



Coach Manual



A Comprehensive Guide and Reference for Coaches

Welcome & Introduction



The Management of the Durham Sport Partnership would like to welcome you to our team of employees.

The aim of this Coach's Manual is to provide a guide for new starters and a reference point for everyone.

The Durham Sport Partnership is committed to supporting staff development, and has developed this handbook as a working document for all coaches employed by the Durham Sport Partnership.

It has been designed as a personal folder that can be added to and amended. It will form the basis of your initial induction as an employee of Durham Sport and will be regularly updated and added to, creating a useful resource covering areas that are important in the delivery of Durham Sport's aims and objectives.

Michelle Carney
Partnership Manager

Through the production of this handbook the Durham Sport Partnership aim to achieve the following:-

- **Give you information about the Durham Sport Partnership.**
- **To induct you in the Partnerships Policies and Procedures.**
- **Outline the personal development opportunities available during your time employed by Durham Sport.**
- **Provide you with good practice information about Child Protection and Health & Safety issues.**
- **Provide you with the opportunity to give regular feedback in order that Durham Sport can develop and offer the support that you need as a coach.**

We hope that you will enjoy working with us.

**On behalf of the Durham Sport Partnership
Management Board**



DURHAM SPORT

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A Partnership comprising of :

Chester-le-Street District Council, Derwentside District Council, Durham City Council, Durham County Council, The District of Easington, Sedgefield Borough Council, Teesdale District Council, Wear Valley District Council, The University of Durham, Governing Bodies of Sport, Sports Coach UK, The Youth Sport Trust, English Federation for Disability Sport, Sport England



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Section 1

Durham Sport Structure and Organisation

1.1 The Durham Sport Partnership

Durham Sport is a County Sports Partnership, established in 1996, to co-ordinate the sports development opportunities for young people in County Durham. It was the first partnership to be established in the country and the first to run the Active Sport Programme.

The key partners are:

- **Chester-le-Street District Council**
- **Derwentside District Council**
- **Durham City Council**
- **Durham County Council**
- **Easington District Council**
- **Sedgefield Borough Council**
- **Teesdale District Council**
- **Wear Valley District Council**
- **Durham County Council LEA**
- **The University of Durham**
- **Governing Bodies of Sport**
- **Sports Coach UK**
- **The Youth Sports Trust**
- **English Federation of Disability Sport**
- **Sport England**

1.2 Durham Sport Core Purpose

Durham Sport provides and leads a shared vision for raising the profile of sport and physical activity within County Durham and delivers a co-ordinated strategic approach to sports development.

1.3 Durham Sport Partnership Aims


To establish a co-ordinated approach to sports development in County Durham.

1.4 Durham Sport Partnership Objectives

- **To provide a strategic overview for sports development.**
- **To increase opportunities for as many people as possible.**
- **To provide strategic support for agreed specific sports or topics.**
- **To develop talent identification and assist elite performance**
- **To establish quality sports development pathways.**
- **To promote sports equity.**
- **To co-ordinate bids for external funding.**

1.5 Coaching Statement of Intent

The Durham Sport Partnership will strive to raise the standards of coaches and coaching across County Durham by working in partnership with key agencies to ensure that all coaches working for and on behalf of the partnership will be inducted before employment, complete the operational standards within six months and continue their personal development through further workshops, training, coach education and mentoring.



In attempting to raise these standards the Durham Sport Partnership will look to:

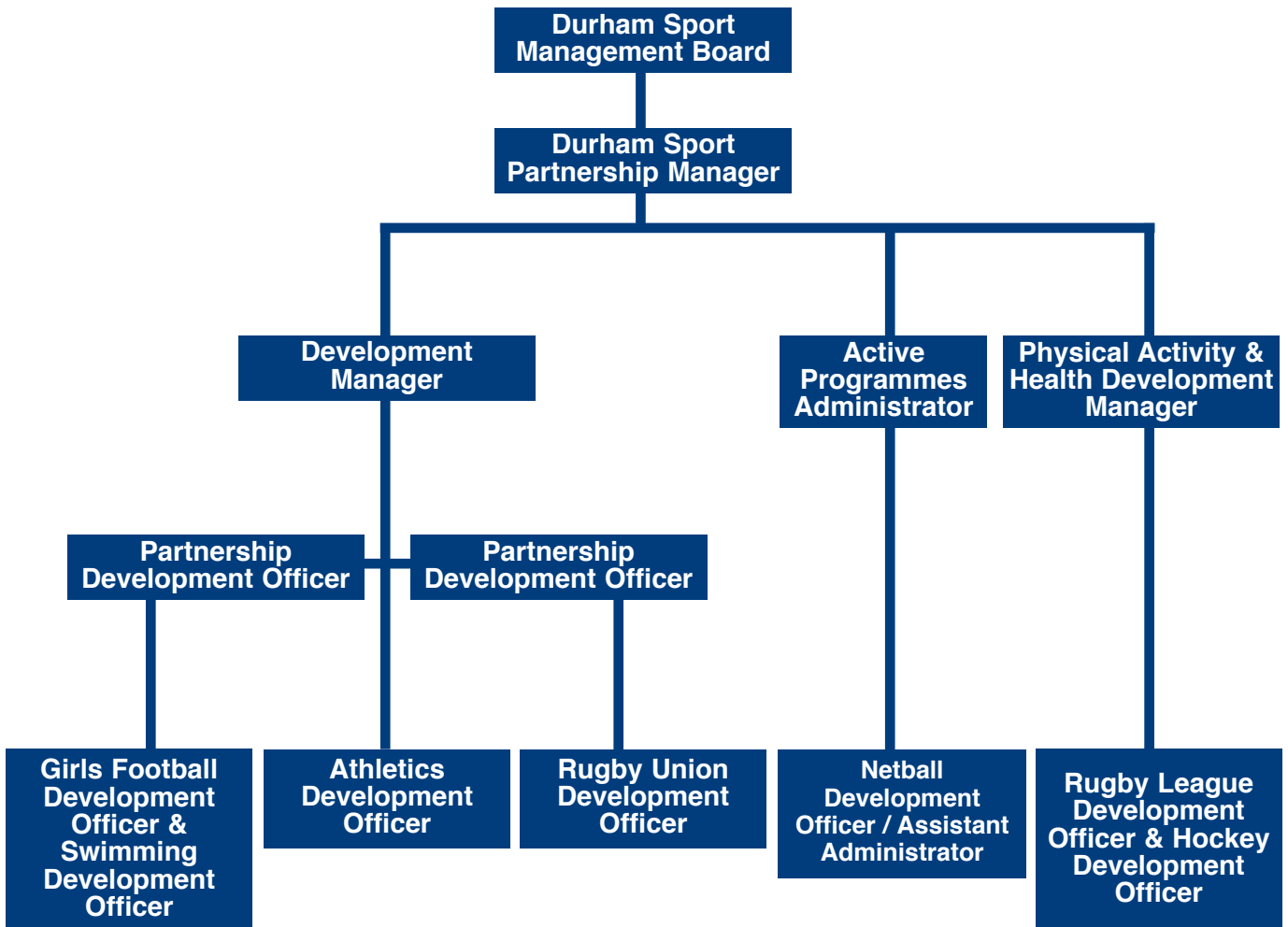
- **Produce a coaching vision for the partnership, which will outline the future strategy for coach and coaching development across County Durham for the period 2005-2007.**
 - **Set standards for the recruitment, retention and individual development of coaches through the implementation of quality assurance systems.**
 - **Produce a coach manual that will clearly identify the expected operational standards for coaches working for, or on behalf of, the partnership. In order to ensure these minimum operational standards are maintained and developed the partnership will implement a comprehensive monitoring and evaluation system.**
 - **Establish and develop a coach database for the partnership, which will provide a detailed profile for each individual coach.**
 - **Examine the potential of expanding the coach quality assurance scheme to key partners for the mutual benefit of all parties.**
- **Introduce and implement an individual coach and club coach development programme, which will look to offer coaches working for, or on behalf of, the partnership opportunities to develop a wider range of knowledge, skills and qualifications.**
 - **Provide a comprehensive benefits package to coaches working for, and on behalf of, the partnership.**
 - **Work in conjunction with National Governing Bodies of Sport and Sports Coach UK to further develop the Coach Mentoring and Development process.**
 - **Raise awareness of the Durham Sport Partnership's coaching vision by working closely with key agencies in the promotion of the partnerships work.**
 - **Adopt, where feasible, all aspects of the world class coaching system in to the partnerships coach development programme of delivery.**

