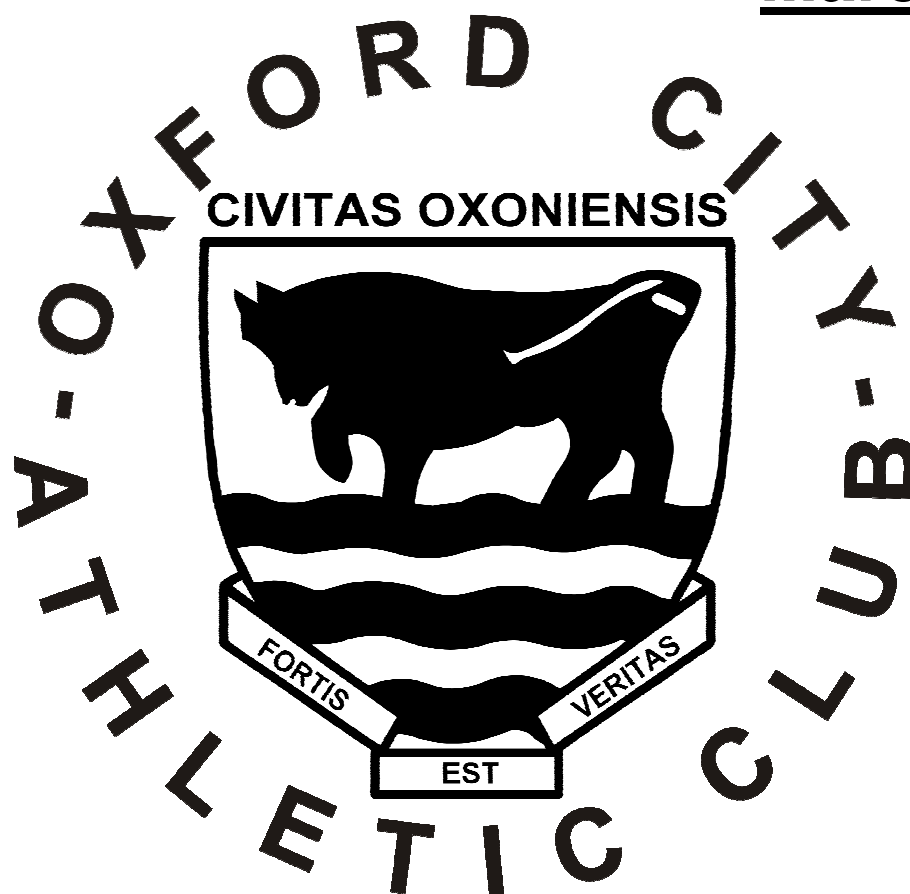


updated

March 2009



www.oxfordcityathleticclub.com

JUNIOR SECTION

**Information booklet
for athletes, parents
and guardians**



Index

3	About the Club
4	Club Roles
5	General Information
6	Junior Section Aims
7	Junior Section Pathway
8	Junior Section Pathway
9	Junior Section Coaches
10	Training
11	Training tips
12	Safety in Sessions / First Aid
13	Code of conduct Athletes parents & guardians
14	Code of conduct coaches & officials
15	Child Welfare
16	Membership
17	Competitions
18	Competitions
19	Competitions
20	Clubmark

