

# DUNFERMLINE TRACK & FIELD CLUB



## Club Handbook

Season 2024-25



[www.dunfermlinetrackfieldclub.co.uk](http://www.dunfermlinetrackfieldclub.co.uk)

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## **1.0 ABOUT THE CLUB**

The club is known as “Dunfermline Track & Field Club”. We are a ‘not for profit’ Track & Field athletics Club. The Club aims to ensure the enjoyment of all athletes, coaches and parents is consistently achieved through the efforts of training and conditioning, which will in turn lead to every athlete fulfilling their maximum potential. Most information about the Club can be found on our website: [www.dunfermlinetrackfieldclub.co.uk](http://www.dunfermlinetrackfieldclub.co.uk)

The Club relies solely on volunteer UK Athletics accredited/licensed coaches and parent volunteers to coach and condition athletes. All coaches and parent volunteers are Protection of Vulnerable Groups certified. The administrative affairs of the Club are governed by the Management Committee who are democratically elected volunteers (usually parents) through the Club AGM.

Dunfermline Track & Field Club is affiliated to Scottish Athletics and completes an annual return, with the payment of fees in respect of its membership, in July of each year or as otherwise directed by Scottish Athletics.

## **TRAINING SESSIONS**

The main Club training sessions are held on Mondays and Wednesdays from 6.30pm to 8.00pm although Groups have the option to start before this at the coach’s discretion.

The Run Jump & Throw Classes are held from 5.00pm-6.00pm at Pitreavie and 5.00pm-6.00pm at Kinross on a Thursday

Our main base training facility is at Pitreavie Stadium, off Queensferry Road, Dunfermline.

## **2.0 CLUB STRUCTURE**

### **Management Committee**

As of the AGM February 2024, the Club's elected officials are as follows:

**President :** John Penman

**Secretary :** Mark Robinson

**Welfare Officer:** Margaret Warner

**Treasurer:** Jackie Black

**Membership Secretary :** Ian Doig

**Fundraising Co-ordinator :** Stephen Lynas

**Media & Communications Officer :** John Penman

**Head Coach :** Vicky Lister

**Coach Co-Ordinator :** Keith Black

**Team Managers :** Katy Dyson, Sheila Robinson

**Committee Members:** Fer Jenkinson, Sam Asamoah, Susannah Ferguson

## **2.1 Current Coaching Volunteers**

UKA Level 2 Coaches: Vicky Stephen, Steven Chalmers, Heather Morrison

UKA Level 1 Coaching Assistants: Ian Doig, Ian Jones, Fer Jenkinson, Kevin Wilson, Jo Erskine, Keith Black

## **3.0 CLUB CONTACT INFORMATION**

Pitreavie Stadium Reception : 01383 602212

Club President : presidentdtfc@gmail.com

Club Secretary : secretarydtfc@gmail.com

Club Welfare Officer : welfaredtfc@gmail.com

Club Membership Secretary : membershipdtfc@gmail.com

## **4.0 LEAGUE MEMBERSHIP**

The club currently competes in the following Leagues:

### **FVL**

The Forth Valley League is for clubs in Central Scotland and consists of three matches and a President's Select Match.

The Club is currently in Div. 1 of this league. This league is for U11 - U15 athletes and the teams are selected by the Club.

### **CSSAL**

The Central and South of Scotland Athletics league covers three matches and Club members of all ages are eligible to

compete. The age categories are U11, U13, U15, U17, Senior and Masters. The Club is currently in Div. 2 of this league.

### **YDL**

The Youth Development League is for clubs in Scotland and consists of three matches and a UK Final.

The Club is currently in Div. 2 of this league. This league is for U13 - U15 athletes and the teams are selected by the Club

### **SAIL**

The Scottish Athletics Indoor League is an indoor winter league. There are three league matches and a Final match and Club teams will be selected to compete in the U11, U13, U15, U17 & U20 age groups.

### **U17/20 League**

The U17/20 league is a league for all Scottish Clubs with 5 meetings over the outdoor season. The U17/20 athletes to compete are selected by the club.

