

OGMORE PHOENIX JUNIORS SECTION CONSTITUTION APRIL 2023

This document was agreed at the Ogmore Phoenix Runners AGM held on 24th April 2023.

Ogmore Phoenix Juniors is a section of Ogmore Phoenix Runners (“the Club”). The Club’s full constitution is available upon request; this document sets out the relevant sections of the constitution as they relate to Ogmore Phoenix Juniors, and covers:

- Membership of the Juniors Section
- How the Section is managed, and by who
- The Club’s colours
- Volunteer roles
- How we will communicate with parents/guardians/carers
- Codes of conduct for athletes, coaches, and parents/guardians/carers.

Membership of the Juniors Section

No person shall be denied membership on the grounds of race, ethnic origin, creed, colour, disability, sex, occupation, sexual orientation, religion, political or other beliefs.

Junior membership forms must be submitted to the Juniors Secretary by the parent/guardian/carer, which shall admit their child to membership of the Section unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Section and Club.

Junior members must be between the ages of 4 and 16 years old. Any member under the age of 8 must be accompanied by an adult for the whole of each session that they attend.

The number of Junior Members is limited to 60.

The Juniors section is not affiliated to Welsh Athletics. Training sessions and participation at competitions is covered by our specialist Sports insurance provider.

The coach to athlete ratios at our training sessions will be a minimum of 1:8 for all age groups.

The annual subscription for each Member shall be determined by the Sub Committee. The Sub Committee shall ensure that the fees set by it do not preclude open membership of the Club.

No candidate who has been accepted as a Member shall be entitled to the privileges of membership until they have paid the first subscription.

Any Member whose subscription is not paid by the end of the calendar year (or as decided by the Sub Committee) and one year in arrears shall be deemed to have resigned their membership of the Section.

No Member shall be paid a salary, bonus fee or other remuneration for competing for the Section.

Club colours

The Club's colours are a royal blue vest or t-shirt with a white Phoenix emblem.



Members are required to wear these colours when competing for the Section unless the Rules of Competition of UK Athletics or World Athletics provide otherwise.

Management of the Juniors Section

The Juniors Section is managed by a Sub-Committee who report to the main Ogmores Phoenix Runners Committee. The current Sub-Committee roles are:

- **Head of Juniors:** to guide the growth and development of the Juniors Section in accordance with general policy (including its online and social media presence); ensure volunteers are adequately trained and that any qualifications are up to date; chair Sub-Committee meetings; represent the Junior Section's interests as appropriate.
- **Finance and Operations manager:** to ensure that accurate records are kept of all financial transactions; to advise the Sub-Committee on financial viability and sustainability, and of all financial, legal and regulatory requirements; lead on arrangements for sourcing and booking training facilities for the Section; kit management.
- **Juniors Secretary:** management of the membership process; organisation of sub committee meetings; keep an accurate record of decisions and action points from such meetings; dealing with all correspondence relating to the

general business of the Junior section; management of the Section's private Facebook Group.

- **Training Co-ordinator:** Plan and assist in delivery of training sessions for our athletes, ensuring they are varied and are suitable for the abilities of all our athletes; ensure that sessions are covered by volunteers.
- **Safeguarding and Welfare Officer (two posts – one female, one male):** Act as the first point of contact for the athletes, parents, guardians, carers wishing to raise any concerns; ensure all members health and development is protected; ensure volunteers are DBS checked; working with the training co-ordinator, ensure training sessions are conducted according to any relevant regulations or restrictions in force.

Any person may be nominated as a member of the Sub Committee, as long as:

- they are a fully paid member of Ogmores Phoenix Runners, or
- they have a child within Ogmores Phoenix Juniors, or
- they are otherwise affiliated to Welsh Athletics, either individually or as a member of another club.

No fewer than 50% of positions must be filled by full Members of Ogmores Phoenix Runners and must include the Head of Juniors, Finance and Operations manager, and Juniors Secretary roles. One of the positions on the Junior Sub Committee must be occupied by a committee member of Ogmores Phoenix Runners.

