

Quest - Splus 4 - Athletics

Guidance Notes



Module Outcome
<ul style="list-style-type: none"> To provide access to athletics for all
<ul style="list-style-type: none"> To encourage greater levels of participation in athletics and related sports
<ul style="list-style-type: none"> To maximise the utilisation of the athletics, track and facilities for instruction and competition

PLAN
Challenge: How does the facility plan to deliver a well-managed athletics programme?
<p>Examples of best practice</p> <ul style="list-style-type: none"> A plan is in place with objectives relating to athletics Is there defined participation targets and actions on how to achieve them Strategic information from the National Governing Bodies is used to develop the outcomes There are good working relations with the athletics clubs There is a planning process that includes non-athletic clubs using the track Procedures and policies are developed, defined, and documented as part of an integrated management system.
<p>Suggested Guidance</p> <ul style="list-style-type: none"> Is there a comprehensive plan in place with objectives relating to athletics Does the facility have clearly defined participation targets, with action plans on how these will be achieved Does the management use strategic information from National Governing Bodies (NGBs), such as England Athletics, Scottish Athletics, Welsh Athletics, or Athletics Northern Ireland, to help them develop the outcomes they want to achieve Does the track management have a strong working relationship with the athletics clubs generally and with the chairperson of the athletic club(s) Is there a planning process that includes non-athletic clubs that use the track, field, and facilities Are procedures and policies developed, defined, and documented as part of an integrated quality management system for staff and where appropriate customers?

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DO

Challenge: How are staff responsibilities defined and managed?

Examples of best practice

- Staff roles and responsibilities are defined and are these known by staff
- Staff are knowledgeable and enthusiastic about athletics
- Processes are in place to update staff on changes to guidance or regulations
- Staff know the details of the programme
- Staff can deal with problems
- There is a designated staff member to lead athletics
- A specific training programme for staff and coaches is in place including Continued Professional Development
- Staff are trained in relevant policies and procedures.

Suggested Guidance

- Are staff roles clearly defined within the job description; are staff clear on their roles and the levels of responsibility they have
- Are the staff knowledgeable and enthusiastic about athletics at a local, regional, and national level
- Are processes developed to update staff if guidance or regulations have changed, and do staff sign that they have read and understood the changes
- Do the staff know what the general and event programme is and are they able to give customers relevant information to customers?
- Do staff know how to deal with a problem, and are they aware of who to report the problem to if they cannot deal with it
- Is there a member of staff to lead the athletics service and are they given additional training? Is time allocated to carry out this role
- Is there a specific training programme in place for staff and coaches, including a programme of Continued Professional Development (CPD)
- Are staff trained in relevant policies and procedures; are staff informed when changes are made and trained in the changes?

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DO

Challenge: How are events managed?

Examples of best practice

- Events are held with the relevant track certificate
- Large events are programmed before smaller events
- NGB guidance for athletic events is followed
- Event administration is comprehensive and includes all areas
- Operational plans are in place for delivering the event
- Checks are carried out before, during and after the event
- Communications systems are in place for all staff and groups involved in the event
- Contingency plans are developed to cover operation and staffing issues.

Suggested Guidance

- Are events held and does the facility have the relevant track certificate to hold the different events
- Are the big events programmed and booked before smaller events are programmed and booked, hierarchy of events
- Is guidance from the NGBs (for example England Athletics, Scottish Athletics, Welsh Athletics, or Athletics Northern Ireland) followed to ensure good practice
- Is the event administration process comprehensive and includes all areas, for example, booking administration, displaying event dates, meeting with organisers, detailing what is required, writing risk assessments, organising the team, checking equipment (photo finish equipment, setting up pole vault, hurdles) and a follow up after the event
- Are operational plans in place for delivering each athletic event, do they meet the required standards and are they approved by the appropriate management body or external agency? Does the plan cover all areas, for example, health and safety, a comprehensive list of risk assessments, comprehensive first aid provision, equipment, roles, and responsibilities for in-house staff and external organisations' staff, safe systems of work and a detailed emergency action plan including evacuation procedures
- Are checks conducted before, during and after the event, for example, permits to work completion and method statements for external contractors. Is the athletic equipment inspected and is this recorded?
- Are communication systems in place for in-house staff, external bodies, and key officials pre-, during and post-events, using 'riders,' meetings, radios and mobile phones planned out
- Are contingency plans developed that cover operational and staffing issues, for example, equipment failure, event cancellation and staff shortage?

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DO

Challenge: What health and safety measures have you considered to deliver the programme and service safely?

Examples of best practice

- Insurance is in place at the appropriate level for the operation of the track and all events
- A 'UKA Rules for Competition Book' is available (digitally or printed) and used
- If international events are held, they comply with the International Association of Athletics Federation (IAAF)
- There is a normal operating plan, an emergency action plan and comprehensive evacuation procedures
- Safe Systems of Work (SSOW) are in place for the transportation, storage, setting up and de-rigging of equipment.
- Athletic-specific risk assessments and safe systems of work are in place and staff are trained in setting up/ dismantling equipment
- Children are managed safely, and best practice is followed
- A photograph policy is in place
- Staff are trained in health and safety and records are in place. Refresher training is carried out.