## **5.0 CODES OF CONDUCT**

### **5.1 Athlete Code of Conduct**

As a responsible athlete you will:

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally.
- Uphold the same values of sportsmanship off the field as you do when engaged in athletics
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of yourself and other athletes
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Anticipate and be responsible for your own needs including being organised, having the appropriate equipment and being on time
- Inform your coach of any other coaching that you are seeking or receiving
- Always thank the coaches and officials who enable you to participate in athletics
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to you or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

In addition, athletes, especially young athletes and vulnerable adults, should follow these guidelines on safe participation in athletics

- 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 such as personal information, home life information
- Strictly maintain boundaries between friendship and intimacy with a coach or technical official
- Never accept lifts in cars or invitations into homes on your own without the prior knowledge and consent of your parent/carer
- Report any accidental injury, distress, misunderstanding or misinterpretation to your parents/carers and Club Welfare officer as soon as possible.
- Report any suspected misconduct by coaches or other people involved in athletics to the club welfare officer as soon as possible.

## **5.2 Coaches Code of Conduct All our coaches shall:**

- Respect the dignity and spirit of all participants, including children and young adults.
- Treat all participants fairly.
- Establish supportive, positive environments to encourage healthy competition, skill development, fun and achievement.
- Avoid contact or conduct that may be interpreted as having sexual connotations or which your sport defines as inappropriate.
- Not take part in or tolerate behaviour that frightens, embarrasses or demoralises a participant or that negatively affects their self-esteem.
- Not tolerate acts of aggression.
- Work towards eliminating harassment and abuse from sports environments.
- Be prepared to intervene if a child or young person under 18 is being abused or neglected.
- Practice fair play both during and outside of all sports activities. 'Fair play' is defined as showing considerate regard for participants, staff, parents, spectators and officials; abiding by the rules of the sport; abiding by the officials' decisions.
- Adhere to the Codes of Conduct of UK Athletics and Scottish Athletics

### **5.3 CHANGING COACHES**

If any athlete, or an athlete's parent, wishes to change coaches, or a coach is approached by an athlete who already has a coach, certain procedures should be observed.

The IAAF Code of Ethics states: "Coaches should never solicit, either overtly or covertly, athletes who are receiving coaching to join their squad."

Further, under the discussion in the code, it states, "If, however, an athlete initiates discussion with a coach in connection with commencing a coaching relationship, while the athlete is already being coached by another coach, then that coach must inform the athlete's present coach as soon as practical!"

This code, which has been widely accepted by responsible coaches throughout the world, has implications for coaches, athletes and the parents of athletes,

**Dunfermline Track and Field Club endorses this code and is clear that:**

1. Club Coaches should not approach an athlete or an athlete's parent, already coached by another coach, to join their squad.
2. If an athlete or an athlete's parent wishes to change coaches, the athlete (or parent) must inform the current coach & discuss it with her/him immediately.
3. If a coach is approached by an athlete, or the athlete's parent, to be coached, the coach must ensure the athlete informs the current coach and then also discuss the matter with the current coach. In all discussions the needs of the athlete are paramount.

All athletes, parents and coaches should follow these procedures as a matter of common courtesy.

#### **5.4 Parent's/Guardian's Code of Conduct**

As a responsible parent/person with parental responsibility you will:

- Assume responsibility for safe transportation to and from training and competition and ensure that escort your child in at the start, and out at the end, of every training session.
- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Never place undue pressure on children to perform, participate or compete
- Check out the qualifications and licences of people who are coaching or managing your child or offering a service connected to athletics such as physiotherapy, massage, or nutritional advice.
- Take an active interest in your child's participation
- Attend training or competitions whenever possible.
- League rules require that the club provide several volunteers to support each match that we participate in. As a result, Parents/Guardians accompanying their athletes to League fixtures will be requested by the club on a rotational basis to carry out duties on the day to help the Officials. The Club expects Parents/ Guardians to adhere to these requests.
- Should a Parent/Guardian wish to discuss their athlete's training progress, or a Team selection regarding their athlete please speak to the relevant Team Manager or Coach on a training night. Alternatively, parents/guardians can email the Team Managers via the email address [teamdtfc@gmail.com](mailto:teamdtfc@gmail.com). We ask that Club Coaches or Team Managers are not contacted by personal messaging.
- Know exactly where your child will be and who they will be with at all times
- Never make assumptions about your child's safety
- Ensure that your child does not take any unnecessary valuable items to training or competition
- Inform your child's coach or team manager 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 trips

