the muscles will have enough fuel for the competition there is a food record sheet in this pack which you may find useful.

Nutrition & Fluids

Optimal Nutrition for Exercise and Sport

Energy needs differ substantially among individuals. Factors such as age, gender, size and environment influence daily caloric output.

Nutrients are chemicals that fulfil specific functions in the body. They provide energy, furnish structural components to construct body tissues, and supply regulators to control metabolic functions. Example sources of the nutrients are listed below:

Nutrient Plant Source Animal Source

Carbohydrates - Bread, cereals, pastas, fruits and vegetables

Protein - Dried beans, peas and nuts Fish, poultry, meat, milk and cheese
Fat - Margarine, vegetable Lard, butter oils, salad dressings

Vitamin A - Dark green leafy Butter, fortified milk, vegetables, yellow liver, margarine vegetables

Vitamin C - Citrus fruits, broccoli, Liver strawberries, tomatoes, cabbage, dark green leafy vegetables

Vitamin B1 - Breads, cereals, nuts Pork, ham

Vitamin B2 - Breads, cereals Milk, cheese, liver

Niacin - Breads, cereals, nuts Fish, poultry, meat

Iron - Dried peas and beans, Meat, Liver, spinach, asparagus, prune juice

Calcium - Turnip, greens, okra Milk, cheese, mackerel, broccoli, spinach salmon

Source: www.kidsfirstsoccer.com

Fluid and Keeping Hydrated

_ it is vital that your child drinks at least two litres of fluids a day such as water and other still drinks, especially when exercising. This is because fluid is lost during exercise and a lack of fluids can result in dehydration, which can affect health as well as performance. This is important even with a short exercise session

_ encourage your child to be organised and take drinks to training in a bottle, as appropriate drinks may not be available at the venue

_ it is best for your child to drink water or juice rather than fizzy drinks or tea and coffee

_ your child should not experiment with new sports drinks on the day of competition. Try the drink in the weeks leading up to a competition and use what they are familiar and feel comfortable with

_ a good indicator of good hydration is when urine is straw-coloured and plentiful.

_ Drink 500ml 2 hours before exercising

_ Drink 500ml for every 40 minutes of exercise - you should ensure you take regular sips throughout your session.

_ Continue to drink after exercising for 1 – 2 hours.

Water for performance

A loss of water that exceeds 2% of one's body weight significantly impairs endurance performance.

Tips on dealing with injuries

- all children who participate in any type of sport risk getting injured. However with good coaching, taking good care of themselves - not over training, taking sufficient rest etc; the risk of injury is lowered considerably
- rest, Ice, Compression & Elevation (RICE) is a tried and tested procedure when dealing with soft tissue injuries such as swelling and bruising
- the best ice pack is ice crushed into a wet flannel and applied for up to 20 minutes. Repeat every few hours
- rest and only return when fully recovered to ensure that the injury is not aggravated -always seek medical advice if there is any possibility of a head injury
- if in doubt, always seek advice from a doctor or qualified physiotherapist.

Anti-doping advice for parents of young athletes taking part in competition

- Competing in sport drug free should be important to all athletes! If you are a parent of a young athlete who competes in athletics you and your child will need to be aware of the anti doping rules and what your child needs to do to ensure they compete drug free.
- It is important that your child understands that sport is about performing and competing to the very best of their natural ability. If they use prohibited substances or methods to enhance their performance they are cheating themselves, their competitors and their sport. They will get caught.
- Your child must also be careful that they don't accidentally take a banned substance. The principle of strict liability means that an athlete who has a prohibited substance in their sample is responsible for explaining how it got there.
- Many common medications contain prohibited substances. If your child is competing in athletics it is important they check that their medication does not contain a substance which is on the prohibited list. You can do this by checking the Drug Information Database (DID) at www.uksport.gov.uk/did.
- DID is the most comprehensive and up-to-date drug information service available to athletes and will advise you of the status of registered UK medicines. You can also phone their Drug Information Line on 0800 528 0004 or email drug-free@uksport.gov.uk .

Asthma Inhalers and Therapeutic Use Exemptions

If your child is asthmatic and uses an inhaler to treat this, they will need to register this with UK Athletics. This principal applies to all prescribed medication containing prohibited substances.

