



ENGLISH LACROSSE ASSOCIATION

# Volunteers Guide



# CONTENTS

<b>Foreword</b>	<b>4</b>
<b>Introduction</b>	<b>5</b>
<b>Why Is Volunteering Important?</b>	<b>6</b>
<b>Recruiting Volunteers</b>	<b>8</b>
<b>Retention of Volunteers</b>	<b>11</b>
<b>Beat the Problem before It Beats You</b>	<b>12</b>
<b>List of Appendices and Templates</b>	<b>14</b>



# Foreword

This is the first ever guide produced by the ELA dedicated to volunteering. We hope it will be a useful resource which will aid in the development of new and existing clubs, and will be especially helpful with the recruitment, retention and rewarding of volunteers.

A lot of hard work and thought has gone into the production of this guide from both the ELA staff and volunteers. You will find a lot of useful information on managing volunteers as well as templates and forms for use within your clubs. These forms are useful when recruiting new volunteers to ensure the proper checks are made and the process is fair and equal for all.

The ELA is dedicated to the development of lacrosse by providing opportunities for any person from any background to play as well as volunteer.

Many lacrosse clubs have been in existence for over 100 years, which is a testament to the sport. A large part of this success is due to the dedication of the volunteer workforce within lacrosse.

Finally, the ELA would like to wish all volunteers continued success in all the work they do for their clubs.



**David Shuttleworth**  
**Chief Executive Officer**



# Introduction

All lacrosse clubs rely on volunteers, whether they are small, one team units or large clubs running numerous teams for males and females at many age levels. They are also an integral part to the Start Stay programmes for lacrosse.

Volunteers are vital for the success of any lacrosse club and not only fill traditional positions such as Chair, Secretary and Treasurer but increasingly help manage structures and organise development of the club.

This volunteer guide, assisted by the Department of Culture Media and Sport's **Step into Sport** programme, is designed to assist your club with the recruitment, retention and education of your volunteer workforce.

You will find this handbook has many useful tools, practical ideas and positive advice to ensure that **YOUR** lacrosse club is reaching its full potential and enabling each and every individual that volunteers at your lacrosse club to improve in the role they perform.



# Why Is Volunteering Important?

Volunteers are the life-blood of your lacrosse club. The volunteer sustains your club's lacrosse activities and enables your club to look at its development in future years.

It is likely that the value of your volunteers, if they were paid, would represent the largest item of expenditure on your lacrosse club's balance sheet.

Yet most lacrosse clubs take volunteers for granted, giving them little recognition or assistance.

Therefore, it is vital for lacrosse clubs to understand the critical role that the lacrosse volunteer plays and to ensure enough individuals are encouraged to volunteer and those that already assist the club are recognised, assisted and rewarded.

There may be many times throughout a lacrosse season you ask yourself, why do I do this? The answer is very simple, for the love of the game. Most of us that volunteer in some capacity do so because at some stage you feel that you should give something back.

Most of us take our administrators, organisers, coaches and managers for granted. We assume that they will always be there, but people move on. Who fills these voids, when people do move on? The importance of that person is then realised.

You may be a part of a small club who may have only a few individuals donating time to the club or a larger one with quite a few people doing jobs of all descriptions and various amounts of time commitments. Just think if your club had to hire professional people to do these jobs and the amount of money that would be spent! In monetary terms, volunteers are a tremendous asset for all clubs. With each volunteer that joins a club, the club is made that much stronger, efficient and have the ability to undertake new ventures.

A good volunteer is invaluable, because for every single lacrosse player who has a positive experience at their club, chances are then that person will want to offer the same opportunities they were presented, to a new generation of lacrosse players. It is this legacy that makes lacrosse so special and each volunteer that works in the game special.

## **A systematic approach to volunteering in your club**

The lacrosse club needs to be able to coordinate its approach to its volunteers.

A simple strategy needs to be produced and implemented centering on recruitment, retention and rewarding of your volunteers.

Have you:

- Appointed a volunteer coordinator?
- Raised the profile of volunteering in the club?
- Identified the number of volunteers you need?



- Provided role and job descriptions, including person specifications, for each area of work?
- Ensured that no jobs are duplicated and that there are no gaps?
- Limited the time you expect people to give?
- Broken down time consuming jobs into small parts?
- Provided a mentoring system – a way of introducing people to their voluntary role?
- Designed a system that ensures the effective use of people's time?
- Instituted a succession policy?
- Instituted a means of rewarding and recognising voluntary effort?

The following sections, appendices and templates are designed to assist you and your club in providing a simple yet comprehensive strategy to volunteering.

Each lacrosse club should aim to have a written volunteering strategy to assist the work of the volunteer coordinator. To help you we have provided some outline job descriptions in Appendix C.



# Recruiting Volunteers

Recruiting volunteers is a vital task for all clubs to undertake.

Whether it is identifying an individual to take on a specific role, ensuring that young people have the opportunity to learn new skills and take responsibility or a new person wanting to be involved in the sport, each lacrosse club must have a detailed policy to recruitment.

Outlined below is a systematic approach to recruiting volunteers.

## What jobs need to be done?

### **Role and job specification**

Before you earmark individuals for specific jobs, you must find out what jobs need to be done. The areas you will need to look at include the following:

- What positions need to be filled
- What qualifications, if any, will be needed
- Coaching
- Refereeing
- Umpiring
- Administration
- How much time will be required for each job per day, per week, and per month
- What parameters define the role of each volunteer position

The roles and job specifications need to be thought about in the club committees and by a number of people involved in the club. They should be written down. To assist you in this some outline job descriptions are supplied in Appendix C.

## Who performs the jobs?

Now you are ready to find people to fill the jobs. There are two sources from which you will fill most of your volunteer positions.

### **Parents of junior players**

Parents obviously want to provide the best for their children. They can fill roles such as team manager, travel coordinator, catering manager or equipment manager. Most parents will not volunteer unless they are asked and many who have little grounding in the game can feel intimidated for roles such as coach or umpire / referee. They will want to feel a part





of what is going on and perhaps need to be given smaller jobs to start with, although they may be willing to assist on the pitch in wherever help is needed with the proper training.

## **Current lacrosse players**

The second area is the older section of juniors or players in their first or second year of senior lacrosse. These players are extremely important not only as a dedicated player but also as a dedicated club member. There are two major benefits. The younger section of juniors will admire and look up to these players and see themselves in their position as a 16–20 year old, so the ideal position for this person is an U11 or U12 coach.

## **Where can extra help be found?**

### **Outside agencies**

Your local Sport England County Sports Partnership may help with attracting volunteers. Each area or County Sports Partnership will have someone dedicated to help attract volunteers and schemes such as Step into Sport and Time Bank can be accessed. Explain what sort of person you are looking for and what roles need to be filled, and they may have suggestions to help find someone or give you assistance in other places to look.

A list of Sport England Regional contacts as well as County Sports Partnership Volunteer Managers is provided in Appendix E of this handbook.

Other areas for recruiting volunteers may take into the community or registering positions online with various sports recruiting websites. There are many places you can access an example of a site or organisation that may help you is listed below.

### **Do-it <[www.do-it.org](http://www.do-it.org)>**

This site is an ideal recruitment and marketing tool for organisations needing volunteers. It also provides a free advertising opportunity for agencies in recruiting volunteers and promotes their club or organisation.