- Return any necessary written consent forms to the club/team manager or appropriate person, including next of kin details, health and medical requirements before your child goes to any away events or trips
- Report any concerns you have about your child's or any other child's welfare to the Club Welfare Officer,

Regional, National or UKA Welfare Officers. (This does not affect your right to contact your local social services or the police if you feel it is necessary)

## **6.0 GRIEVANCE AND COMPLAINT PROCEDURE**

A grievance procedure has been established which gives members a direct route for complaints and the Management.

Committee a transparent disciplinary system to ensure appropriate behaviour of members, coaches, athletes and parents.

### **Initial Step**

A member, coach or parent who has a grievance should discuss their complaint with the appropriate coach or

Committee member. If the matter cannot be reconciled to the satisfaction of both parties a formal written complaint should be made.

On receipt of a complaint, the Management Committee shall ensure the formation of a "Grievance Panel" to discuss the matters brought to its attention. This panel should consist of three Committee members, one of which should be the Welfare officer, and one person out with the committee who has no connection to the complaint. All complaints should be in writing and the Club should assist and enable young members to form this written complaint.

### **Grievance Procedure**

- If the Club receives a complaint or grievance concerning a member, parent or coach, it must be set out in writing and a copy of it sent to the Secretary of Dunfermline Track and Field Club.
- On receipt of a written complaint the Management Committee will initially seek to resolve the matter quickly. If no common ground can be readily found, the Grievance Panel shall be set up and the complainant together with the subject of the complaint should be invited to attend the meeting.

- Where a junior member (under 18 years old) has a grievance or concern, they should raise it with the Club's Welfare Officer who shall, if required, assist in setting the complaint in writing for onward transmittal to the committee.
- The Grievance Panel will invite the member to attend the meeting to discuss the complaint. The member may wish to have a colleague, parent or fellow member to provide evidence or moral support.
- The meeting must not take place until the subject of the complaint has had a reasonable opportunity to consider their response to the complaint.
- The subject of the complaint must take all reasonable steps to attend the meeting. If the member does not attend the meeting the Grievance Panel may consider the complaint in their absence, adjourn the meeting or take other such action as the Panel deems appropriate.
- After the meeting the Grievance Panel must inform the subject of the complaint of its decision together with the reasons behind the decision.
- The decision of the panel is final and cannot be overturned by the Management Committee.

### **Inappropriate Behaviour by Junior Club Members**

If a junior member (under 18 years of age) acts in an inappropriate manner, the following procedure will be instigated.

- The offending member will be spoken to by the Welfare Officer, and this must be witnessed by the age group coach, or parent helper.
- If the misbehaviour is serious or is not the first verbal warning, the offender will be spoken to by either the Club Secretary, or the Coach of that session and parents informed.
- If misbehaviour continues the athlete will be given a written warning which shall be confirmed to the parent or carer of the young member.
- If misbehaviour still persists, a second and final warning will be issued with a written request requiring a parent/carer to attend the next 4 coaching sessions the young member attends.
- Any further misbehaviour after the above final warning has been issued, will result in the membership of the club being withdrawn from the member.