For more information contact

Ian Warland	Juniors	07732742212
Paul Kelsey	Chairman	07976272446

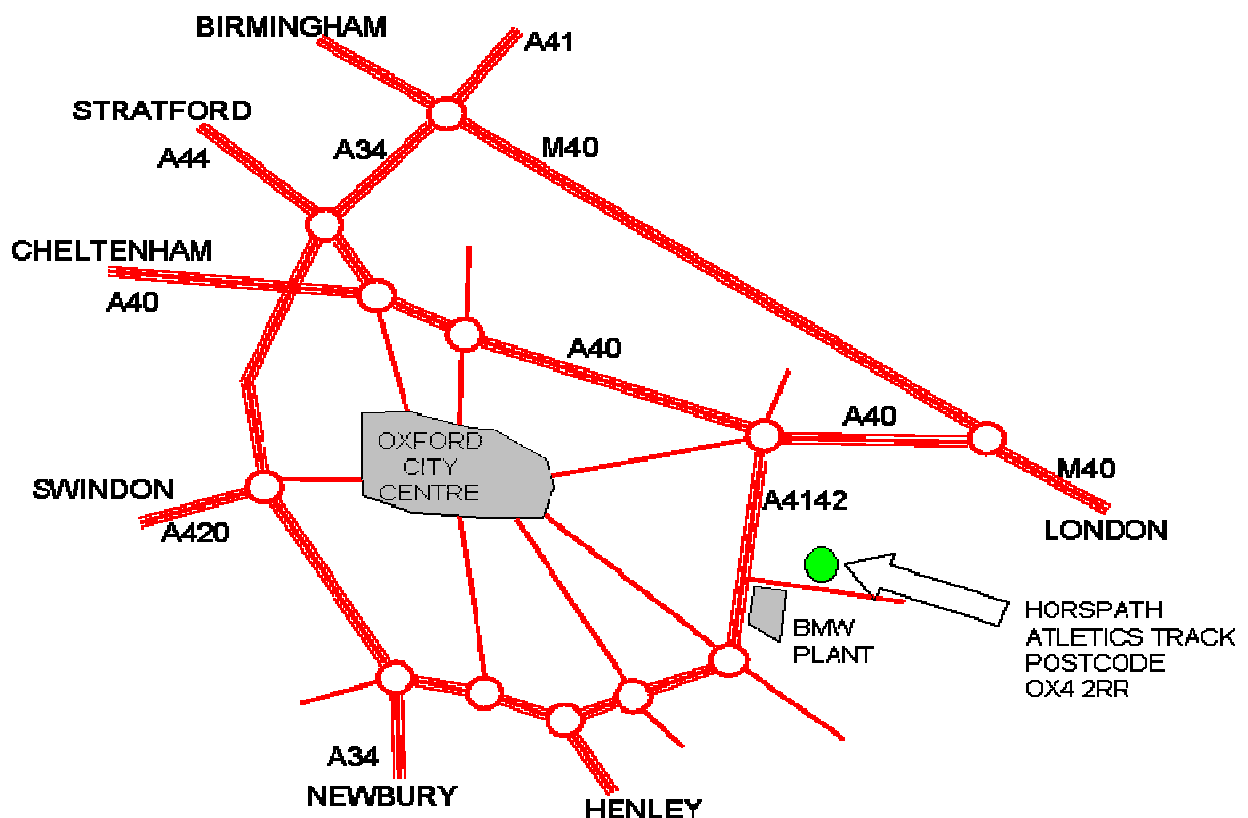
About the Club

Oxford City Athletic Club is affiliated to [UK Athletics](#)
[South of England Athletic Association](#)
[Oxfordshire Athletic Association](#).

We have a membership of over 400 in all age groups from 7 to 70 years old, with active interest in track and field, cross-country and road running.

The Junior Section is responsible for all athletes from 7 to 17 years old. The younger athletes are carefully guided through the basics of the sport until they are comfortable with the various disciplines they will encounter. The older juniors may be asked to move on to the intermediate or senior training groups. Coaching is available for all levels of athlete, from beginner to elite, and with our friendly approach newcomers are always welcome and no athlete is rejected on the basis of ability.

We are based at the Horspath Road Track, purpose-built facility near Cowley, on the outskirts of Oxford.