‘The Durham Sport Partnership will strive to raise the standards of coaches and coaching across County Durham ...’



1.6 Organisational Structure

The current organisational structure for Durham Sport is :



1.7 Durham Sport Contact Details

Main Line 0191 301 8416

Name	Position	Mobile	Direct Line	email
Michelle Carney	Partnership Manager	07973 985593	0191 3018825	mcarney@durhamcity.gov.uk
Richard Lewis	Development Manager	07973 985591	0191 3018229	rlewis@durhamcity.gov.uk
Mia Heaton	Physical Activity Development Officer	07970 539467	0191 3018259	mheaton@durhamcity.gov.uk
Sandy Mitchell	Partnership Development Officer	07970 277496	0191 3018585	amitchell@durhamcity.gov.uk
Liz Barton-Jones	Partnership Development Officer	07970 277879	0191 3018826	lbarton-jones@durhamcity.gov.uk
Lynne Dobison	Hockey Development Officer	07736 625336	0191 3018416	ldobison@durhamcity.gov.uk
Andrew Powell	Swimming Development Officer	07970 277895	0191 3018591	apowell@durhamcity.gov.uk
Helen Booth	Netball Development Officer	07970 277509	0191 3018590	hbooth@durhamcity.gov.uk
David Lowes	Athletics Development Officer	07970 277494	0191 3018589	dlowes@durhamcity.gov.uk
Lynne Wightman	Rugby League Development Officer	07930 762411	0191 3018417	lwightman@durhamcity.gov.uk
Lindsey Robinson	Girls Football Development Officer	07970 277882	0191 3018584	lrobinson@durhamcity.gov.uk
Helen Withers	Active Programmes Administrator		0191 3018416	hwithers@durhamcity.gov.uk
Christian Balshen	Rugby Union Development Officer		0191 3018592	cbalshen@durhamcity.gov.uk
Andy Grant	ScUK Coach Development Officer	07980 595052		agrant@sportscoachuk.org



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SECTION 2

Induction

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Section 2

Induction

2.1 Pre-induction Process

Prior to commencement of employment with Durham Sport each potential employee will have had either a telephone or face to face conversation with a member of staff where the prospective employee will have had outlined to them the commitment required to become a fully inducted staff member who can undertake duties for and on behalf of Durham Sport.

This commitment is as follows:-

- **To undertake the Durham Sport Induction process (approximately 1 hour) prior to commencing employment.**
- **To provide a copy of a current appropriate level Coaching Certificate for the sport that they have been asked to coach.**
- **To provide a copy of a C.R.B check which has been carried out within the last six months or to undertake the C.R.B. process with Durham Sport, the prospective employee, paying any associated cost.**
- **To complete a medical questionnaire prior to commencement of employment**
- **To provide documented evidence of personal liability insurance as outlined in Section 2.6.**
- **To complete an hour of Durham Sport child protection training and a relevant First Aid qualification (four hours) prior to commencing employment.**
- **Within six months of commencing employment to undertake, and keep current (renewable every three years) the Sports Coach UK Good Practice & Child Protection and Sports Equity courses (all three hours) and How to Coach Disabled people in Sport (two hours).**
- **To comply with the 1996 Asylum & Immigration Act by providing proof that the prospective employee has a legal entitlement to work in the U.K.**

Only when the Durham Sport team member and the prospective employee have completed this process, both sides have committed to meeting the requirements outlined at 2.1 and copies of appropriate certificates, an Application Form, a Coach Availability Form and a pre-employment Health Questionnaire have been completed and received will an induction be arranged.

2.2 Induction Process

The induction process will take approximately an hour to complete and will cover all aspects of this handbook. The induction will be undertaken by a member of the Durham Sport team on a one-to-one or small group basis.

Each new employee at the induction will be issued with a copy of this handbook and this will form the basis of the induction.

At the end of the induction process both the employee and the Durham Sport staff member will sign the Declaration of Understanding Form as a record of induction training.

2.3 Coaching Certificate

Prior to commencing employment the new staff member must provide a photocopy and original for inspection of a current coaching certificate for the sport that they will be employed to coach.

The certificate must be a minimum of a Level 1 or a higher level if required by the nature of the activity.

2.4 Criminal Records Bureau Checks

Prior to commencement of employment all new staff must undertake or provide a completed C.R.B check as outlined at 2.1.

If the new member of staff has not undertaken any C.R.B checks within the past six months then an enhanced disclosure form must be completed to enable Durham Sport to complete the C.R.B. process.

The enhanced disclosure will in some cases incur the standard disclosure fee. If this is the case then the fee will be paid by the new staff member making the application.

If the new member of staff has undertaken an enhanced C.R.B. check within the last six months then this will be accepted as a portable enhanced disclosure subject to the following :-

The prospective employee must provide the original copy of the enhanced disclosure and must consent to Durham City Council (in their capacity as housing authority for the Durham Sport Partnership) checking for any additional information not shown on the Disclosure with the registered body who obtained the Disclosure and, if appropriate, the Criminal Records Bureau.