To register simply visit your local Volunteers Bureau they will post it on the Do-it website on your behalf. To find your nearest VB, go to the [do-it.org.uk](http://do-it.org.uk) site, type your postcode in the agency finder and press go.



## **Volunteering England ([www.volunteeringengland.org](http://www.volunteeringengland.org))**

Volunteering England is a new agency that is dedicated to volunteering in the country and covers all aspects of volunteering, not just sport.

Volunteering England's main aim is to promote volunteering as a powerful force for change, both for those who volunteer and for the wider community. This web site offers a range of resources for anyone who works with or manages volunteers as well as to those who want to volunteer.

## **What Roles Volunteers Can Fill**

A volunteer can fill any position in a club, from club chairperson to cleaning the changing rooms. Each role is just as important as the next in helping your club run efficiently. The following outlines the most common positions found at lacrosse clubs throughout the country and seeks to define the characteristics, skills and attributes necessary for carrying out each role at the club.

Full sample role descriptions can be found in Appendix C of this handbook for positions most commonly found at clubs.



# Retention of Volunteers

Everybody finds pleasure and satisfaction in a job well done. Recognition of a volunteer's efforts, from a simple thank you to a formal award at an annual meeting, can do much to increase that individual's motivation for continuing in the role. This recognition and rewarding of volunteers should occur at any time and at all times.

The volunteer coordinator's job is to ensure that the volunteers in the club are happy and want to keep on fulfilling their roles. One way to do this is to evaluate and monitor the performance of each volunteer in the club. The second is to reward volunteers in the club for the good work that they do.

## Evaluate & Monitor

In any paid job employees want to know if they are doing their work well. Unpaid work at a lacrosse club is no different. People want to help make their club and teams successful, so it is important to monitor their progress. When evaluating, check the following:

- Is the volunteer happy in the job he or she is doing?
- Is he doing the job set out in the role description?
- Is any training needed?
- What results have been achieved?
- Is the person still motivated to do the job?

## Reward

A volunteer coordinator must make sure that the club workforce is motivated and happy in their jobs. A simple thank you can go a long way, or 'you're doing a great job'. Even more simply, buy them a drink to show the club's and your appreciation. Maybe the players can send or give the coach a thank you gift or card at the end of the season to show their appreciation.

Another idea may be to initiate a club volunteer award system. Have a volunteer of the month or volunteer of the year at the club's annual awards dinner.

At another level still, why not nominate someone at your club for an ELA award? These awards are given out throughout the lacrosse season to people selected from submitted nominations. All award winners are featured on the ELA website and in *Lacrosse Talk*.

If you feel someone is fulfilling his or her role exceptionally, why not send that person on to further educate himself. Pay to renew his umpiring certification or to take him to the next level of coaching award.

All these ideas are very simple but could go a long way to help retain your club staff and maintain a successful club.



# Beat the Problem before It Beats You

There are many problems that a club may face when it comes to its volunteer workforce. This section outlines some of the most common problems and describes the measures that clubs should take to ensure that these problems never happen. It will help you to solve the problem before it happens.

## Problem 1

A new volunteer is struggling to cope with the demands of the position he has recently taken up.

- Initiate a brief training programme or mentoring period of three to six months for new volunteers, so that they can learn the job from the person leaving the post or from an experienced club volunteer.
- Have regular meetings with the volunteer coordinator so to ensure that the new volunteer receives feedback and can express any concerns.

## Problem 2

A volunteer is not sure how long she is meant to be in post and what roles she should be fulfilling.

- Present the volunteer with a detailed outline and role description of the jobs that she is expected to perform and for how long.
- Communicate to the volunteer manager that the volunteer is taking on tasks not relevant to the job.

## Problem 3

*'I am starting to take on too many jobs and responsibilities, and am beginning to feel fed up and frustrated rather than enjoying help the club to succeed.'*

- Ask the volunteer to speak to your volunteer coordinator. The coordinator's main responsibilities at the club are to ensure that people are not overloaded and to recruit people to do new jobs.
- Ensure that the volunteer coordinator updates and checks all job descriptions.

## Problem 4

People have begun to become interested in coaching or officiating, but they have no qualifications or insurance.



- The club must ensure that volunteers are checked before they start interacting and instructing club members, especially children.
- Complete a volunteer registration form.
- Ensure that a reference form is completed.
- Perform a CRB check or at least a self-declaration form.
- Make sure the relevant ELA award is completed.
- Ensure the club is complying and implementing the ELA Welfare Policy and has a club welfare officer.

## Problem 5

*'I have been doing the same job for a long time and am becoming increasingly disinterested. I want to continue to be involved in the club and have more of a challenge.'*

- Again, have the volunteer speak to the club's volunteer coordinator. The coordinator will help the volunteer to achieve his or her aims and will make sure that the proper training is provided.
- Form a pool of jobs that may be shared by the volunteer staff, to reduce the risk of individuals becoming bored doing the same thing.
- Establish a 'shelf-life' for each volunteer job.



# LIST OF APPENDICES & TEMPLATES

<b>Appendix A: Club Starter or Info Pack</b>		16
Template A.1	Volunteer Application Process	17
Template A.2	Sample Application Form	18
Template A.3	Sample Reference Form	20
	CRB Check	21
Template A.4	Self-Declaration Form	22
	Equity Policy	23
<b>Appendix B: Club Induction Course</b>		25
	ELA Course and Education Guide	26
<b>Appendix C: Club Role and Job Descriptions</b>		
Template C.1	Club Chairperson/President	28
Template C.2	Treasurer	29
Template C.3	Secretary	30
Template C.4	Club Volunteer Coordinator	31
Template C.5	Club Welfare Officer	32
Template C.6	Fixtures Secretary	34
Template C.7	Club Coach Mentor	35
Template C.8	Team Captain	36
Template C.9	Club Coach	37
Template C.10	Junior Team Manager	38
Template C.11	Junior Team Coach	39
Template C.12	Club Umpires/Referees	40
Template C.13	Kit/Equipment Manager	41
Template C.14	Information Officer	42



<b>Appendix D: Child Welfare</b>	43
Template D.1 Club Policy Statement	43
Template D.2 Incident Report Form	44
Template D.3 Bill of Rights for Young Lacrosse Player	46
Template D.4 Accident Report Form	47
Template D.5 Club Local Emergency Contact List	48
Template D.6 Event Registration Form for Videoing and Photography	49
Template D.7 Parental Consent Form for Lacrosse Activities	50
Template D.8 Photograph and Recorded Images for Club Use Form	52
Template D.9 Club Policy Statement for Use of Photographs and Video Images of Young People under the Age of 18	54
<b>Appendix E: Available Courses</b>	56
Preliminary Coaches Award	56
Club Coach Award	56
High Performance Coach Award	56
ELA Club Coach Mentoring Training	56
<b>Appendix F: ELA Support Networks</b>	
ELA Central Staff	57
Sport England Regional Contacts	58
County Sports Partnership Contacts	60



# APPENDIX A

## Club Starter or Information Guide

It is a good idea to produce a Club Starter Guide each season. This pack could provide valuable information to any new member to the club.