Please visit the Anti Doping section of the UK Athletics website: www.ukathletics.net where you will be able to find out more information and download the relevant forms. A copy of this form is also included at the back of this hand book.

Alternatively you can call the Anti Doping Coordinator, David Herbert, on 0870 998 6732.

If you have any further questions regarding drugs in sport please email UK Athletics at antidoping@ukathletics.org.uk or call 0870 998 6732

Drug Testing

_ Tests and controls are conducted to ensure the rules of sport are followed, and according to these rules doping is forbidden

_ Drug testing is there to protect the integrity and reputation of drug free athletes as well as to detect athletes who are determined to have misused prohibited substances or methods to enhance their performance.

_ Drug tests can be conducted in or out of competition. The main advantage of out of competition testing is that athletes can be tested anywhere, anytime with no advance notice.

_ Testing is normally only carried out on national and international level athletes however UK Athletics' Rules do allow testing on any athlete

_ If you have any further questions or concerns please do not hesitate to contact the Anti Doping department of UK Athletics

Training Diary

A training diary is a great way of documenting your progress over time and can be a really rewarding way of looking back at all the work you have put in during the year. It can also highlight warning signs to you in terms of injury and your health.

You can use any standard diary or blank book as a training diary. The things you should be looking to record in this training diary are listed below:

Daily: Time you wake up

Time you went to sleep

Food you ate

How many hours you studied / worked

What your training was that day if any

Weather conditions for training

Training you done – times/ distances etc

How you felt – before, during & after training

Weekly: Height (make coach aware of growing spurts)

Weight

Pulse Rate

Monthly: Review of months training

Set goals for next month

Training Tips

Perfect Practice makes perfect.

Ensure you drink plenty of Fluid before, during & after training.

Have a good meal after training to make sure the body gets refuelled and ready for the next training session.

Planning

Try to ensure your daily commitments compliment your training. This is important to help you achieve your best potential. Use the table below to show when and for how long you do each activity.

Day	Activity	Morning	Afternoon	Night
Mon	Training			
	School/ Study			
	Work			
	Leisure			
	Other Sports			
	Rest/ Sleep			
	Other			
Tue	Training			
	School/ Study			
	Work			
	Leisure			
	Other Sports			
	Rest/ Sleep			
	Other			
Wed	Training			
	School/ Study			
	Work			
	Leisure			
	Other Sports			
	Rest/ Sleep			
	Other			
Thurs	Training			
	School/ Study			
	Work			
	Leisure			
	Other Sports			
	Rest/ Sleep			
	Other			
Fri	Training			
	School/ Study			
	Work			
	Leisure			
	Other Sports			
	Rest/ Sleep			
	Other			
Sat	Training			
	School/ Study			
	Work			
	Leisure			
	Other Sports			
	Rest/ Sleep			
	Other			
Sun	Training			
	School/ Study			
	Work			
	Leisure			
	Other Sports			
	Rest/ Sleep			
	Other			

Coaching/ volunteering

If you are aged 16 or over, you may also be interested in the following course:

Athletics Leader - This course acts as an introduction to athletics coaching. It takes you through Fundamental Athletics for children aged 8 - 15. As an Athletics Leader coach you follow sessions that a qualified Athletics Coach sets for the group you are taking.

If you are aged 18 or over, you may also be interested in the following courses:

Coaching Assistant – This course is the next step up from Athletics Leader although if you are 18 or over you can begin the coaching ladder at this stage. As a Coaching Assistant coach you follow sessions that a qualified Athletics Coach sets for the group you are taking.

Athletics Coach – This is a more intense qualification which will allow you to set sessions and coach groups on your own. If you have completed the Coaching Assistant award and feel ready to take the next step to managing your own coaching groups. If you are already a currently qualified UKA Coach (Level 2, Level 3, etc.) but looking to broaden your technical skills.

LIRF – The course is aimed at anyone with an interest in running for fitness who would like to lead a group. It is a one day attendance only course. This is not a Coaching qualification although it does provide an entry pathway towards coaching qualifications.