Club Roles

Chairman	Paul Kelsey
Secretary	Jane Castle
Treasurer	Sylvia Davis
Junior section	Ian Warland
Membership	Ian Warland
Child Welfare	Tracy Hussey
Club kit	Sylvia Davis

Team managers

U9 & U11	Guy Garden Denise Shorter
U13 upwards boys	Richard Hart
U13 upwards girls	Tracy Cooper
Junior X/C	Mark Hawtin

General Information

Web site

For more information about what's happening with the Club and to keep up to date with news, fixtures, results, leagues and a whole lot more please make use of the club website.

www.oxfordcityathleticclub.com

Information will appear on the website before the notice boards

Presentation Night

Each year the Club holds a presentation night in October where athletes are presented with trophies for achievements during the year.

Tea Bar

On most training nights the tea bar is open and staffed by volunteers. Hot and cold drinks, as well as chocolate and sweets are on sale.

Club Kit

Club kit **must** be worn in all matches.

Kit is **NOT** provided by the club for athletes but can be purchased from the tea bar on a training night

See website or club notice board for details and costs

Leagues and Competitions (See page 17)

For away matches that are not local, coach transport is provided for the athletes and a parent (£5 athletes £7-50 non athletes). Although we will take athletes on their own, please remember that most of the coaches and team managers also officiate at matches. We therefore encourage parents of younger athletes to attend as we can not guarantee watching them at all times.

Junior Section

Joining the Junior section of Oxford City Athletic Club is an Important step in a young person's Athletic career, therefore, when becoming a Junior member, the youngster and parent / guardians should be aware of the Club's aims and the obligations for the person joining.

See codes of conduct for

- athletes
- Parents and guardians

The aim of the junior section is

- Have fun which is structured around the athlete whilst at the same time working to achieve potential
- To provide a safe learning environment where athletes can learn athletics skills

The club is committed to

- give basic instruction in all the Athletic disciplines where equipment, environment and safety allow
- provide every member with the opportunity to participate in all forms of Athletic activity to;
- enable them to reach their potential
- ensure every member's contribution, irrespective of ability, will be valued
- encourage all members to attain a general level of fitness
- achieve success in Athletic competitions
- provide a good social environment for youngsters
- meet established standards of Athletic achievement