Outlined in the pack should be:

- Club history
- Club management structure
- Positions already filled at the club
- Current playing sections in the club
- Equipment needed
- Other club Information, such as training times, venue, and subscriptions

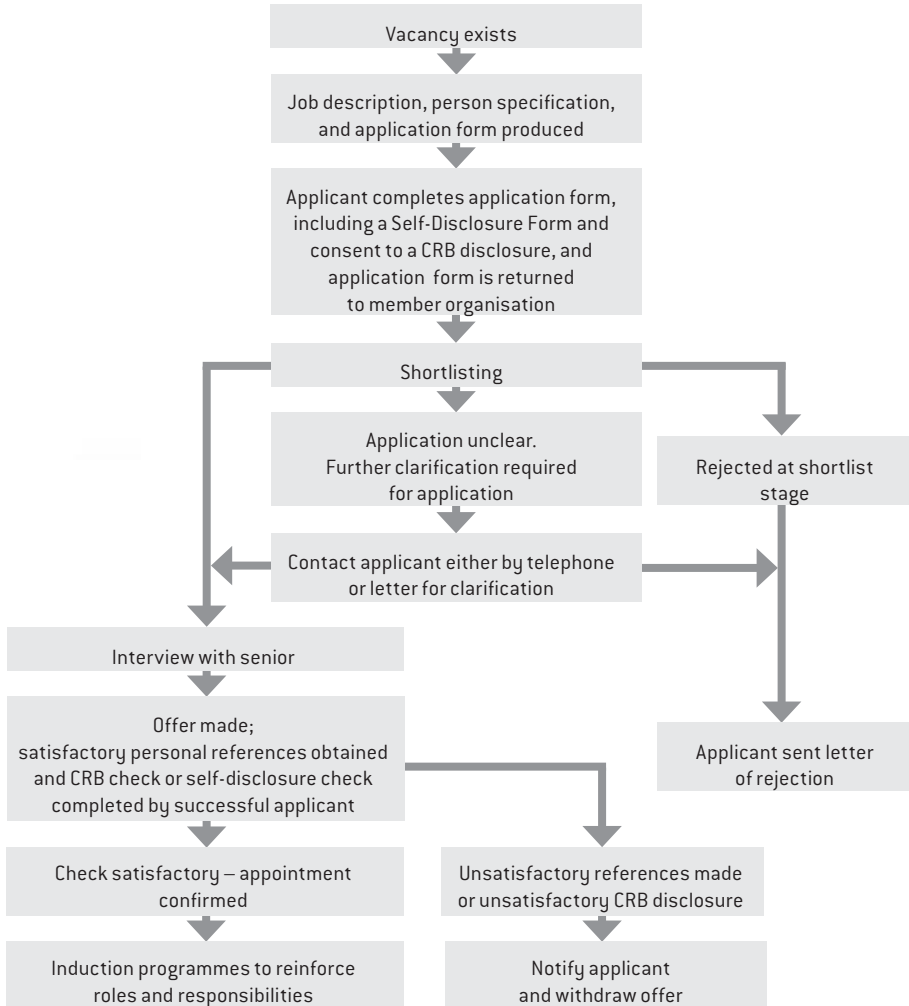
There should also be forms for individuals to complete if they wish to become more involved in the club.

Sample forms are contained in this Appendix. Sample club information guides can be found on the ELA website, <[www.englishlacrosse.co.uk](http://www.englishlacrosse.co.uk)>.





## Recruitment and Selection of Staff and Volunteers



*This form is to completed by employees and volunteers in sport*

Position applied for:.....

Surname and title:.....

Any first name, surname or maiden name previously known by:  
.....

First name(s):.....

Date of birth: .....Place of birth: .....

Present address:.....  
.....  
.....  
.....Postcode: .....

Telephone number: .....

Mobile telephone number:.....

Email address: .....

Former address (within five years of present address):  
.....  
.....  
.....  
.....

Current occupation:.....

Name of organisation:.....

Role/Title: .....

Start date of employment: .....

Organisation's address: .....

National insurance number:.....



Previous occupations (within five years): .....

.....

Name of organisation:.....

Start date.....Finish date .....

Name of organisation:.....

Start date.....Finish date .....

Relevant experience for position applied for:

.....

.....

.....

.....

.....

.....

Previous experience of working with children in a voluntary or professional capacity

.....

.....

.....

.....

.....

.....

*Please submit for the records:*

Copy of Criminal Records Bureau form

Copy of passport or photographic driving licence

Copy of a paid utility bill showing your current name and address present

Signed: .....

Print Name: .....

Dated:.....



The following person .....

has expressed an interest in working with / at .....

Any information you provide in this reference will be treated with due confidentiality.  
 We would appreciate you being extremely candid and honest in your evaluation.

1. How long have you known this person? .....
2. In what capacity? .....
3. What attributes does this person have that would make them suitable for this work? .....

4. Please rate this person on the following, by circling as appropriate

Responsibility	Poor	Average	Good	Very good	Excellent
Maturity	Poor	Average	Good	Very good	Excellent_
Self motivation	Poor	Average	Good	Very good	Excellent
Can motivate others	Poor	Average	Good	Very good	Excellent
Energy	Poor	Average	Good	Very good	Excellent
Trustworthiness	Poor	Average	Good	Very good	Excellent
Reliability	Poor	Average	Good	Very good	Excellent

This post involves substantial access to children. As an organisation committed to the welfare of and protection of children, we are anxious to know if there is any reason at all to be concerned about this applicant being in contact with children or young people. (Please circle as appropriate.)

Yes No

Signed ..... Date .....

Print Name.....

Position.....Organisation .....

# CRB and Self Declaration

The minimum requirement for all applicants should be that they complete a Self-Declaration Form. It is strongly recommended that all applicants also have a Criminal Records Bureau (CRB) check done before they begin work for the club.

From 2001 the Home Office announced that the CRB will provide criminal record checks for volunteers free of charge to employers or voluntary organisations of registered bodies.

If your club does not have a checks process, it is imperative that a senior club member immediately contact the ELA Welfare Officer for advice in setting up a proper procedure to protect all members of the club.

A sample Self-Declaration Form is provided overleaf.



## Template A.4

# Self-Declaration Form

Surname and title.....

Any previous names by which you may have been known.....

Address.....

Post code..... Tel: .....

Date of birth..... Sex .....

Have you ever been convicted of any criminal offences ? Yes No

If 'Yes' please state the date and nature of the convictions .....

Have you ever been subject to any disciplinary action or sanctions relating to children? Yes No

If 'Yes' please give details .....

Have you ever had a sanction imposed against you or been disciplined in any way for any matter relating to child abuse Yes No

If 'Yes' please give details .....

Are you a person known to any social services department as being an actual or potential risk to children? Yes No

If 'Yes' please give details .....

I understand that under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (amendment) 1986, I must declare all convictions, including 'spent' convictions, cautions, reprimands and written warnings. I will advise the club of any convictions incurred by me after completion of this form.

I understand that the club may make police and /or social service checks against me. This form will be held securely by the club.

Signed ..... Date .....

# Equity Policy

## Statement of Intention

- The English Lacrosse Association is fully committed to the principles of equality of opportunity.
- The Association aims to ensure that all people, irrespective of their age, gender, ability, race, religion, ethnic origin, creed, colour, social status or sexual orientation have a genuine and equal opportunity to participate in Lacrosse at all levels and in all roles.
- This includes, job applicants, employees, participants, volunteers or spectators.