## 7.0 TRACK ETIQUETTE FOR ATHLETES

In order to ensure everyone's safety whilst using the track area, we kindly ask athletes to strictly observe the following rules: -

- ALWAYS treat the track and infield like you would a road. Look both ways and make sure it is safe to cross at all times
- NEVER use headphones or your mobile phone on the track or infield. This is potentially dangerous and may stop you from hearing other track users or safety announcements.
- NEVER cut across the central grass area
- ALWAYS check before going near the THROWING areas. These include the throws cage (near 100m start), the shot putt area (near 200m start) and javelin runway (just beside the first bend).
- ALWAYS check when going near the JUMPING runways & pits
- ONLY warm up as directed by your coach & AVOID THE INSIDE THREE LANES - Remain off the track until this time.
- ALWAYS leave the track by walking on the paths outside the track- not along the track.
- NEVER stand on the track when you are not training **ESPECIALLY NEAR START / FINISH LINES.**
- NEVER set off to run or jog around the track if you can see a faster group or athlete coming towards you, wait until they have passed!
- When you have just finished a run or jog don't just stop on the track as you may be blocking other groups coming up quickly behind you.
- Make yourself aware of what other groups are doing in their session before you start your own.
- If you hear someone shout "TRACK!" it means someone is approaching you at speed probably from behind you, so step aside quickly.
- PARENTS / CARERS: Please do not enter the track area. Go and stand outside the barrier near where your daughter/son is working. The coaches will be pleased to chat to you when the session is over and they are outside the track.

## **8.0 CLUB RECORDS**

- All records must be recorded by a registered official - usually affiliated to Scottish athletics. These can be set when competing for the Club and school or university.
- Only First Claim athletes can record a Club or Age Group Record.
- The Club will use the information on the Power of 10 and Scottish Athletics websites to help establish records.
- All records must be attained within the current legal wind assistance speeds (no higher than +2.0 m/s). g).
- The Club Statistician and Team Managers must ratify all claimed records.
- The Club Records are available to view on the Club website.

## **9.0 ANNUAL AWARDS**

The Club awards night will normally be held in November each year. The Club Management Committee believe these awards will allow all age groups and both genders to have the opportunity to attain an award through hard work, the desire to improve and success in competitions.

The Club wishes to be as transparent as possible in determining the annual awards each year and whilst the following provides the basis of each award, the final decision rests with the Management Committee in most cases. Only First Claim athletes can win any award.

The Club Championship scoring is held by the Club Statistician and approved by the Committee. The scoring system can be viewed on the Club information page of the Club website.

### **Current Awards**

- Overall Club Champion Trophy - One award covering all age groups and both genders (to be retained for the year). To be calculated by the total points accrued from the National Championships , Scottish Schools Championships both indoor & outdoor.
- Overall Indoor Club Champion Trophy - One award covering all age groups and both genders (to be retained for the year). To be calculated by the total points accrued from the National Championships , Scottish Schools Championships in the indoor season
- Overall Outdoor Club Champion Trophy - One award covering all age groups and both genders (to be retained for the year). To be calculated by the total points accrued from the National Championships , Scottish Schools Championships in the outdoor season.
- Age Group Champions - Covering age groups U11, U13, U15, U17, U20/Senior and Masters (all awards are permanent). U11's - U17's inclusive will have one award for each gender (8 awards in total). U20/Seniors and Masters will have one award covering both genders (2 awards in total). To be calculated by the total points accrued covering the whole season from the beginning of October to the end of September.
- Leagues Awards winners- This covers the age groups U17 & U20 and is determined by the number of points that each athlete gains while competing in the various leagues.
- Age group sections winners- These awards are for U11-U15 athletes in the various disciplines:- Sprints , Field events & middle distance events. The points gained in leagues and National Championships will determine the winners in each discipline , gender and age group.

• Coaches' Awards - Four awards, one for each coaching group (all awards are permanent). These awards will be determined by the coaches providing for their choice of athlete and by democratic selection - no coach may vote for their own child should that situation be evident. The coaches' decision will consider, but will not be limited to:

- regular attendance at training
- consistent availability for League matches if selected
- discipline and attitude to other athletes and the volunteer coaches at training
- genuine desire to improve performance

## Document history

Version	Issue date	Review due	Reviewer	Change description
1.0	18/09/2016	18/09/2017	DS	Initial Document
1.1	01/04/2023	01/04/2024	JP	Long overdue review. Many changes made
1.2	27/01/2024	27/01/2025	JP	Annual review. A few small changes