From time to time, and in consultation with other members of the Sub Committee, the Head of Juniors may decide to increase the sub committee membership to further develop the Section.

Meetings

There shall be at least four Junior Sub Committee meetings each year. Meetings shall be chaired by the Head of Juniors or, in their absence, another member of the Sub Committee.

The Juniors Secretary shall give the Sub Committee members at least five days' notice of a meeting, will take a note of any decisions and action points, and ensure these are circulated to the Sub Committee and Club Committee members within 15 working days of the meeting.

The quorum for all committee meetings is more than half of the committee membership.

Decisions reached by the Committee shall be made by a simple majority. In the event of a tied vote, the Chairperson (or acting Chairperson) shall cast an additional vote to defeat the proposal.

Volunteer roles

The Juniors section also has several volunteer roles including:

- Athletics Coach
- Assistant Coach (Athletics)
- Athletics Training Session Leaders
- Leader in Running Fitness
- First aiders

All volunteers and coaches will be trained by Welsh Athletics and be DBS checked every three years for Child Protection and safeguarding purposes.

Club communications, and social media

The Junior Sub Committee will keep all Club members informed of discussions and any other developments affecting them by provision of a private Facebook Group. This Facebook Group is private for child protection and safeguarding purposes.

Membership of the Group is available to all parents/guardians or carers of paid Junior members.

Posts to the Group are managed by our volunteers and Sub Committee.

Wherever possible we will share information with parents/guardians/carers who are not Facebook users not on Facebook either verbally or (where appropriate) via written communication.

Information about juniors training sessions may also be mentioned via the Club's Twitter account.

Ogmore Phoenix Juniors (OPJ)
Athlete Rules for Good Behaviour

I am proud to be an Ogmore Phoenix Junior.

In our club, everyone is equal and we are here to learn new skills and have fun.

There are things I can do to make it fun for everyone:

- I will be kind and treat everyone with respect.
- I will be polite and never use unkind words or bad language.
- I will always be a good sport and support other members of my club.
- I will look after equipment and the places where we meet.
- I will listen to adults and do my best in every activity.
- I will always ask an adult before I leave an activity for any reason.
- I will always tell an adult if I am hurt or upset.

Ogmore Phoenix Juniors **Volunteer code of conduct**

As a volunteer you will:

- respect the rights, dignity and worth of every athlete, coach and volunteer involved in OPJ, treating everyone equally.
- cooperate fully with others involved in the sport including fellow volunteers and fellow athletes.
- never place undue pressure on junior athletes to perform, participate or compete.
- ensure you hold the appropriate qualifications and have undertaken the appropriate checks e.g. DBS, licences etc.
- liaise appropriately with parents/carers.
- ensure you always act responsibly and set an example to others including younger members.
- consistently promote positive aspects of the sport such as fair play and sportsmanship.
- Remain mindful of safeguarding protocols, ensuring all concerns are reported immediately to the Safeguarding and Welfare Officers.

Ogmore Phoenix Juniors Code of Conduct for parents/guardians/carers

As a responsible parent/guardian/carer you will:

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally.
- Co-operate 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 the athlete.
- 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.
- 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 sessions.
- Assume responsibility for safe transportation to and from training and competition.
- 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 either the Safeguarding and 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.

As a responsible parent/carer/guardian for a young athlete, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse.
- Challenge inappropriate behaviour and language by others
- Be aware that your attitude and behaviour directly affects the behaviour of your child and other young athletes.

- Avoid destructive behaviour and leave athletics venues as you find them.
- Never engage in any inappropriate or illegal behaviour
- Not carry or consume alcohol to excess and/or illegal substances.
- Not carry any items that can be dangerous to yourself or to others excluding athletics equipment used during your child's athletics activity.

Signed: _____ Date: _____