## The Association will:

- Ensure that there will be open access to all its services. It will not tolerate prejudice against any group.
- Select, recruit, promote and train all personnel working for or on behalf of the Association solely on the basis of merit and ability. It will adapt facilities, equipment and provide individual training where necessary.
- Communicate to all employees and volunteers the commitment to equal opportunities.
- Fulfill its social responsibility to all employees and volunteers, ensuring that appropriate support is given.
- Make every reasonable effort to prepare, produce and market materials that are appropriate for all persons in respect of language, format and approach.
- Modify any existing rules and regulations which may inhibit the inclusion of any groups, provided this does not result in the deterioration of equality required by the ELA.
- The Association recognises its legal obligations and will take account of:
  - Equal Pay Act 1970
  - Rehabilitation of Offenders 1974
  - Sex Discrimination Act 1975, 1986, 1999
  - Race Relations Act 1976
  - Disability Discrimination Act 1995
  - Human Rights Act 2000

/ Continued overleaf



# ELA Equity Policy (cont.)

## **The ELA – Statement of Intent**

- The English Lacrosse Association, as governing body for lacrosse in England, wishes to take the lead in ensuring that the game operates in a fair and equitable manner.
- The ELA believes it has a role in making the game more accessible, and identified this as a key objective within its national development plan for lacrosse.
- The association is fully committed to this objective and is working with Sport England and other organisations on equity issues.





# APPENDIX B

## Club Induction Course

A good way to introduce new volunteers to your club is through an induction course or night. This can be promoted as a social occasion and is a good chance for new volunteers to meet club members with whom they are likely to work, as well as to exchange ideas and views on certain jobs.

Essential issues that should be covered at a club induction are:

- Club health and safety procedures
- Club child welfare policy
- Reporting procedure for any issues at the club
- Club equity policy
- Nearest police, fire station, or hospital in case of emergency

It is also essential to make sure any persons involved with coaching or refereeing/umpiring are qualified and insured. Coaching insurance can be obtained through Sportscoach UK.

A list of suggested and mandatory courses pertaining to each job at a club is provided in the table overleaf. The courses are also listed in the role descriptions (Appendix C).



Position / Training	Volunteer Management (Running Sport)	Funding and Marketing Your Club Workshop (Running Sport)	Sports Development Running Workshop (Running Sport)	First Aid / CPR Course (St John's Ambulance, Red Cross)	Child Protection (ELA Policy)
Club Welfare Officer					✓
Club Coach	✓	✓	✓	✓	✓
Secretary		✓	✓		
Treasurer		✓	✓		
Volunteer Coordinator	✓		✓	✓	✓
Chairman	✓		✓		✓
Club Coach Mentor				✓	✓
Junior Secretary	✓		✓	✓	✓
Junior Team Manager				✓	✓
Team Captain				✓	✓
Programme Manager	✓			✓	✓
Junior Team Coach				✓	✓
Junior Coach			✓	✓	✓
Parents				✓	✓
Club Umpire / Referee				✓	✓
Information Officer		✓			✓



# ELA Course and Education Guide

Equity in Coaching Workshop (scUK)	Club for All Workshop (Running Sport)	Developing Sporting Partnerships and Junior Clubs (Running Sport)	Preliminary Coaching Award (ELA)	Club Coach Award (ELA)	ELA Club Coach Mentor Training	Standard Umpires / Referees Badge (ELA)
	✓	✓				
✓	✓	✓		✓		✓
	✓	✓				
✓	✓	✓	✓			
✓	✓	✓				
✓	✓	✓		✓	✓	
✓	✓	✓				
✓	✓	✓	✓			✓
✓	✓	✓	✓			✓
✓	✓	✓	✓			✓
✓	✓	✓	✓			✓
✓	✓	✓	✓			✓
✓	✓	✓				
✓	✓					✓



# APPENDIX C

## Club Role and Job Descriptions

### Appendix C.1

### Club Chairperson/President

This person most commonly is one of the more senior members of your club, and would have done most of the jobs listed below in their time with the club. The Club Chairperson/President should be a well-respected individual who is viewed as someone who represents what your club is meant to signify.

#### **Skills**

- Must be well spoken
- Good organiser
- Good interpersonal skills

#### **Tasks**

- Promote club and act as club figurehead
- Conduct and run monthly meetings
- Present awards at club functions
- Oversee all club activities and committees
- Represent club at external lacrosse events
- Sounding board for new club initiatives

#### **Suggested Education/Courses**

- Managing Meetings Workshop (Running Sport)
- Developing Junior Clubs (Running Sport)
- Child Protection (ELA Resource)
- Running a Club Workshop (Running Sport)
- Volunteer Management (Running Sport)



The club committee must identify a person willing and able to take on the role of Club or Honorary Treasurer. The treasurer's role is vital to ensure the club's finances are in good order and no debts are outstanding.

The treasurer must report to the main committee and is responsible for collecting subscriptions, match and training fees. A club treasurer may expect to donate two to three hours per week for the job.

## Skills

- Person must be well organised
- Able to keep records
- Careful when handling money or cheques
- Honest
- Able to answer questions in meetings
- Confident handling figures
- Prepared to make instant decisions when necessary

## Tasks

- Collecting subscriptions and all other monies due to the club
- Paying all bills and recording information
- Keeping up to date records of all financial transactions
- Ensuring that all cash and cheques are deposited promptly in the bank
- Ensuring that funds are spent according to the annual plan
- Issue receipts for all monies received
- Reporting regularly on the financial position of the club
- Preparing a year-end statement of accounts to present to auditors
- Arranging for the statement of accounts to be audited
- Presenting an annual financial report at the AGM
- Financial planning, including providing an annual budget and monitoring it through out the year

## Suggested Education Courses

- Funding and Marketing Your Club (Running Sport)
- ELA Funding Guide (ELA Reference)



The Club Secretary is an integral part of the club in communicating with members of the club.

## **Skills**

- Good organisational skills
- Note taking and writing
- Excellent communicator
- Able to take action quickly

## **Tasks**

- Attend club meetings
- Taking and writing minutes and copying them to club members
- Opening and sorting mail
- Distribute mail to relevant people
- Deal with correspondence
- Mail out information to members, i.e. renewal notices or notices of meetings and/or events
- Keep membership list up to date and ensure each member is on the ELA database
- Represent club at County or Territorial Meetings
- Act as a point of contact for the club
- Produce a calendar of events
- Produce a newsletter and club handbook

## **Suggested Education/Courses**

- Funding and Marketing Your Club (Running Sport)
- Running a Club Workshop (Running Sport)
- Child Protection (ELA Policy Guide)
- Club For All Workshop (Running Sport)
- Developing Junior Clubs (Running Sport)



The Club Volunteer Coordinator's role is to act as a focal point for volunteers in the club, raise the profile of volunteering, recruit volunteers and ensure they remain with the club.

The Coordinator is responsible to the Club Chairperson and should be a part of the club's Executive Committee.

### Skills

- Knowing the day-to-day functions of the club
- Able to plan and organise for long and short term
- Problem-solving skills
- Able to motivate individuals
- Strong social skills

### Tasks

- Develop the club's volunteer strategy and integrate into the club's action plan
- Arrange an annual club award for volunteering
- Regularly communicate with club volunteers to exchange ideas and address any issues
- Attend club meetings
- Maintain and update volunteer database
- Recruit new volunteers
- Provide feedback and support to volunteers
- Ensure each new volunteer is inducted and receives appropriate training

### Suggested Education/Courses

- ELA Volunteer Coordinator's Award
- Preliminary Coaching Award
- Volunteer Management (Running Sport)
- Child Protection (ELA Reference)
- Equity in Coaching Workshop (SCUK)
- Club For All Workshop (Running Sport)
- Running a Club Workshop (Running Sport)



The following outlines the core knowledge, skills and tasks for this role.