In order to complete this process the new member of staff must complete the Confirmation of C.R.B Disclosure Consent Statement Form.

The employee must not commence employment until the checks are complete.

The procedure for carrying out the portability check is as follows:-

- **The employee must forward the original copy of the Enhanced Disclosure and signed Consent Form to the H.R & Performance Management Section, Chief Executive's Department, 4 Saddler Street, Durham.**
- **The H.R. Section will check for any additional information not shown on the Enhanced Disclosure with the registered body who issued the Disclosure, and if appropriate, the Criminal Records Bureau.**
- **The H.R. Section will notify Durham Sport when the checks are complete and only at that stage may any employment commence.**

New members of staff will also have to fill Durham Sport's Self Declaration Form as part of our Child Protection Policy procedure.

C.R.B. checks are renewable every three years, the cost of which will be paid for by the employee.

2.5 Medical Questionnaire

Prior to commencement of employment all new staff will complete a Medical Questionnaire Form making Durham Sport aware of any medical conditions.

2.6 Insurance

All coaches working for Durham Sport have to hold their own Personal Liability Insurance (£5m). Proof of this is required at the time of induction.

‘Each new employee will be issued with this handbook which forms the basis of the induction ...’

2.7 Child Protection Training

Prior to commencement of employment new staff members must undertake an hour of Durham Sport Child Protection Training. This training will familiarise all new staff with the Partnership’s Child Protection Policy and Procedures as outlined in Section 5. Dates can be obtained from Inducting Officer.

2.8 Mandatory Courses

The Sports Coach UK Courses, Equity in Your Coaching, Good Practice and Child Protection and How to Coach Disabled People in Sport as well as First Aid are mandatory. First Aid must be completed prior to commencing employment. Good Practice and Child Protection, Equity in Coaching and How to Coach Disabled People in Sport must be undertaken by a new coach within six months of commencing employment.

It should be explained to the prospective coach at this stage that failure to undertake these courses within the stipulated timescales would mean termination of their employment with Durham Sport.

2.9 Housekeeping

2.91 Starter Details/Bank Details

To enable Durham Sport to pay staff and create a personnel file certain details are required at the induction. New staff will complete the starter form during the induction process.

2.92 Remuneration

For any work undertaken on behalf of Durham Sport, the member of staff must complete a timesheet. These should be completed on a monthly basis and submitted for processing by no later than the last day of the month for which you have worked.

Payment will be received on the 20th of the following month. Any timesheets received after this cut off date will be paid in the following month.

The agreed rate of pay is a fixed hourly rate and is fully inclusive of payment for annual leave, overtime, working hours and public holidays.

2.93 Sickness/Absences

If you are unable to undertake your designated role on a given week day you must phone the Durham Sport office as soon as possible but by no later than two hours before you are due to work. At a weekend you must phone the activity organising officer as soon as you are unfit to work but no later than two hours before you are due to work. Sickness allowance is not payable.

2.94 Grievance & Disciplinary Procedures

The Grievance and Disciplinary Procedures are available from the Durham Sport office. If you have a grievance relating to your employment you should discuss the matter in the first instance with your Line Manager or a relevant Sports Specific Officer.

2.95 Written Statement of Particulars

All coaches will be issued with a Written Statement of Particulars once all the above requirements have been met.

2.96 Asylum & Immigration Act 1996

From the 1st May 2004 employers are required to ensure that they do not employ anyone illegally.

Therefore a new staff member must provide an original document from List 1 below or two documents from List 2 at induction to prove that they have a legal entitlement to work in the UK.

Failure to supply a satisfactory document will result in the offer of employment being withdrawn.

List 1: Documents which provide proof on their own

- UK Passport.
- National Passport or Identity Card for a European Economic Area Country.
- A Residence Permit issued by the Home Office to a National from a European Economic Area Country or Switzerland.
- A Passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as a family member of a national from a European Economic Area Country or Switzerland who is resident in the UK.
- A Passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A Passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows them to do the type of work being offered if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

List 2: Documents which provide proof when provided in combination

First Combination

- A Document showing National Insurance Number and name. (eg P45, P60).

AND one of the following -

- A full Birth Certificate issued in the UK, Channel Islands, the Isle of Man or Ireland which includes the parents names; OR
- A Certificate of Registration or Naturalisation stating that the holder is a British Citizen; OR
- A letter from the Home Office indicating that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; OR
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; OR
- A letter issued by the Home Office indicating that the person named in it can stay in the UK, and allows them to do the type of work being offered; OR
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named can stay in the UK, and this allows them to do the type of work being offered.

First Combination

- A Work Permit or other approval to take employment that has been issued by Work Permits UK.

AND one of the following -

- A Passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question; OR
- A letter issued by the Home Office confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.



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SECTION 3

Coaching Procedures

- 3.1 Session Delivery, Standards & Expectations
- 3.2 Durham Sport Procedures
- 3.3 Statement of Policy - Health & Safety, Child Protection, First Aid & Emergency and Equity



Section 3

Coaching Procedures

3.1 Session Delivery - Standards and Expectations

- You are expected to wear your Durham Sport uniform for the delivery of any Durham Sport session. This uniform is only to be worn at a Durham Sport session.
- You are expected to have your Durham Sport Identification Badge on display throughout your Durham Sport session.
- You are expected to arrive at least 15 minutes before the commencement of any activity/session you are delivering.
- You are expected to wait until all participants have safely left the activity venue before departing.
- You are expected to follow the Durham Sport policies in this manual at all times whilst delivering a Durham Sport session/activity.

3.2 Durham Sport Procedures (Income, Registers, Player Registration Forms)

As a Coach you will be sent a letter from the relevant Durham Sport Officer no later than one week before the commencement of the course/session you are delivering. This letter will inform you, the coach, whether the course has been “pre-booked” or is a “drop-in session” and whether you are the Head Coach or the Assistant Coach.

Where the session is “pre booked”

- **Player Registration Forms**
All Player Registration Forms will have been sent to Durham Sport prior to the commencement of the activity.

- **Income**
All income will have been sent to Durham Sport prior to the commencement of the activity.
- **Registers**
The relevant Durham Sport Officer will produce a register from the Player Registration Forms and ensure that the coach is given a copy of this document before the session commences.
- **Incident/Accident/Head Injury and Risk Assessment Forms**
The relevant Durham Sport Officer will ensure that you have been given copies of these forms prior to the commencement of the activity.

Where the session is “drop-in”

- **Player Registration Forms**
All Player Registration Forms will have to be collected by the Coach prior to or at the first session. An individual cannot take part in the activity/session unless a Player Registration Form has been completed.