Suggested Guidance

- Insurance is in place for the operation of the track, and at the appropriate level for the scale of each athletic event, including schools and small organisation's events
- Is a current up to date 'UKA Rules for Competition Book' available (digitally or printed) and used at the facility
- Are international events held; If held are management ensuring they are adhering to current guidelines and conforming to the International Association of Athletics Federation (IAAF)
- Is there a normal operating plan, an emergency action plan and comprehensive evacuation procedures, for the day-to-day running of the track
- Are there athletics-specific risk assessments and safe systems of work in place? Are there safe systems of work in place for setting up/ dismantling each item of equipment, are staff trained in these, and are records kept and signed by the trainer and the member of staff? Is refresher training in the safe systems of work
- Are children managed safely; for example, are adult and children changing segregated, are relevant team members and coaches DBS checked, are specific risk assessments in place for events with junior entrants
- Is there a well-managed photography policy which is documented and implemented
- Are staff trained in health and safety and are records in place to demonstrate competency? Is refresher training carried out regularly?

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DO

Challenge: Does the equipment and the ground maintenance reach the standard for the levels of events you hold and general usage?

Examples of best practice

- Grounds maintenance is well managed
- The track and field are well-maintained and in good condition
- There is a cleaning and maintenance programme for the track and field
- A comprehensive annual safety and maintenance inspection service is carried out
- Equipment maintenance, inspection and stock-take records are in place
- Electrical equipment and grounds maintenance machinery are serviced
- Calibration certificates are available for relevant equipment
- Landing areas are fit for use
- There are different grades of equipment for use by different groups
- There is an equipment asset register and replacement plan
- There is a process in place to deal with damaged equipment
- Bought and borrowed equipment is checked and conforms to UKA rules for competition guidance.

Suggested Guidance

- Is grounds maintenance well managed; for example, are there risk assessments, are stores tidy (for example equipment racked, stored, and labelled), is the team trained and qualified, is there a grounds maintenance programme, and is equipment serviced and in good condition
- Is the track and field well maintained and in good condition; for example, no hammer holes, weed free, pits tidy, appropriate sand levels which are disinfected and watered, and sectors marked
- Is there a cleaning and maintenance programme for the track and field, are there daily, weekly, monthly, and less frequent tasks
- Is there a comprehensive safety and maintenance inspection service on an annual basis, is this done before the start of the event season? Are service records kept for all equipment
- Are equipment maintenance inspection and stock take records in place, including pole vault, high jump landing areas and hammer cage netting
- Are items serviced, such as electrical items and grounds maintenance machinery with records maintained?
- Are calibration certificates available for relevant equipment, for example, wind gauges, test weight and scales
- How does the organisation make sure the landing areas are fit for use, for example, clips, foam glued, material not torn and hammer net cage in good condition
- Does the facility have equipment history cards; do they account for different grades of equipment, for example, training, schools, local clubs' meetings, and major events
- Is the equipment part of an asset register with a replacement plan to ensure equipment is always of a good standard
- Is there a process in place to deal with damaged equipment, is this known by staff?
- Is all bought and borrowed equipment checked that it conforms to the UKA rules for competition guidance?

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MEASURE
Challenge: How do you measure?
Examples of best practice <ul style="list-style-type: none">Processes are in place to encourage feedback from all organisations and groupsKey performance indicators (KPIs) are developedIncome is maximised and expenditure is reduced, and this is monitored.
Suggested Guidance <ul style="list-style-type: none">Are processes in place to encourage feedback, for example from organisers, officials, staff debriefs and participants, including post-event feedback and post-course feedbackAre key performance indicators (KPIs) developed, for example, number of events, casual and club usage, number of participants (footfall), club membership, successes at club and individual level, completion rate of action plan tasks and accidentsIs the management team maximising income and reducing expenditure for the track and field; are procedures in place to monitor this promptly?

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REVIEW

Challenge: How do you review what you measure?

Examples of best practice

- Benchmarking is carried out with other tracks
- Competitor analysis is undertaken
- Action plans are reviewed for progress
- KPIs are reviewed to determine the success of the programme and initiatives
- Risk assessments and work instructions are reviewed, and changes are made where necessary
- There are regular reviews of the overall programme and individual events to ensure a balanced programme
- Industry-related media is read and reviewed
- Policy and procedures are reviewed regularly and updated.

Suggested Guidance

- Is benchmarking carried with other tracks at a local, regional, and national level; is this recorded and reviewed
- Is a competitor analysis undertaken, for example, fees and charges comparisons, awareness of other local facilities and what events they hold
- Are action plans reviewed regularly for progress? Are staff involved in the reviews
- Are KPIs reviewed to determine how successful the programme and initiatives are and are further areas for improvement identified
- Are risk assessment and work instruction reviews undertaken to ensure the smooth running of the facilities and are changes detailed where necessary
- Is there a programme of regular reviews that looks at the overall programme as well as individual events that assist in planning a balanced and successful programme for future years
- Is industry-related media read and reviewed, for example, Athletics Weekly, websites, UKA news updates
- Is a process in place to regularly review and update relevant procedures and policy systems?

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IMPACT
Challenge: Has what you have done made a difference?
Examples of best practice <ul style="list-style-type: none">• There are increases in footfall and event numbers• Income levels are increasing, and expenditure costs are reducing• The results of surveys and customer feedback is improving• Athletes are performing well and competing at higher levels• Larger events are being attracted and there are funding opportunities• Participation is increasing amongst the wider community• The track has improved its certification level.
Suggested Guidance <ul style="list-style-type: none">• Is there an increase in school, club, casual usage, and event numbers from previous years• Are income levels increasing year on year; are expenditure costs reducing, for example, maintenance and new equipment costs• Are the results of surveys and customer feedback improving, are they showing that the service and events are being delivered more effectively and customers are more satisfied• Are athletes performing well and competing at a higher level, is there data to back up these results• Are larger events being attracted and are there possible funding opportunities, for example, capital investment, sponsorship• Is there evidence to show that there is increased participation amongst the wider community• Is there an improvement in the track certification level allowing more events to be held?