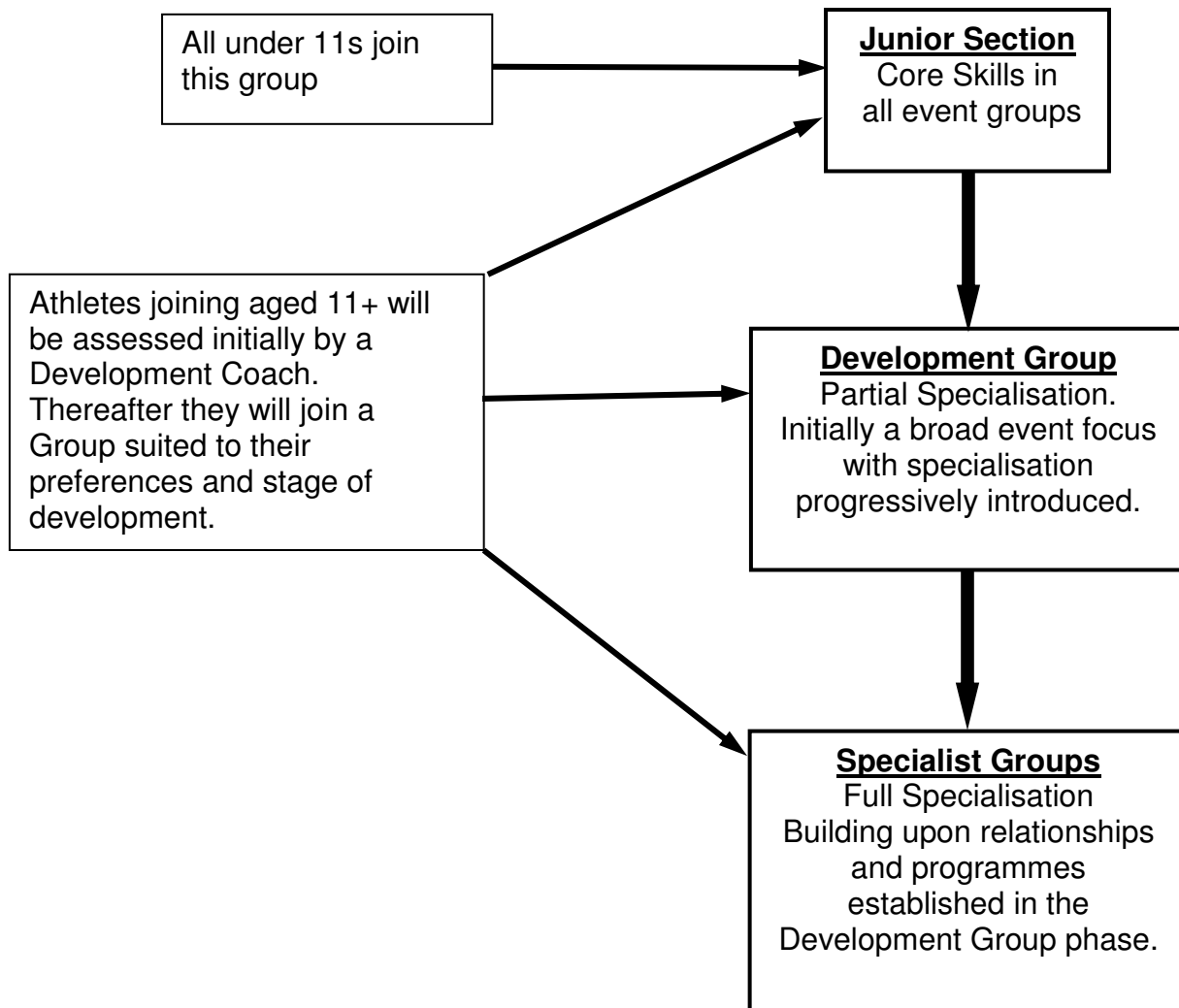
Junior Section Pathway

Potential athletes are admitted from 7 years old onwards as this is the stage when we believe we can offer appropriate support and training.

After an appropriate period of development athletes will move through to Development Groups. These are designed to continue the broadly based training, but ease the progressive introduction of more specialised training in the athlete's chosen event group(s). During this period athletes will be given an opportunity to work with a range of coaches, from a range of disciplines.

Athlete Age	Development Stages	Development Focus	Athletics Focus	OCAC Pathway
7	Fundamental	Movement literacy	Run Jump Throw	Junior section
9	Learning to train	Skill development	Basic skills <i>All event groups</i>	Junior section geared to broad skill development
11	Training to train	Skill Foundation of aerobic base	Partial specialisation	Junior section / Development Squad geared to balancing <i>broad</i> development with emerging specialisation
13	Training to compete	Competitive/ physical development	Full specialisation	Specialist Squads event/event group specific e.g. sprint, endurance, throws, jumps

The diagram below illustrates this progression. It is recognised that not all athletes will join at under 11. Equally, those who join later may already have strong preferences in what they events they want to do. The following diagram illustrates how this can be accommodated. It also indicates how athletes move from one phase to the next.



Note:

Each move along the Pathway will take place based upon:

- A careful assessment of the athlete's preferences
- Facilitated by a range of performance data
- An assessment of the athlete's 'biological' age

Junior Section Coaches

Coaches

Ian Warland	Guy Garden
Tracy Cooper	Amy Cooper
Denise Shorter	Jo Dawson
Rachel Munday	Mark Mulvany
Emily Patrick	Wendy Fowler
Polly Owens	Ray Finch
Stef Garden	Rebecca Littlewood

In addition to the coaches, we may have some of the older junior section athletes assisting with training as they work towards their coaching qualification.

All Oxford City Athletic Club Coaches are CRB checked and hold recognised UK Athletics qualifications

NOTE— THESE COACHES DONATE THEIR TIME FOR FREE AND ARE NOT PAID

The Club is entirely run by volunteers, whether on the committee or coaching and officiating. Please get involved at whatever level you can.