These Player Registration Forms must be sent to Durham Sport on the completion of the activity/session.
- **Income**
All income will have to be collected from the participants (the amount will be stated in the letter you receive prior to the activity) prior to the commencement of the activity. An individual cannot take part in the activity/session unless the relevant payment has been made.

This income must be sent to Durham Sport on the completion of the activity/session (this can be in the form of a cheque or cash. If cash you should arrange for the relevant Durham Sport Officer to collect this).

- **Registers**

The relevant Durham Sport Officer will ensure that you have been provided with a blank register prior to the commencement of the activity. A Register must be taken before each session/activity.

- **Incident/Accident/Head Injury and Risk Assessment Forms**

The relevant Durham Sports Officer will ensure that you have been given copies of these forms prior to the commencement of the activity.

The Head Coach of each activity/session will be responsible for ensuring that the register is taken, the Risk Assessment Form is completed and that all Incident, Accident and Head Injury Forms are completed where relevant.

All forms must be returned to the relevant Durham Sport Officer directly after the completion of the activity/session.

The Assistant Coach will be responsible for assisting the Head Coach in their duties.

3.3 Statement of Policy adherence (Health & Safety, Child Protection, First Aid, Emergency, Equity)

DURHAM SPORT HEALTH AND SAFETY

Injury/Accident Procedure

- **All accidents and incidents, including minor ones, should be recorded on an accident report form immediately whether it be for participants, staff or a member of the public.**
- **For courses at venues with their own accident forms these should be used in addition to the Durham Sport Accident Form.**

- **Durham Sport Accident Forms will be supplied to the coach at the start of each course, additional forms can be obtained from the Durham Sport office.**

- **The coach should keep a copy of the form for their own records and send a copy to Durham Sport.**

- **In case of serious injury/illness the Durham Sport office should be contacted.**

Disorderly Behaviour

Disorderly behaviour can be best described as conduct, which will or may:

- **Prejudice the health and or safety of yourself, other participants, staff and the offenders themselves, and/or**
- **Cause annoyance or distress to the detriment of the enjoyment of other participants (this includes foul and abusive language).**

Where a coach considers that acceptable conduct has been breached, they should use discretion and issue a warning - much will depend on the nature or seriousness of the incident.

Where offensive behaviour continues, coaches are asked to bring this to the attention of the parents/carers in an attempt to restore acceptable behaviour.

If the situation is not resolved, the coach should report details to the session organiser.

Vandalism and assault are serious forms of disorderly behaviour. Incidents of this nature, if serious enough, should be dealt with by contacting the Police.



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SECTION 4

Health & Safety

4.1 Risk Assessment

4.11 Quality Assurance - Screening Procedures for Coaches

4.12 Quality Assurance - Coaches signing up to a Written Statement of Particulars

4.13 Providing and Maintaining a Safe Venue

4.2 Insurance

4.3 Emergency Procedures



Section 4

Health & Safety

4.1 Risk Assessment

We feel that all the preparatory work that provides a quality venue, equipment, good administration and reliable procedures to maximise safety and enjoyment for the coach and participants should operate to a minimum standard.

Beyond the proposals for education and training we would like the coach and the partners, in support of these programmes, to work to the following guidelines.

4.11 Quality Assurance – Screening Procedures for Coaches

Durham Sport and its partners will take the following action to ensure that coaches are suitably qualified and experienced to work on our programmes:

- **All Coaches will be CRB checked.**
- **Durham Sport will seek supporting references.**
- **We will require certificated evidence of qualifications and training.**
- **Individual Coaches will be obliged to have personal liability insurance up to £5million.**
- **Coaches will be given support in order to help provide the best coaching and support for young people.**
- **On occasions, during your coaching activities you may be visited by a representative of the Durham Sport Partnership.**
- **Durham Sport (Tel: 0191 301 8416) will offer advice to coaches, children and their parents/carers for any queries or concerns in relation to any aspect of coaching and working with young people.**

4.12 Quality Assurance – Coaches signing up to a Written Statement of Particulars

All coaches will be asked to sign up to and act upon the standards of good practice outlined in the Durham Sport Induction Pack.

4.13 Providing and Maintaining a Safe Venue

We want to provide a safe, quality venue for coaches and children. Venues and equipment will be checked by a member of the Durham Sport Partnership prior to the commencement of any coaching programmes.

It is the responsibility of the Head Coach/Session Organiser to be familiar with the venue including access to a telephone, first-aid equipment, fire assembly point and any other factors affecting the safety of the participants prior to coaching commencing.

We have identified a number of important procedures for coaches and support staff to follow:

• **At Sports Facilities with Staff in Attendance**

If you are requested to work at a venue please ensure that you are informed of the necessary emergency procedures prior to commencing your duties. It is your responsibility to ensure that this happens.

• **At Sports Facilities with no Staff in Attendance**

For reasons of health and safety, the following describes actions and procedures, which should be implemented in a swift and safe manner by all coaches.



The Head Coach/Session Organiser will:

- Take the lead role in any emergency situation.
- Assist and liaise with officers of the emergency services, should any incident warrant their presence at/on the premises.
- Notify, as soon as is reasonably possible, Durham Sport of any incident which involved implementation of any action described in the following sections.
- **Outbreak of Fire/Evacuation of the Building/Facility**

On discovering a fire you will need to:

- Contact the emergency services using the nearest telephone/payphone.
- Ensure that all participants are evacuated immediately from the vicinity of the fire.
- **Fire Fighting**

If deemed appropriate, attack the fire using the proper appliances provided only if you can extinguish the fire quickly and without taking any risk to yourself and others.

If safe, close all doors and windows behind you.

NB. Your primary concern is the safety of the participants, yourself and colleagues.

- **Fire Assembly Point**

Make a check to ensure that all participants are accounted for. You should use the registration list you have been given.

Report any missing persons quickly and directly to a fire or police officer.

Do not return to the building/facility for any reason until authorised to do so.

- **Serious Injury/Illness to a Participant**

It is not the function of this section to identify any type of injuries or conditions or describe any specific cure that will be appropriate.

If required, the Head Coach and any assistant staff should administer first-aid and/or call upon site staff (if available) to assist.

- **First Aid - Equipment and Procedures**

All Head Coaches will have undertaken First Aid training and will have been issued with a basic First Aid Kit prior to undertaking any Durham Sport sessions. The Head Coach must ensure that the First Aid Kit is present at each session they attend.

4.2 Insurance

All Coaches working for Durham Sport have to hold their own Personal Liability Insurance (£5 million). Proof of this is to be produced to Durham Sport at induction.

4.3 Emergency Procedures

All accidents and incidents must be reported to the Durham Sport Office within 24 hours of occurring. Clearly state your name, the injured parties names and nature of injuries.

A message can be left on the telephone answering machine if telephoning at a weekend or after 5pm weekdays.