## Knowledge

- Basic knowledge of core legislation, government guidance and national framework for child protection
- Basic knowledge of roles and responsibilities of statutory agencies (social services, police and Area Child Welfare Committees)
- Knowledge of local arrangements for managing child welfare and reporting procedures
- Knowledge and understanding of poor practice and abuse – behaviour that is harmful to children
- Knowledge and understanding of the ELA's role and responsibilities to safeguard the welfare of children and young people
- Knowledge of the ELA's policy and procedures related to safeguarding children and young people
- Knowledge of the core values and principles underpinning practice
- Awareness of equity issues and child welfare
- Basic knowledge of how abusers 'target' and 'groom' organisations to abuse children
- Best practice in prevention

## Skills

- Basic administration – maintain records
- Basic advice and support provision
- Child-focused approach
- Communication
- Ability to promote the ELA's policy procedures and resources
- Ability to provide information about local resources

## Tasks

- Assist ELA to fulfil its responsibilities to safeguard children and young people at club level
- Assist ELA to implement its Child Protection Plan at club level
- The first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified
- Be the first point of contact with the ELA Welfare Officer
- Implement ELA reporting and recording procedures
- Maintain contact details for local social services and police and know how to obtain





Area Child Protection Committee guidelines

- Promote ELA Best Practice guidance and Code of Conduct and Ethics within the club
- Sit on the club's Executive Committee
- Promote and ensure adherence to ELA Child Protection training advice
- Promote and ensure confidentiality is maintained
- Promote anti-discriminatory practice
- Facilitate use of Criminal Records Bureau and Self-Declaration Forms within the club

## **Suggested Education/Courses**

- Child Protection (ELA Policy)
- Good Practice and Child Protection Course (Sports Coach UK)
- Club For All Workshop (Running Sport)
- Developing Junior Clubs (Running Sport)



The Fixtures Secretary in most small clubs will also do the Club Secretary duties, but in larger clubs it is essential that the Fixtures Secretary takes on the responsibilities of making sure that each team knows when and where they are supposed to be playing.

## **Skills**

- Good organiser
- Able to sort matters quickly and efficiently
- Able to communicate effectively

## **Tasks**

- Communicate with Team Captains/Team Managers on all team fixtures
- Enter competitions on behalf of club's teams
- Communicate with Treasurer on payment of tournament fees
- Make sure travel arrangements are organised before matches

## **Suggested Education/Courses**

- Running a Club Workshop (Running Sport)
- Club For All Workshop (Running Sport)



The Club Coach Mentor is a well-respected individual who is influential in the development of the coaching staff of not just their own club but surrounding smaller clubs that have a smaller volunteer work force (“buddy” clubs).

## Skills

- Effective communicator
- Excellent work ethic and attitude
- An ELA Club Coach or High Performance Coach Award
- Able to troubleshoot
- Create strategies and personal development initiatives for other coaches
- Organise training and development for club coaches
- Assess coaches and give feedback on the personal development of each individual

## Eligibility

- Club Coaches & High Performance Coaches who satisfy ELA eligibility criteria and successfully complete ELA Mentoring Course

## Tasks

- Oversee all coaching at club level
- Monitor, evaluate and implement portfolios on all aspiring coaches in the club and “buddy” clubs
- Communicate with other coaches on any issues that need addressing
- Present at some club training sessions
- Make recommendations for coaches to move vertically or laterally in the coach education development framework
- Make recommendations for coaches to become county/territorial staff
- Work with coaches to develop personal CPD programmes
- Identify and make recommendations for other qualified coaches to train to become mentors

## Suggested Education/Courses

- ELA Club Coach Award or High Performance Coach Award (ELA)
- ELA Club Coach Mentor Training Course
- First Aid/CPR (St John Ambulance/Red Cross)
- Equity In Coaching (Sportscoach UK)



The Team Captain is usually someone nominated and voted for by fellow club members. He or she is viewed as a good leader not only for the team but also for the club.

## **Skills**

- Positive role model
- Leadership skills
- Good understanding of the game
- Able to motivate players
- Good organisational skills

## **Tasks**

- Conduct team talks during games
- Organise team for league, tournament, and knock-out fixtures
- Implement strategies / coaching during matches
- Liase with team manager or coach on any issues

## **Suggested Education/Courses**

- First Aid/CPR (St John's Ambulance or Red Cross)
- Child Protection Policy (ELA Reference)
- Equity In Coaching (Sportscoach UK)
- Club For All Workshop (Running Sport)
- Preliminary Coaching Award (ELA Course)
- Basic Referee (Men) or Umpire (Women) Qualification



The Club Coach is a well-respected individual who is influential in the development of the players in the club.

## Skills

- Effective communicator
- Excellent work ethic and attitude
- An ELA Club Coach Award
- Able to troubleshoot
- Create strategies or team plan for matches
- Organise training sessions

## Tasks

- Conduct and organise weekly training sessions
- Communicate with team captain on any issues that need addressing
- Present at team matches
- Make recommendations for players to join higher teams within club
- Make recommendations for players to represent county/territorial teams

## Suggested Education/Courses

- ELA Club Coach Award
- First Aid/CPR (St John Ambulance/Red Cross)
- Child Protection Policy (ELA Reference)
- Club For All Workshop (Running Sport)
- Equity In Coaching (Sportscoach UK)
- Developing Junior Clubs (Running Sport)
- Basic Referee (Men) or Umpire (Women) Award



This person needs to be well-organised and able to deal with both players and parents. An extremely important role and vital in the development of the lacrosse club.

## Skills

- Efficient organiser
- Good communicator
- Able to solve issues or identify shortcomings within team

## Tasks

- Introduce new players into the team/club
- Make sure players are aware of all training times and matches
- Ease transition of older players to the next age level
- Support the Team Coach in his coaching responsibilities
- Ensure that the welfare and safety of the players is maintained during training and match play
- Ensure all players and parents are aware of meeting times and directions to venues for travel
- Ensure parents/adults are insured to carry children in their cars

## Suggested Education/Courses

- ELA Preliminary Coach Award
- First Aid/CPR (St John Ambulance/Red Cross)
- Child Protection Policy (ELA Reference)
- Club For All Workshop (Running Sport)
- Equity In Coaching (Sportscoach UK)
- Developing Junior Clubs (Running Sport)
- Basic Referee (Men) or Umpire (Women) Award



An enthusiastic and patient person who works well with children is best for this job. This role is vital to make sure the future senior players are coached properly and most of all enjoying their experience.

It is also imperative that appropriate screening measures are taken before the Junior Coach runs a training session or has any contact with children. Please refer to the volunteer application process and the ELA's Child Welfare Policy before employing anyone to do junior coaching.