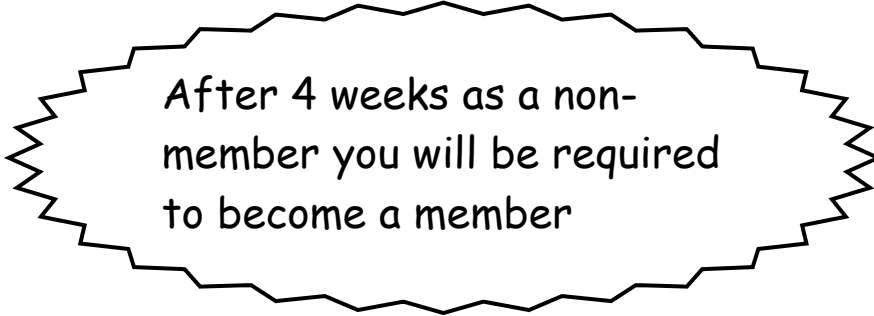
Please contact Ian Warland

Training

All training sessions are held at the Horspath Road Track.

Monday	6:30 - 7:45pm - Juniors
<i>Tuesday</i>	<i>6:30 - 8:00pm - Intermediate and Seniors</i>
Wednesday	6:30 - 7:45pm - Juniors
<i>Thursday</i>	<i>6:30 - 8:00pm - Intermediate and Seniors</i>

Training fees
£1-50 per session
First session FREE



After 4 weeks as a non-member you will be required to become a member

All athletes must book-in prior to training. The booking in registers will be closed at 6:25 and late comers may not be able to train as it is disruptive to sessions and athletes will have missed the warm ups

AFTER TRAINING ALL ATHLETES MUST BOOK OUT WITH A PARENT

During training all children are expected to behave responsibly and to co-operate with other children and coaches. If children do not behave properly during training, then they may be asked to leave the session and their parents notified. If poor behaviour continues they will no longer be allowed to train. The coaches are there to help you and cannot be expected to put up with behaviour which disrupts the sessions and upsets other children.

Training tips

Do not eat a large meal 1 -1/2 hours before training.

Bring with you a drink of water or squash (not fizzy drinks).

Be suitably dressed as we train in all weathers

(waterproofs, hat, gloves)

Please put your name in coats, tracksuit bottoms, hoodies etc as we tend to get a lot of lost property

FOOTWARE

Please wear suitable footwear for training.

“fashion “ style trainers are not suitable as they do not have enough support and cushioning. Without the correct type of shoe children complain of knee, shin and ankle injuries.

If in any doubt about footwear please speak to one of the coaches

Safety in Sessions

DO NOT GO ONTO THE GRASS CENTRE AREA WITHOUT THE OK FROM A COACH

On the track

- You are not the only athlete on the track, look out for others
- Look both ways before looking across lanes
- Watch out for hurdlers and sprinters travelling at speed
- If someone shouts “TRACK” move to the right and allow them to pass on the inside or step into the middle of the track
- Do not stop suddenly, stop slowly or move off to the inside of the track

Jumps sessions

- Please make sure you know what you are doing before you jump
- Wait for the coach to say to “GO”
- Make sure the runway is clear
- Encourage others to follow safety rules while jumping

Throws sessions

- Please make sure you know what you are doing before you throw
- Wait for the coach to say to “GO”
- Make sure the area is clear before you throw
- Always walk to pick up and carry the equipment
- Encourage others to follow safety rules while throwing

First Aid

First aid equipment is available at the track and several coaches and officials are qualified first aiders

Codes of Conduct

Athletes

All athletes will

- abide by the club rules
- strive to achieve individual potential
- take pride in being a member of the club
- respect the coaching staff and helpers
- listen & learn from the coaching staff, officials and helpers
- respect other club members & those from other clubs
- attend training sessions regularly & take part in club events
- show due regard to the safety of others and to oneself
- show correct behaviour when representing the club and at training
- wear the club T Shirt/Sweatshirt/vest at club associated activities/events

Parents/Guardians

Parents, carers and guardians will be expected to

- Encourage your child to learn the rules of the sport.
- Discourage unfair play and arguing with Coaches and officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept Coaches and officials' judgements.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.