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SECTION 5

Child Protection

5.1 Policy

5.2 Policy Statement



Section 5

Child Protection

5.1 Policy

Durham Sport have developed a Child Protection Policy in line with recommendations made by the Child Protection in Sport Unit. This section will summarise some of the key points.

All Coaches will be required to read the full policy and ensure they are familiar with the content of the document including procedures for referral and contacts for the Durham Sport Designated Person.

A signed declaration will be required from all Coaches confirming they have read and understood the Child Protection Policy.

Durham Sport are committed to working in partnership with all agencies to ensure that information and training opportunities are available to everyone working with the partnership.

Durham Sport will provide support and guidance relating to good practice when working with children, young people and vulnerable adults.

The welfare and safety of children and young people is the responsibility of all involved in sport. We want to ensure we have a partnership which is informed regarding child protection with eyes and ears trained to identify and action child protection issues.

5.2 Policy Statement

The DSP will accept the moral and legal (Children's Act 1989) responsibility to provide a duty of care, safeguard welfare and a right to protect from abuse, for young people, especially vulnerable groups, irrespective of age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

The DSP will:

- **respect and promote the rights, wishes and feelings of young people and vulnerable adults**
- **recruit, train and supervise its employees, volunteers and focus sports clubs to adopt best practice to safeguard and protect young people from abuse and reduce the likelihood of allegations being made**
- **require employees, volunteers and focus sports clubs to adopt and abide by the partnerships policies laid down within this document, and the Child Protection Policy and Procedures**
- **respond to any allegation appropriately and efficiently, implementing the appropriate disciplinary and appeals procedure**
- **share information on areas of concern with all partners and national agencies as quickly and as effectively as possible**



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SECTION 6

Equity

6.1 Equity/Racial Equality Charter/ Disability Awareness



Section 6

Equity

6.1 Equity

Durham Sport has an ongoing policy of equal opportunity and equity in all sports as a sports development organisation and as an employer.

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure that it becomes equally accessible to everyone in society.

This policy will be implemented through creating more opportunities and encouraging increased participation in sport for everyone at all levels and in all roles, irrespective of age, gender, disability, racial origin, religious belief, social status and sexual orientation.

Durham Sport will continue to ensure all present, potential and future employees receive fair and equal treatment through its personnel policies and practice.

Furthermore if any employee practices direct discrimination they will be liable to disciplinary action by the partnership.

Durham Sport ensures that in its provision and delivery of services and activities, individuals will not be disadvantaged through the imposition of conditions and/or requirements that cannot be fully justified.

Durham Sport will:

- **Develop an awareness of sport equity at partnership and local level**
- **Promote non-discriminatory behaviour by all participants**
- **Ensure representation of priority groups on Partnership development groups**
- **Promote an understanding of the social composition of the Partnership area**
- **Develop a programme that meets the sports equity targets of Sport England and the National Governing Bodies of Sports**
- **Establish innovative schemes to encourage priority groups into sport**
- **Adopt a charging policy that is affordable to all participants of sport in the Partnership area**
- **Monitor and evaluate the participation of the priority groups**
- **Offer training opportunities in sports equity**
- **Provide equity information and develop local awareness campaigns**

The Durham Sport Partnership has achieved the Preliminary Level of the Racial Equality Charter which is a public pledge signed by the Partnership's Management Board committing the partnership to use their influence to create a sporting environment in which all people can participate in watching, playing and managing sport without facing racial discrimination of any kind.



Coach Manual



SECTION 7

Coach Development

- 7.1 Benefits Package
- 7.2 Coach Self Development
- 7.3 Coaching Progression



Section 7

Coach Development

The Durham Sport Partnership values the time and commitment that coaches put into their sport and would like to reward coaches in some way.

In order to do this Durham Sport has developed an initial benefits package that the partnership can build upon so that we can raise the image of coaching to a more professional level.

Durham Sport hope that by providing these benefits coaches will feel themselves that efforts are being made to acknowledge and reward the valuable work that is performed on a regular basis.

7.1 Benefits Package

In order to create a meaningful benefits package which reflects the commitment made by both parties, the following tiered system of coaching will be followed:-

Grade A : Will be a fully inducted Durham Sport Coach holding current certificates for all mandatory courses.

Grade B : Will be a fully inducted Durham Sport coach except for the completion of mandatory courses which will have to be completed within six months.

Grade C : An expression of interest to coach for Durham Sport. This will take the form of a completed application form only. No induction or checks will be carried out at this time.

Only coaches from Grade A and B can be used on Durham Sport Programmes and these are entered on the coaches database.

All Grade B Coaches will be supported and encouraged to work towards Grade A status once employed.

Coaches will receive the following benefits related to their positions within the tiered coaching system:-

Grade A

- receives full Uniform (polo shirt, lightweight fleece and jacket).
- able to access specialist courses run or organised by Durham Sport at no cost.
- free invitation to the Annual Awards Dinner.
- receive an ID Card.
- receive all Durham Sport produced literature (newsletter etc.)
- a copy of the Durham Sport Induction Pack.

Grade B

- receives full Uniform (polo shirt, lightweight fleece and jacket).
- able to access mandatory courses run or organised by Durham Sport at a subsidised rate (£5).
- able to access specialist courses run or organised by Durham Sport at a subsidised rate (£5).
- an invitation to the Annual Awards Dinner at a cost set by Durham Sport.
- receive an ID Card.
- receive all Durham Sport produced literature (newsletter etc.)
- a copy of the Durham Sport Induction Pack.

Grade C

- A Grade C coach receives no benefits from Durham Sport.

Other associated benefits:

- **being part of a Sport England/National Governing Body development programme.**
- **ongoing support from a designated Officer within Durham Sport, Sports Governing Body, Sport England and sports coach UK.**
- **recognition by District Sports Development Officers for other coaching opportunities in your Local Authority.**
- **access to locally organised Coaching Conferences and Seminars.**

7.2 Coach Self Development

Self Development involves the planning of professional career enhancement. It is not compulsory that everyone involved in coaching undertakes this, but it is certainly something that Durham Sport, ScUK and the National Governing Bodies of Sport encourage.

Coaches should take responsibility for identifying their own needs and striving to continually improve as a coach. Durham Sport will, where possible, assist the coach in meeting these needs.

The Coach Personal Development Programme will assist in this process.

Benefits of Self Development include:-

- **a structured framework for you to identify gaps in your knowledge and make informed decisions about your future**
- **encourages a higher standard of personal performance**
- **raises your levels of knowledge and expertise**

7.2.1 Examples of Self Development

The following is a list of examples of Self Development. It is not exhaustive but should provide you the coach with a number of different options to consider for your future development. These include attendance at:

- **Formal Training Courses (Governing Body).**
- **Seminars or Conferences.**
- **Workshops (sports coach UK/Running Sport/Other).**
- **Specific Meetings or Working Groups.**
- **Discussions and Debates (with colleagues).**
- **Mentoring.**

7.3 Coach Progression and role of sports coach UK Coach Development Officer

7.3.1 Coaching Progression

Durham Sport recognises the role coaches play in sports development in the community and aims to provide easy access to education opportunities.