## Skills

- All coaches should have at least an ELA Preliminary Coaching Award
- Positive attitude
- Able to motivate and encourage
- Must be responsible and reliable
- Communicate effectively with children and players
- Strong work ethic

## Tasks

- Conduct weekly training session
- Coach league matches and tournaments
- To create an environment in which players are motivated to maintain participation and improve performance

## Suggested Education/Courses

- ELA Preliminary Coach Award
- First Aid/CPR (St John Ambulance/Red Cross)
- Child Protection Policy (ELA Reference)
- Club For All Workshop (Running Sport)
- Equity In Coaching (Sportscoach UK)
- Developing Junior Clubs (Running Sport)
- Basic Referee (Men) or Umpire (Women) Award
- ELA Young Leaders Award (if Coach for 16–21 years of age)



This role requires a responsible individual, often a current club player or someone nearing the end of their playing career who still wants to be a part of the club and game, to referee junior matches.

## **Skills**

- Must be reliable, fair, and unbiased
- Minimum ELA Basic Award Referee Qualification (Men's, Junior)
- Minimum ELA Level 1 'Local Umpires Award' (Women's, Mixed)

## **Tasks**

- Referee club matches
- Represent club to referee/umpire county or territorial matches and or tournaments
- Assist volunteer coordinator in spotting or scouting possible new referees/umpires or timekeepers
- Educate players at the club in the rules of the game"

## **Suggested Education/Courses**

- First Aid/CPR (St John Ambulance/Red Cross)
- Child Protection Policy (ELA Reference)
- Basic Referee (Men) or Umpire (Women) Award





A very important – but often undervalued – job at the club. The Kit Manager must make sure each person has the appropriate equipment and club strip. In larger clubs and clubs with junior sections, it is a good idea to have one Kit Manager per team.

## Skills

- Able to communicate efficiently to all club members
- Able to create and maintain database
- Excel in organising and storage

## Tasks

- provide a list of kit/equipment needed for players in the club
- manage club inventory of kit/equipment
- maintain database of club kit loaned to any players
- organise rota of kit cleaning between players and parents
- Make sure all storage facilities are maintained

## Suggested Education/Courses



The main responsibilities of the Club Information Officer are to disseminate information about the club to all local agencies and to ensure that the local press and media have opportunities to engage with the club. The Information Officer also is responsible for the club website and database.

## **Skills**

- Able to communicate effectively
- Competent computer skills (web design, spreadsheets, etc.)

## **Tasks**

- Report scores to appropriate league contact
- Report scores to local press
- Produce leaflets and flyers to recruit players for all teams
- Foster relationship with local councils and county sports partnerships
- Help produce club information guide
- Maintain club website

## **Suggested Education/Courses**

- Funding and Marketing Your Club Workshop (Running Sport)
- Child Protection Policy (ELA Reference)



# APPENDIX D

## Child Welfare

In this section you will find useful forms and signs to use for general good practice within your club. Volunteers should also consult the ELA Child Protection Policy to help plan for away matches, tours, transport, changing rooms and general club procedure.

### Template D.1

### Club Policy Statement

The lacrosse club will:

- Accept that all young people and vulnerable adults, regardless of age, gender disability, racial origin, religious beliefs and sexual orientation have a right to be protected from abuse.
- Accept the moral and legal responsibilities to implement procedures to provide a duty of care for young people, safeguard their well-being and protect them from abuse
- Respect and promote the rights, wishes and feelings of young people and disabled adults
- Recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect young people from abuse, and themselves against false allegations
- Require staff/volunteers to adopt and abide by the ELA code of ethics and conduct and the child protection policy and procedures
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures

The Club Welfare Officer contact at this club is:

---

Contact number:

---

Concerns relating to Child Protection issues may be sent to:

The Welfare Officer, ELA Head Office, 26 Wood Street, Manchester M3 3EF

Tel: 0161 834 4582; website < [www.englishlacrosse.co.uk](http://www.englishlacrosse.co.uk) >

National helpline numbers include:

NSPCC helpline (0808 800 5000) and Childline UK (0800 1111)



**CONFIDENTIAL**

Your lacrosse club or lacrosse organisation:.....

Your name: .....

Your position .....

Child's name .....

Child's address .....

.....

Date of Birth .....

Child's sex .....

Child's disability (if any) .....

Child's ethnic origin: (please tick)    White ☐    British ☐    Irish ☐    Mixed ☐

White & Black Caribbean ☐    White & Black African ☐    White & Asian ☐

Asian or Asian British ☐    Indian ☐    Pakistani ☐    Bangladeshi ☐

Black or Black British ☐    Caribbean ☐    Chinese ☐    Other ☐

Parents/guardians names .....

Parents/guardians addresses .....

.....

Date and time of any incident .....

Your observations .....

.....

.....

When the child has reported directly to you, state exactly what the child said and

what you said (remember, do not lead the child – record actual details. Continue on

separate sheet if necessary) .....

.....

When the report has not come directly from a child, please detail the concern of the

person(s). (Continue on separate sheet if necessary) .....

.....

Actions taken so far: .....

.....

Name of accused .....

Position in sport .....



Relationship between the accused and the child:.....  
Ethnic origin (please state as per chart).....  
Date of birth .....  
Address .....

**EXTERNAL AGENCIES CONTACTED (DATE AND TIME)**

Police ..... Yes/No

If Yes, which.....

Name and contact number.....

Details of advice received .....

Social services..... Yes/No

If Yes, which.....

Name and contact number.....

Details of advice received .....

English Lacrosse Association ..... Yes/No

If Yes, which.....

Name and contact number.....

Details of advice received .....

Local authority ..... Yes/No

If Yes, which.....

Name and contact number.....

Details of advice received .....

Other [e.g. NSPCC]..... Yes/No

If Yes, which.....

Name and contact number.....

Details of advice received .....

Signature .....

Print name.....

Date .....

**Remember to maintain confidentiality, on a need-to-know basis, only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.**

Please send to the ELA Welfare Officer, c/o The English Lacrosse Association,  
26 Wood Street, Manchester M3 3EF marked confidential.



## Template D.3

# Bill of Rights for Young Lacrosse Player

- 1 Every young player has the right to take part in lacrosse.
- 2 Every young player has the right to be treated with respect by all adults and players.
- 3 Every young player has the right to report any problems to (fill in Officers name)
- 4 Every young player selected for a match has the right to play in that match.
- 5 Every young player has the right to play as a child.
- 6 Every young player has the right to play safely and have proper medical treatment if needed.
- 7 Every young player has the right to be taught lacrosse by a qualified adult.
- 8 Every young player has the right to have a coach who coaches fun, friendship and skills rather than winning.
- 9 Every young player has the right to have a coach who supports and takes time to work with each player, and allows the player to make mistakes.
- 10 Every young player has the right to have fun.

If you have a problem with any adult, contact:

(name of contact): \_\_\_\_\_ Tel: \_\_\_\_\_

Club Welfare Officer: \_\_\_\_\_ Tel: \_\_\_\_\_

Club Child Protection Officer: \_\_\_\_\_ Tel: \_\_\_\_\_



Lacrosse organisation .....

Site where the incident/accident took place .....

Name of person in charge of session/competition .....

Name of injured person.....

Address of injured person .....

Date and time of incident/accident .....

Nature of incident/accident .....

Give details of how and precisely where the incident took place. Describe what activity was taking place (e.g., training game, warm up, changing). Continue on additional sheet if necessary .....

Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s) .....

Were any of the following contacted

Police Yes/No

Ambulance Yes/No

Parent/carer Yes/No

What happened to the injured person following the incident/accident? (e.g. went home, went to hospital, carried on with session) .....