Codes of Conduct

Code of Conduct for Coaches, Club Officials, volunteers

- All coaches must have or be working towards a recognised UK: Athletics qualification
- All personnel will be police CRB checked
- Operate without discrimination on grounds of gender, race, colour, language, religion or any other option
- All personnel working with members must ensure there is a balance between the development of performance and the social, emotional, intellectual and physical needs of the individual.
- All personnel working with members must be responsible for the setting of boundaries between working relationships and friendships with their athletes.
- All coaches should encourage a spirit of fair play and good sportsmanship
- All personnel working with members must recognise that they may have access to confidential information about their athletes and members and confidentiality must be maintained at all times.
- Coaches must not exert undue influence over their athletes in order to gain personal benefit or reward.
- Coaches are responsible for the general safety of all athletes in their care. Equipment and conditions within the working environment should be checked in accordance with usage guidelines.
- All personnel working with members must consistently display high standards of behaviour and appearance.
- Personnel must not leave themselves open to question especially when working with younger athletes by:
 - Staying in a room with an athlete
 - Excessive handling or touching beyond the needs of good coaching of the athlete within their care

Child Welfare

As an athletic club we are committed to creating and maintaining the safest possible environment for children and young people to practice athletics.

We will do this by:

- Recognising that the child's welfare is paramount and that their participation in athletics should be in an enjoyable and safe environment whatever their age, culture, disability, gender, racial origin religious belief
- Recognising that adults involved in the club have a duty of care to young athletes to protect them from bullying and undue pressure in training and competition whether it be from coaches, managers, other athletes or parents
- Ensuring that all our staff and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children in their care
- Responding swiftly and appropriately to all suspicions and allegations of abuse, providing parents and children with the opportunity to voice any concern they may have
- Appointing a Child Protection Officer who will take specific responsibility for child safety and act as the main point of contact for parents, children and outside agencies
- Ensuring access to confidential information is restricted to the Child Protection Officer or appropriate external authorities
- Reviewing the effectiveness of our Child Protection Policy annually at the relevant committee meeting

child welfare officer

Tracy Hussey

(See club website for contact details)

Membership

In order to compete or represent the club you have to be a member.

The annual membership runs from March 1st

All ages are taken as midnight 31st August

Oxford City Athletic Club Membership Fees for 2009-2010 are as follows:

Under 9	£15.00	
Under 11	£15.00	
Under 13	£25.00	
Juniors	£25.00	(Up to under 18 or full-time student)
Senior	£35.00	(18 and over)
Family	£75.00	(min of 3, one of which must be a junior)
2nd Claim	£10.00	(members of other clubs only)
Associate	£5.00	(non training/competing, able to vote at AGM)

Membership forms can be obtained from the Club website or Tea bar on training nights

Membership renewal may be refused if athletes;

-do not attend training regularly

-do not compete for the club in matches

Competitions

Open Meetings

In addition to the leagues that the Club enter, Open meetings are hosted by various clubs. These are open to athletes who may wish to compete but are not organised by the club and athletes need to arrange their own entry, transport etc. Leaflets for these events are often advertised on the club notice board. We encourage athletes to enter open competitions as they are held before/early in the season and are ideal for getting times and distances.

Five Star and Ten Step Competition

This is an annual competition that we host here at Horspath. It is open to all juniors from the ages of 7 to 14 and each athlete must take part in either 3 or 5 events depending on age. All those completing their events are given certificates, and medals are awarded to the top 3 in each age group.