Our starting point is for you to digest this pack and ensure you have completed an Application Form for us to register you as a Durham Sports Coach.

Once we know that you are willing to work in partnership with us we will:-

- **register you on Durham Sports database of Coaching staff**
- **inform you of a range of education and training opportunities based on your needs**
- **provide easier access to information and training opportunities involving website developments and direct communications**
- **provide support from the Partnerships Coaching Development Officer employed by Sports Coach UK**

7.3.2 Sports coach UK Coach Development Officer

Both Durham Sport and sports coach UK are committed to the ongoing personal development of all coaches working for the partnership.

As part of your employment benefits whilst working for Durham Sport, you will receive support from the Partnerships Coach Development Officer in developing a Personal Development Plan and associated records. You will also be able to access sports coach UK's Personal Development of coaches programme.

7.3.3 Why do I need a Personal Development Plan (PDP)?

The role of the coach is becoming more professional through the delivery of Durham Sports and other activity programmes. It is essential that the coaches involved also become more professional.

Taking responsibility for your own Self Development is one way to ensure your coaching standards will continue to improve as your skills and knowledge are enhanced.

Other reasons for having a PDP include: -

- **CV updates**
- **Good Practice**
- **Health and Safety**
- **Proof of currency of qualifications**
- **Competencies**
- **Personal reference**

The PDP is the place where you keep a record of your past achievements, analyse your current position and help plan for your future developments which you can start to keep at Section 9 of this Induction Pack.



Coach Manual



SECTION 8

Standard Forms

- Application Form for Durham Sports Coaching
- Coaching Availability Form
- Pre-employment Health Questionnaire
- Declaration of Understanding
- Confirmation of CRB Disclosure - Consent Statement
- Self Disclosure Form
- Coach Starter Form
- Coach Timesheet
- Risk Assessment Form
- Accident Report Form
- Incident Report Form
- Head Injury Form



DURHAM SPORT

PO Box 370, Durham, DH7 8WT
t : 0191 301 8416 f : 0191 301 8423
durhamsport@durhamcity.gov.uk www.durhamsport.com

Durham Sports Coaching Application Form

Please complete this Application Form in BLOCK LETTERS and return to:
Durham Sport, PO Box 370, Durham, DH7 8WT

Personal Details

Full Name

Address

Postcode

Telephone: Home

Work

Mobile

E.mail Address

Date of Birth

National Insurance Number

Education and Qualifications

Sporting Qualifications (Coaching, Officiating, SCUUK etc.)	Awarding Body	Level	Date Obtained

A Partnership comprising of :

Chester-le-Street District Council, Derwentside District Council, Durham City Council, Durham County Council, The District of Easington, Sedgefield Borough Council, Teesdale District Council, Wear Valley District Council, The University of Durham, Governing Bodies of Sport, Sports Coach UK, The Youth Sport Trust, English Federation for Disability Sport, Sport England

Are you a qualified teacher? (Please tick) Yes No

Do you have a current CRB certificate? (Please tick) Yes No

If Yes, please attach a copy of your certificate to this application.

Are you a member of a Sports Club? (Please tick) Yes No

If Yes, please specify _____

Do you hold a full driving licence? (Please tick) Yes No

Are you currently employed by another Local Authority? (Please tick) Yes No

I agree to Durham Sport passing on my contact details to our partner organisations including Local Authorities, Schools etc. (Please tick) Yes No

Present Employment Details _____

Job Title	Name and Address of Employer	Date Commenced	Full or Part Time

Sports Coaching Experience _____

Position Held (Head / Assistant Coach)	Details of Experience (Age of participants, level, club/school, competitions, sport etc.)	Dates

References _____

Please give the names, designations and addresses of two persons to whom reference may be made. One should preferably be a club official or Governing Body Officer who can vouch for your sporting experience and qualifications. It is the Policy of Durham Sport to seek references.

I declare that the information set out in this application form is true in all respects and that false information may render me liable for dismissal if appointed.

Signature _____ Date _____

Data Protection Act 1998 The information you have provided will be held by the Council on computerised and manual files. The data may be disclosed to other Departments within the Council or other organisations, but only in order to ensure compliance with relevant legislation or for identification purposes or to prevent or detect fraud or a crime. City of Durham is a registered Data Controller in accordance with the Data Protection Act 1998.

All Durham Sport Coaches will be employed by Durham City Council. Any enquiries regarding this application, please call the Durham Sport Office on 0191 301 8416 and not Durham City Council.



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durhamsport@durhamcity.gov.uk www.durhamsport.com

Coaching Availability Form

Full Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone: Home	<input type="text"/>
Work	<input type="text"/>
Mobile	<input type="text"/>
Sports Coached	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Please tick when you are available to Coach on the Active Sports Programme:

Mondays	9am - 12pm <input type="checkbox"/>	12pm - 5pm <input type="checkbox"/>	5pm - 9pm <input type="checkbox"/>
Tuesdays	9am - 12pm <input type="checkbox"/>	12pm - 5pm <input type="checkbox"/>	5pm - 9pm <input type="checkbox"/>
Wednesdays	9am - 12pm <input type="checkbox"/>	12pm - 5pm <input type="checkbox"/>	5pm - 9pm <input type="checkbox"/>
Thursdays	9am - 12pm <input type="checkbox"/>	12pm - 5pm <input type="checkbox"/>	5pm - 9pm <input type="checkbox"/>
Fridays	9am - 12pm <input type="checkbox"/>	12pm - 5pm <input type="checkbox"/>	5pm - 9pm <input type="checkbox"/>
Saturdays	9am - 12pm <input type="checkbox"/>	12pm - 5pm <input type="checkbox"/>	5pm - 9pm <input type="checkbox"/>
Sundays	9am - 12pm <input type="checkbox"/>	12pm - 5pm <input type="checkbox"/>	5pm - 9pm <input type="checkbox"/>

Please return to: Durham Sport, PO Box 370, Durham, DH7 8WT

A Partnership comprising of :

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Pre-employment Health Questionnaire

IN STRICTEST MEDICAL CONFIDENCE

Your appointment to the post for which you have applied is subject to medical clearance. Everyone is asked to complete a health questionnaire and may be required to be seen by the Occupational Health Nurse or Doctor.

Please answer **ALL** of the following questions then put the completed and signed form in the envelope provided, seal it and forward directly to:

Durham Sport, PO Box 370, Durham, DH7 8WT

You will be notified if a medical examination is considered to be necessary.