All of the above facts are true and accurate record of the incident/accident

Signature ..... Date .....

Print name .....

This form should be passed to the Club Welfare Officer or the designated person in charge of any medical/accidental incidents. A copy should be retained by the club and submitted on request to the ELA.



Lacrosse Club \_\_\_\_\_

**Police, ambulance and fire contact 999 immediately**

Local police station \_\_\_\_\_

Telephone \_\_\_\_\_

Local emergency hospital \_\_\_\_\_

Telephone \_\_\_\_\_

Local Social Services Helpline number \_\_\_\_\_

**NSPCC Child Protection Helpline number: 0808 800 5000**





Template D.6

Event Registration Form  
for Photography and Videoing

Name .....

Address.....

.....

.....

..... Post code .....

Tel.....

Event name .....

Event venue .....

Event date .....

I wish to take photographs or record images during the course of the above event. I agree to abide by the guidelines laid down by the English Lacrosse Association and confirm that the photographs or recorded images will only be used in an appropriate manner.

Please describe below how photographs or recorded images will be used

.....

.....

.....

.....

I acknowledge that if it is deemed that any photographs or recorded images are used inappropriately, this may result in me being unable to use photographic equipment at lacrosse events in the future.

Signed ..... Date .....



# Template D.7

Lacrosse organisation .....  
Detail of lacrosse activity.....  
.....

**Activity date/time/season**

From ..... to .....  
I agree to (name of child) ..... taking part in this activity,  
I agree to the participation of (name) .....in the activities  
described, and I acknowledge the need for (name) .....  
to behave responsibly.

**Medical information about your child**

Date of birth .....  
Does your child have any conditions requiring medical treatment including  
medication?           No/Yes  
If Yes, please give details.....  
.....  
.....  
Please outline any special dietary requirements of your child and the type of pain/flu  
relief medication your child may be given if necessary .....  
.....  
.....

**For residential visits and exchanges only**

To the best of your knowledge, has your son/daughter been in contact with any  
contagious or infectious diseases or suffered from anything in the last four weeks  
that may be contagious or infectious?           No/Yes  
If Yes, please give details.....  
.....  
Is your son/daughter allergic to any medication?           No/Yes  
If Yes, please give details.....  
.....

# Parental Consent Form for Lacrosse Activities

When did your son/daughter last have a tetanus injection? .....

I will inform the person in charge as soon as possible of any changes in the medical or other circumstances between now and the commencement of the activity.

## Medical Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Emergency contact .....

Contact telephone numbers (inc. national codes)

Work..... Mobile .....

Home ..... Mobile .....

Home Address .....

.....

Alternative emergency contact .....

Contact telephone numbers (inc. national codes)

Work..... Mobile .....

Home ..... Mobile .....

Home Address .....

.....

Name of family doctor .....

Telephone number .....

Address .....

.....

Signed ..... Date .....

Print name .....

This form or a copy must be taken by the person in charge to the activity.

A copy should be retained by the organisation in charge of the activity.



# Template D.8

## For the use of photographs and recorded images

**Side 1.** This side to be completed by the lacrosse organisation

This side of the form should be completed by the club or organisation and then signed by the legal guardian (usually parent or carer) of a young person, together with the young person. It provides permission for images of the young person to be used. Please note that if you have more than one child under the age of 18 registered with the club you will need to complete a separate form for each young person.

..... (club or organisation) recognises the need to ensure the welfare and safety of all young people in lacrosse. As part of our commitment to ensure the safety of young people we will not permit photographs, videos or other images of young people to be taken or used without the consent of the parents/carers and the young person.

..... (club or organisation) will follow the guidance for the use of images of young people, a copy of which is included in the Lacrosse Child Protection Policy and Implementation Procedures.

..... (club or organisation) will take all steps to ensure these images are used for the purposes they are intended, that is, the promotion and celebration of the activities of .....  
.....(club or organisation)

If you become aware that these images are being uses inappropriately you should inform.....(club or organisation) immediately.



# Photograph and Recorded Images for Club Use Form

## For the use of photographs and recorded images

**Side 2.** This side to be completed by the parent/carer and young person.

I, .....(insert parent/carer full name)  
consent/do not consent (please delete) to .....  
(club or organisation) photographing or videoing .....  
(name of child/young person) under the stated rules and conditions and I confirm  
that I am legally entitled to give consent.

I also confirm that ..... (name of child/young  
person) is not subject to any legal restrictions regarding the taking or reproducing  
of their images.

Signed ..... Date: .....

I, .....(insert parent/carer full name)  
consent/do not consent (please delete) to .....  
(club or organisation) photographing or videoing .....  
(name of child/young person) under the stated rules and conditions and I confirm  
that I am legally entitled to give consent.

I also confirm that ..... (name of child/young  
person) is not subject to any legal restrictions regarding the taking or reproducing  
of their images.

Signed ..... Date: .....

Please return this form to: .....  
.....  
.....



## POLICY STATEMENT

*(Name of Member Organisation)* is committed to providing a safe environment for children/young people under the age of 18 to participate in lacrosse. Essential to this commitment is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of photographic images.

*(Name of Member Organisation)* has adopted the following good practice guidelines issued by English Lacrosse Association:

### **Publishing images**

- Through the use of a consent form, we will ask for the permission of young players and their carers to take and use their image. If a player is named, we will avoid using their photograph.
- If a photograph is used, we will avoid naming the player.
- We will never publish personal details (email addresses, telephone numbers, address, etc) of a child/young person.
- We will only authorise the use of images of players in suitable dress (tracksuit or playing uniform, i.e., T-shirt/shorts/skirt, warm-up kit) .

### **Use of photographic equipment at lacrosse events**

*(Name of Member Organisation)* will:

- Inform players and parents that a photographer will be in attendance at an event and ensure, through the use of signs and the event programme, that they are aware of and consent to the taking and publication of films or photographs.
- Require parents, spectators and authorised photographers (e.g. press) to register at an event if they wish to use any photographic equipment, including mobile phones with photographic technology.
- Issue an identification pass, which must be worn and clearly visible at all times during the event.



# Use of Photographs and Video Images of Children & Young People under the Age of 18

- Not allow unsupervised access to players or one-to-one photo sessions at events.
- Not approve of or allow photo sessions outside the event or at a player's home.
- Act on the concerns of any players and parents regarding the inappropriate use of photographic equipment
- Inform children/young people and their parents/carers if video equipment is to be used as a coaching aid.
- Ensure that any photographic images taken and used will be stored safely

## Management of Photographic Consent at English Lacrosse Events

### Step 1

The following documents are sent to all participants/carers of junior events with entry forms:

- Guidelines for the Use of Photographic and Video Images of Children under the Age of 18
- Consent Form
- Event Registration Form

### Step 2

Depending on the type of Event Registration Form returned, the English Lacrosse Association will issue the appropriate accreditation pass when confirming the entry.

### Step 3

Any individual failing to complete an Event Registration Form and Consent Form will be refused permission to use photographic equipment.



# APPENDIX E

## Available Courses

### English Lacrosse Association Courses

**Preliminary Coaching Award:** Basic coaching qualification, which covers child welfare, basic principles of lacrosse (Scooping, Catching, Throwing). This course is taught through PoP Lacrosse.

**Club Coach Award:** Highest Coaching Award the ELA has to offer. Intensive two-day course which teaches the finer points of the game. Ideal for a person pursuing a long-term career in coaching.

