

## Setting up an U18s Section in Your athletics club:

If your club is looking to develop a section for U18s, please contact your National Club Manager who can offer guidance and support or email: [development@scottishathletics.org.uk](mailto:development@scottishathletics.org.uk)

### What will your club need to consider?

- Governance
- Welfare, Safeguarding and PVG
- Coaching

### Governance

- The clubs **governing documents** should be updated to allow U18 membership, taking into consideration the age you will now allow members to join.
- The club should ensure that they have adopted the **correct policies and procedures**, as set out in the **scottishathletics** Affiliation Policy, and that they are available for members to access and read.
  - Including the relevant [UK Athletics Safeguarding policies and procedures and codes of conduct](#) relating to U18 members and parents.
- As good practice, ask all members to sign the relevant **code(s) of conduct** alongside annual membership renewal.
- Consider if the club should adopt [other relevant policies and procedures](#) e.g. Anti-bullying policy, overnight trips.
- If the club have a website, or use social media, ensure that [policies for photography and social media](#) are updated and made available for all members to access and read.
- Consider any **additional committee/ board positions** such as an U18 representative.
- Consider **other volunteer roles** that the club will require that link to the committee e.g. Coach Coordinator, Team Manager
- Update the club membership process to collect information such as (not limited to): parental consent, emergency contact details, any medical information (physical and mental health), photo/ video consent.

### PVG Processing

All club volunteers in a regulated role with U18s or protected adults **MUST** complete a PVG Disclosure.

To be able to process any PVG for regulated roles, the club must have:

- a named Welfare Officer who is registered with **scottishathletics** and who has completed all of the relevant steps (see below).
- An up to date Secondary Organisation form in place, registering the clubs ability to request PVG for their volunteer roles.

### Club Welfare Officer

As the club are deciding on the introduction of activities which would be deemed regulated roles, the club Welfare Officer should make contact with the **scottishathletics** Welfare Team ([welfare@scottishathletics.org.uk](mailto:welfare@scottishathletics.org.uk)).

The **scottishathletics** Welfare Officers will provide further support and guidance around the additional requirements for the role including:

- the satisfactory completion of a PVG as Welfare Officer;
- attendance at both the Child Welfare and Protection in Sport Course and the Child Welfare and Protection Officers courses;
- completion of the Secondary Organisation contract  
[http://www.disclosurescotland.co.uk/disclosureinformation/pvg\\_training/self-assessment/index.html](http://www.disclosurescotland.co.uk/disclosureinformation/pvg_training/self-assessment/index.html)

Further information and resources on Safeguarding can be found here: [Safeguarding - Scottish Athletics](#)

**Coaching**

It is important that clubs have the appropriate number of coaches with the correct qualifications for the age groups being coached, in place.

Guidance on the scope of qualifications can be found here - <https://www.uka.org.uk/coaching/already-qualified/>

If a club has volunteers who are looking to start the coaching pathway, information on courses and how to book on can be found here: [Qualifications - Scottish Athletics](#).