CiRF – Coaches who are 18 or over and primarily working with runners up to and including the event group development stage. All applicants must be active leaders or coaches who have completed as a minimum a Level 1, Fitness in Running & Walking, LiRF or Coaching Assistant qualifications. CiRF is about the broad application to non track based endurance running events rather than specific events or distances and is not designed for coaches who want to work with runners taking part in track based events

Course and workshops can be found on www.athleticsni.org



INHALER REGISTRATION FORM

PART A

Application for Permission to use Beta 2 Agonist Inhalers

ATHLETE'S NAME _____

ADDRESS _____

EVENT(s) _____ DATE OF BIRTH _____

PRESCRIBING DOCTOR'S NAME _____

DOCTOR'S ADDRESS _____

I wish to apply for exemption from the rules banning the use of certain inhalers. SIGNATURE _____

DATE _____

TYPE OF INHALER _____

DOSE _____

DIAGNOSIS _____

EXPECTED DURATION OF TREATMENT _____

Please see other side

Data Protection

UK Athletics will process the data provided by you in this form for the sole purpose of the proper administration of its anti-doping programme. UK Athletics will process the data in accordance with the Data Protection Act (1998) and in so doing UK Athletics may pass your information (including information relating to personal medical information) to the IAAF, WADA, UK Sport and other organisations or individuals involved in the administration of the doping control process or concerned with the results of that process.

PART B

Permission to use Beta 2 Agonist Inhalers

ATHLETE'S NAME _____

ADDRESS _____

TYPE OF INHALER _____

Please return this form to:

Dr Malcolm Brown

UK Athletics

Athletics House

Central Boulevard

Blythe Valley Business

Park Solihull

West Midlands B90 8AJ

Please enclose a stamped addressed envelope.

FOR OFFICIAL USE ONLY

I hereby grant the above athlete permission to use _____

by inhaler from _____

until _____

SIGNED _____

DATE _____



NAME OF CLUB: **City of Lisburn Athletics Club Constitution**

CONSTITUTION

Introduction

- a) The name of the club shall be City of Lisburn Athletics Club
- b) The Club colours shall be a red vest (green strips) and black or green shorts.

Affiliation

- c) The Club shall be affiliated to the laws of the Athletics NI

Membership

- d) Members shall be divided into the following classes: -
 - a) *Senior Men*
 - b) *Youths*
 - c) *Women*
 - d) *Associates*
 - e) *Joggers*
- e) Class d) membership may be offered to individuals who have special qualities likely to benefit the Club.
- f) All members shall complete an application form and be accepted at a meeting of the Club Committee.

Objects

- g) The object of the Club shall be to promote Athletics.
- h) The word Athletics for the purposes of these rules shall mean Track and Field Athletics and/or Road and Cross Country Running.

Management

- i) The Club shall be administered by a Chairman, Vice-Chairman, Secretary, Treasurer and Committee elected at the AGM.

- j) The Committee shall have powers to co-opt additional members or replace any of its members.
- k) Committee members shall consist of a quorum of four members. Meetings shall be called as and when the Committee feels necessary but not less than six per year.
- l) If a quorum is not present within fifteen minutes of the specified commencement time the meeting shall be adjourned.
- m) The chairman shall be entitled to a casting vote in the event of a deadlock.
- n) The Vice-Chairman shall be entitled to act as Chairman in the absence of the Chairman. If neither are present at a meeting, the members shall elect an Acting Chairman from those members present.
- o) The AGM shall be held on or before December each year and the quorum shall be _____ of all paid up members.
- p) All paid up members of the Club will be notified via email by the Secretary at least three weeks before the AGM.
- q) All matters for inclusion in the Agenda of the AGM shall be received by the Secretary at least seven days before the meeting.
- r) An Extraordinary General Meeting shall be called by the Secretary within 21 days of the receipt by him of a requisition signed by at least two-thirds of the members stating the business to be brought before such a meeting.

Subscription

- s) Membership fees will be fixed at the AGM and are payable at the time of joining.
- t) Fees for all subsequent years are due at the AGM or January.
- u) No member, two months in arrears with fees, shall be eligible to represent the Club.

Alterations to the Constitution

The Constitution shall be altered only at an AGM by a two-third majority of members present and voting.

Signed

(Secretary)

Date