Club Championships

These tend to take place towards the end of the season and are open to all

League Matches

Oxford City Athletic Club competes in many different leagues throughout the year. In order for the club to be successful we need and encourage athletes to compete. It is not just about the few that win but being able to put a team out.

As the coaches give up their time freely to coach the club's young athletes, we do expect that in return athletes will compete for the club when asked to do so

How to compete.

Availability forms for all the leagues will be put on the notice board and are on the junior section of the club website.

These forms can be handed in at the tea bar on training nights and will be passed on to the relevant team manager.

The team manager will then contact you, a week or 2 before the match, to inform you that you have been selected for the match.

NOTE - putting an availability form in does not guarantee that you will be selected as the team manager has to balance the needs of the teams and the club, while ensuring everyone gets the chance to compete.

While the team manager will endeavour to give preferred events, you may also be asked to do other events for the team.

At a match

Athletes need to be at a match 1 hour before the first event.

This allows

- the team manager time to hand in the declaration sheet
- athletes to get competition numbers/letters
- warm up before events.

In addition to allowing time to warm up athletes need to be at an event 15 minutes before it is due to start to "book in"

Mobile phones, i-pods and audio equipment is not allowed in the competition area and athletes can be disqualified if they are found with one.

Only athletes and officials are permitted inside the track area

How a match is scored

2 athletes per team, per event (A & B strings). All individual events score separate as A & B strings in each event. The amount of points varies with the number of teams in the match.

i.e. in a 4 team match the points are

4 for 1st, 3 for 2nd, 2 for 3rd, 1 for 4th in the A string and
4 for 1st, 3 for 2nd, 2 for 3rd, 1 for 4th in the B string

Therefore a B string athlete can win as many points as an A string athlete. This is why we need to fill teams. The B string athlete is as important as the A string athlete, because if we do not have a B string athlete we will lose the opportunity of points.

Example – from a score sheet

SOUTHERN WOMENS TRACK AND FIELD LEAGUE					U15 GIRLS	POINTS			
Event		First	Second	Third	Fourth	W	X	Y	Z
1500 metres	A	TEAM W	TEAM Z	TEAM Y	TEAM X	4	1	2	3
	B	TEAM Z				0	0	0	4

All teams had an A string athlete. Only team Z had a B string athlete. Although it was run as 1 race and they may have finished last, they will have won the B string race and earned 4 points for their team.

The following table is the leagues and age groups in which the juniors can compete.

	BOYS					GIRLS				
	U09	U11	U13	U15	U17	U09	U11	U13	U15	U17
National Young Athletes' T&F League			✓	✓	✓			✓	✓	✓
Wessex Young Athletes T&F League.		✓	✓	✓	✓		✓	✓	✓	✓
Oxfordshire Junior T&F League.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Southern Womens T&F League.									✓	✓
Indoor Sportshall League		✓	✓	✓	✓		✓	✓	✓	✓
Oxford Mail Cross Country League		✓	✓	✓	✓		✓	✓	✓	✓
The Chiltern Cross Country League		✓	✓	✓	✓		✓	✓	✓	✓

Competition age groups 2009

Age groups are generally based on the school year cut-off, the age at 31st August although there are some exceptions. For most competitions, age groups go in 2 year bands. The exception to this is the 5 Star competition, where single years are scored separately.

Age at 31 st Aug 2009	Competition age	5 star age group
16	Under 17	N/A
15	Under 17	N/A
14	Under 15	Under 15
13	Under 15	Under 14
12	Under 13	Under 13
11	Under 13	Under 12
10	Under 11	Under 11
9	Under 11	Under 10

Clubmark

Oxford City Athletics Club have been awarded Clubmark status
The safety of athletes whilst under the supervision of qualified coaches is paramount and there are systems in place to ensure that athletes can learn in a safe learning environment hence the awarding of Club Mark Status

If further information or clarification of information in this booklet is required please contact Ian Warland or Paul Kelsey