Please **COMPLETE ALL SECTIONS** or we may not be able to process this Questionnaire.

Personal Details

Full Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone: Home	<input type="text"/>
Work	<input type="text"/>
Mobile	<input type="text"/>
E.mail Address	<input type="text"/>
Date of Birth	<input type="text"/>
National Insurance Number	<input type="text"/>
Proposed Employment	<input type="text"/>
Department	<input type="text"/>
Employment at (base address)	<input type="text"/>
GP Name	<input type="text"/>
Address	<input type="text"/>

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Occupational History

Have you worked for City of Durham before? (Please tick)

Yes

No

Please list all occupations since leaving school, including your present employment.

From	Until	Employer	Occupation	Risk Associated - eg Noise

Medical Details - Lifestyle

Family History

Is there any history of serious illness in your family? (Please tick)

Yes

No

(Mother, Father, Sisters, Brothers) If Yes, please give details

Smoking

Do you smoke any of the following? (Please tick)

				Amount per day	Number of years
Cigarettes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes	<input type="text"/>	<input type="text"/>
Cigar	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes	<input type="text"/>	<input type="text"/>
Tobacco	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes	<input type="text"/>	<input type="text"/>
Have you ever smoked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, when did you stop?	<input type="text"/>	

Alcohol Consumption

Do you drink alcohol? (Please tick) Yes No

If Yes, how many units of alcohol do you normally drink in a week?

(eg, 1 Unit of alcohol = Beer - 1/2 pint, Spirit - 1 measure, Wine - 1 small glass)

Medical History

Have you ever in your life - including childhood - had any of the following? (If you are answering yes to any of the following, please provide relevant details including dates, treatments etc.)

Provide details including date

- | | | |
|---|------------------------------|-----------------------------|
| Asthma..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Bronchitis | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Pneumonia..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Pleurisy | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Persistent coughing of sputum | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Tuberculosis..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Heart Disease or disorder.....
(including pain in the chest on exertion) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| High Blood Pressure..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Gastric disorder or stomach trouble | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Re-occurring bowel trouble..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Diabetes..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Jaundice..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Kidney/Bladder/other Genitro Urinary problems..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Giddiness/fainting attacks..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Epilepsy/blackouts | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Recurrent Headaches or migraine..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Anxiety/depression..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Any other psychiatric illness | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Hernia, rupture..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Arthritis (specify rheumatoid or osteo)..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Musculoskeletal problems (joint/muscle)..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Backache (state cause or whether recurrent) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Sciatica | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Varicose Veins | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Any serious infectious disease | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Allergies | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Hayfever..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Any skin disease..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Any eye disease or disturbance of vision..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Any ear disease or hearing problems | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| including ear infections | | |
| Any other illness | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are you currently in good health?..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are you at present having any medications | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| prescribed by a Doctor? | | |
| Have you undergone an operation? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If so, or what and when? | | |
| Have you been absent from work | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| or school in the past year? | | |
| Have you consulted a Doctor in the past | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5 years for anything other than minor illnesses? | | |
| Do you wear glasses or contact lenses?..... | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| When did you last visit your optician? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you ever claimed a disability pension | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| or industrial injury benefit? | | |
| Do you consider your self to have any disability? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |



Have you any health problems which affect your ability to: (Please tick)

If Yes, provide details

Drive	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Sit for long periods	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Stand	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Walk	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Climb stairs	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Lift	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Use hands	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Work at heights ladders/staging	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Have you been in contact with anyone who has :

If Yes, provide details

Typhoid	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paratyphoid	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Cholera	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Declaration _____

I declare that all the answers given above are, to the best of my belief, true and complete. I consent to be medically examined if necessary.

Signed _____ Date _____

NB: ALL SECTIONS MUST BE ANSWERED FULLY OTHERWISE IT MAY BE NECESSARY TO RETURN THE QUESTIONNAIRE TO YOU FOR COMPLETION. ON OCCASION FURTHER INFORMATION MAY BE REQUIRED AND IN THESE CIRCUMSTANCES A SUPPLEMENTARY QUESTIONNAIRE WILL BE SENT TO YOU.



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Declaration of Understanding

I have been taken through the Durham Sport Coach Manual by a member of the Durham Sport Team and have understood the Durham Sport Policies and Procedures relating to Coaching and Coach development.

I agree to attend Durham Sport Child Protection training and First Aid training, if not already attended, before I am able to commence employment for Durham Sport and confirm that I will attend the following mandatory workshops within six months of employment or risk having this employment terminated:

- Good Practice and Child Protection
- Equity in Coaching
- How to Coach Disabled People in Sport

By signing this Declaration of understanding I am agreeing to the terms and conditions as laid out above.

Name _____

Signature _____

Date _____

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Declaration of Understanding



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Self Disclosure Form

1. Have you ever been convicted of any criminal offences? (Please tick) Yes No

If Yes, please supply details of any criminal convictions.

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions, reprimands, warnings or cautions.

2. Are you a person known to any Social Services Department as being an actual or potential risk to children? (Please tick) Yes No

If Yes, please supply details.

3. Have you had a disciplinary sanction (from a sports or other organisations governing body) relating to child abuse? (Please tick) Yes No

If Yes, please supply details.

IMPORTANT I hereby consent to Durham Sport undertaking Police and/or Social Services checks against me. I understand that the information contained on this form, the results of a Police and/or Social Services check and information supplied by third parties, will be included on the Durham Sport Child Protection List, may be notified to my club/organisation and may be supplied by Durham Sport to other persons or organisations who have an interest in Child Protection issues.

Print Name _____

Signature _____

Date _____

This form must be returned DIRECT to : Durham Sport, PO Box 370, Durham, DH7 8WT

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Coach Starter Form

To enable Durham Sport to pay you through Durham City Council payroll, the following information is required and will be kept in secure Offices and accessed only by Durham Sport Administration Staff.

Personal Details

Full Name

Address

Postcode

Telephone: Home

Work

Mobile

National Insurance Number

In case of an emergency during your coaching session please identify a person we can contact.

Emergency Contact Name

Telephone Number

Bank/Building Society Account Details

All payment will be paid directly into the Bank/Building Society you specify below.

Name of Bank/
Building Society

Address

Sort Code

Account Number

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Coach Timesheet

Full Name

Address

Postcode

Telephone

Employee Number

Active Sport Activity

Head Coach Assistant Coach

Date of Activity	Start Time	Finish Time	Number of Hours	Venue
Total Hours Coached			<input type="text"/>	

A copy of the completed **Active Sports Register** must be attached before payment can be processed.
Please return to: **Durham Sport, PO Box 370, Durham. DH7 8WT**

Signed by Coach _____

Your feedback on the sessions is very important to us. Please let us know if you have any comments.

Office Use _____

Fully Inducted Register Player Registration Forms Income Activity Sheet
Approved by Durham Sport Rate of Pay _____ Date sent to Payroll _____ Cost Centre _____

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Risk Assessment Form

Venue

Name and position of
person carrying out check

Date of check

1. **Playing/Training Area** : Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity? (Please tick) Yes No

If No, please outline the hazard, who may be at risk and the action taken (if any)

2. **Equipment** : Check that it is fit and sound for activity and suitable for age group/ability.

Is the equipment fit and appropriate for activity? (Please tick) Yes No

If No, please outline the unsafe equipment, who may be at risk and the action taken (if any)

3. **Performers** : Check that the Attendance Register is up to date with medical information and contact details.

Is/are the Register(s) in order? (Please tick) Yes No

If No, please outline current state and the action taken (if any)

Check that performers are appropriately attired and safe for the activity.

Are the Performers appropriately attired and safe for activity? (Please tick) Yes No

If No, please outline unsafe equipment/attire and the action taken (if any)

Continued Overleaf

A Partnership comprising of :

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4. **Emergency Points** : Check that emergency vehicles can access facilities and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational? (Please tick) Yes No

If No, please outline the issues and the action taken (if any)

Is a working telephone available? (Please tick) Yes No

If No, please outline the issues and the action taken (if any)

5. **Safety Information** : Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety.

Are emergency procedures published and accessible to those with responsibility for sessions in the club? (Please tick) Yes No

If No, please outline what information is missing and the action taken (if any).

6. **Further action** : Does the club need to take any further action? Yes No

If Yes, please outline the action to be taken.

Print Name _____

Signature _____

Date _____

This form must be returned to : Durham Sport, PO Box 370, Durham, DH7 8WT



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Incident Report Form

Sport	<input type="text"/>
Contact Number	<input type="text"/>
Venue	<input type="text"/>
Location of Incident	<input type="text"/>
Date and Time of Incident	<input type="text"/>
Name of Participant	<input type="text"/>
Age	<input type="text"/>
	Male <input type="checkbox"/> Female <input type="checkbox"/> (Please tick)
Name of Person dealing with Incident	<input type="text"/>
Nature of Incident	<input type="text"/>
Details leading up to the Incident	<input type="text"/>
Details of event after the Incident	<input type="text"/>
Action taken	<input type="text"/>

Has the Code of Conduct been breached? (Please tick) Yes No
Has the Incident been resolved? (Please tick) Yes No
Has the Welfare Officer been informed? (Please tick) Yes No

Signed _____ Print Name _____
Team Manager

Signed _____ Print Name _____
Witness

A Partnership comprising of :

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Accident Report Form

To be completed in all cases by the person supervising the injured person.

Injured Persons Details

Full Name	<input type="text"/>
Home Address	<input type="text"/>
Postcode	<input type="text"/>
Home Telephone Number	<input type="text"/>
Age	<input type="text"/> Male <input type="checkbox"/> Female <input type="checkbox"/> (Please tick)
Venue where Accident took place	<input type="text"/>
Date and Time of Accident	<input type="text"/>

Employee Details

Name of Person making this Report	<input type="text"/>
Contact Telephone No.	<input type="text"/>
Account of Incident	<input type="text"/>
Location of Injury	Head <input type="checkbox"/> Finger/Thumb <input type="checkbox"/> Shoulder <input type="checkbox"/> Knee <input type="checkbox"/> Face <input type="checkbox"/> Hand <input type="checkbox"/> Internal <input type="checkbox"/> Leg <input type="checkbox"/> Neck <input type="checkbox"/> Wrist <input type="checkbox"/> Toe <input type="checkbox"/> Hip <input type="checkbox"/> Chest <input type="checkbox"/> Elbow <input type="checkbox"/> Foot <input type="checkbox"/> Pelvis <input type="checkbox"/> Back <input type="checkbox"/> Arm <input type="checkbox"/> Ankle <input type="checkbox"/> Multiple <input type="checkbox"/>
Injury Details	<input type="text"/>
Details of Treatment/Advice Given	<input type="text"/>

Have the Parents/Guardian been informed? (Please tick) Yes No

Has the Welfare Officer been informed? (Please tick) Yes No

Signed _____ Position _____ Date _____

A Partnership comprising of :

Chester-le-Street District Council, Derwentside District Council, Durham City Council, Durham County Council, The District of Easington, Sedgefield Borough Council, Teesdale District Council, Wear Valley District Council, The University of Durham, Governing Bodies of Sport, Sports Coach UK, The Youth Sport Trust, English Federation for Disability Sport, Sport England



DURHAM SPORT

PO Box 370, Durham, DH7 8WT
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durhamsport@durhamcity.gov.uk www.durhamsport.com

Head Injury Form

This Part to be retained by the Parent/Guardian _____

Instructions to Relatives of a Child who has received a Head Injury

Your Child has been examined and found to have a head injury, though not of sufficient severity to require, in our opinion, hospital treatment.

However, in any case of head injury, the condition of the child may at times, particularly in the first 48 hours, become more serious. You should, therefore, keep watch for any of the following signs which may be important:

- Increasing drowsiness or actual unconsciousness, which can be detected by your inability to rouse the person.
- The headache (which most of these patients have) becoming more severe.
- Repeated vomiting.
- Dizziness.
- Any weakness in arms or legs.
- Disturbed vision (double vision or loss of focus).
- Any change in the Childs condition about which you are not satisfied.
eg, restlessness, irritability, loss of concentration, increasing loss of memory etc.

If any of these signs are noticed, remain calm and seek immediate medical advice. You should, therefore, telephone your own Doctor or seek help from your local Hospital Casualty Department.

.....
This Part to be retained by the Coach/Team Manager _____

Signature of Parent/Guardian who has received this letter of notification of a head injury.

Signed _____ Date _____

Signature of Coach/Team Manager

Signed _____ Date _____

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Coach Manual



SECTION 9 Personal Development Plan (PDP)





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Personal Development Plan (PDP)

Name

Sport
Coached

Training Undertaken

Please record all courses, workshops, seminars and conferences as well as membership of meeting groups.

Course/Activity	Awarding Body	Level	Date Obtained

Planned/Required Training

Please use this form to identify any training, development or education which you need to fulfil your personal development as a Sports Coach. This should be regularly updated so Durham Sport can endeavour to support your development.

Course/Activity	Provided by	Completed

Coach's Signature _____ Date _____

Agreed by _____ Date _____

A Partnership comprising of :

Chester-le-Street District Council, Derwentside District Council, Durham City Council, Durham County Council, The District of Easington, Sedgefield Borough Council, Teesdale District Council, Wear Valley District Council, The University of Durham, Governing Bodies of Sport, Sports Coach UK, The Youth Sport Trust, English Federation for Disability Sport, Sport England