### Courses under Development

**High Performance Coaching Award:** A course designed for individuals who currently hold the ELA Club Coach Award and aspire to coach for top-level club teams, county/territorial sides and National teams. The course will inform individuals on how to analyse player and team performance and use that data to inform practice and evaluate.

**ELA Club Coach Mentor Training:** A course for persons who currently hold ELA CCA or ELA HPCA badges and meet ELA eligibility criteria who wish to become involved in the professional development of area coaches.





# APPENDIX F

## ELA Support Network

### Chief Executive

David Shuttleworth  
26 Wood Street  
Manchester M3 3EF  
Tel: 0161 834 4582  
Email: <d.shuttleworth@englishlacrosse.co.uk>

### Director of Development & Coaching

Mark Coups  
57 Duncombe Street  
Walkley, Sheffield, S6 3RH  
Tel: 0114 2326734  
Mobile: 07976 258 191  
Email: <m.coups@englishlacrosse.co.uk>

### North Regional Officer & Coach Education Officer

Paul Coups  
95 Flodden Street  
Crookes, Sheffield, S10 1HA  
Tel: 0114 2681514  
Mobile: 07801 696 537  
Email: <p.coups@englishlacrosse.co.uk>

### South Regional Officer

Karen Hughes  
5 Cedar Way  
Pucklechurch  
South Gloucestershire, BS16 9RN  
Tel: 0117 937 4722  
Mobile: 07785 763 620  
Email: <khughes@englishlacrosse.co.uk>



## **Volunteer Officer & East Regional Officer**

Dave Coldwell  
48 Holyrood Crescent  
St Albans  
Herts, AL1 2LT  
Tel: 01727 858 298  
Mobile: 07880 746 775  
Email: <djs\_coldwell@yahoo.co.uk>

## **Marketing Officer**

Caroline Royle  
26 Wood Street  
Manchester M3 3EF  
Tel: 0161 834 4582  
Email: <c.royle@englishlacrosse.co.uk>

# Sport England Regional Offices

## **South East Region**

51a Church Street, Caversham,  
Reading RG4 8AX  
Tel 01908689180

## **London Region**

3rd Floor Victoria House, Bloomsbury Square,  
London WC1B 4SE  
Tel 0208 72731958

## **East Region**

Crescent House, 19 The Crescent,  
Bedford MK40 2QP  
Tel 01234 333602



## **South West Region**

Ashlands House, Ashlands,  
Crewkerne, Somerset TA18 7LQ  
Tel 01460 270418

## **North East Region**

Aykley Heads,  
Durham DH1 5UU  
Tel 0191 3753134

## **Yorkshire Region**

4th Floor, East Parade,  
Leeds LS1 5PS  
Tel 0113 205 3309

## **North West Region**

Astley House, Quay Street,  
Manchester M3 4AE  
Tel 0161 830 4913

## **West Midlands Region**

5th Floor, No 3 Broadway,  
Five Ways, Birmingham B15 1BQ  
Tel 0121 452 2905

## **East Midlands Region**

Grove House, Bridgford Road,  
West Bridgford, Nottingham NG2 6AP  
Tel 0115 982 3613



# County Sports Partnership Volunteer Contact List

ELA Partner CSPs shaded in grey

Partnership	E-mail/ Website	Telephone
Gloucestershire Sports Partnership	<a href="http://www.gloucestershiresport.org">www.gloucestershiresport.org</a>	01452 876697
Wiltshire and Swindon Sports Partnership	<a href="http://www.gloucestershiresport.org">www.gloucestershiresport.org</a>	01380 728894
Sports West Partnership	<a href="http://www.southglos.gov.uk/sportsdevelopment/activesports">www.southglos.gov.uk/sportsdevelopment/activesports</a>	01225 396456
Dorset Sports Partnership	<a href="http://www.activesportsdorset.org">www.activesportsdorset.org</a>	01202 886201 x2206
Somerset Sports Partnership	<a href="http://www.sasp.co.uk">www.sasp.co.uk</a>	01823 447128
Devon Sports Partnership	<a href="mailto:info@devon.gov.uk">info@devon.gov.uk</a>	07967 504775
Cornwall Sports Partnership	<a href="http://www.cornwall.gov.uk/activesports">www.cornwall.gov.uk/activesports</a>	01872 324327
Durham Sport	<a href="http://www.durhamsport.com">www.durhamsport.com</a>	0191 301 8417
Northumberland Sport	<a href="mailto:mmoore@northumberland.gov.uk">mmoore@northumberland.gov.uk</a>	01670 534345
Tees Valley Sports Partnership	<a href="mailto:j.lordon@tees.ac.uk">j.lordon@tees.ac.uk</a>	01642 342287
Tyne and Wear Sports Partnership	<a href="http://www.tyne-wearsport.com">www.tyne-wearsport.com</a>	01915 534598
North Yorkshire Sports Partnership		01423 556782
West Yorkshire Sports Partnership	<a href="http://www.westyorkshiresport.co.uk">www.westyorkshiresport.co.uk</a>	01484 234087
South Yorkshire Sport	<a href="http://www.sysport.co.uk">www.sysport.co.uk</a>	0114 223 5671
Humber Sports Partnership	<a href="http://www.humbersport.com">www.humbersport.com</a>	01472 323388
Cumbria Sports Partnership	<a href="http://www.cumbriasport.com">www.cumbriasport.com</a>	01228 606096
Lancashire Sports Partnership	<a href="http://www.lancashiresport.org.uk">www.lancashiresport.org.uk</a>	01995 642236
Greater Manchester Sport	<a href="http://www.greatersport.co.uk">www.greatersport.co.uk</a>	0161 223 1002
Merseyside Sport	<a href="http://www.merseysidesport.com">www.merseysidesport.com</a>	0151 231 5386
Cheshire Sports Trust	<a href="http://www.sportcheshire.org">www.sportcheshire.org</a>	01606 871812 x240
Staffordshire Sports Partnership	<a href="http://www.sportacrossstaffordshire.co.uk">www.sportacrossstaffordshire.co.uk</a>	01785 619585
Shropshire Sports Partnership	<a href="http://www.shropshireonline.gov.uk/sspart.nsf">www.shropshireonline.gov.uk/sspart.nsf</a>	01743 255073
Black Country Sports Partnership	<a href="mailto:blackcountrydave@hotmail.com">blackcountrydave@hotmail.com</a>	0121 505 6680



Partnership	E-mail/ Website	Telephone
Birmingham Sports Partnership	<a href="http://www.activesportsbirmingham.co.uk">www.activesportsbirmingham.co.uk</a>	0121 464 6077
Greater Warwickshire Sports Partnership	<a href="http://www.gwsport.org.uk">www.gwsport.org.uk</a>	024 7657 4199
Worcestershire All Sports Partnership	<a href="http://www.wasports.org.uk">www.wasports.org.uk</a>	01905 855543
Derbyshire & Peak Park Sport @ Recreation Forum	<a href="http://www.derbyshiresport.com">www.derbyshiresport.com</a>	01629 530521
Nottinghamshire Sports Partnership	<a href="http://www.intosport.org.uk">www.intosport.org.uk</a>	0115 977 2311
Lincolnshire Sports Partnership	<a href="http://www.lincolnshiresports.com">www.lincolnshiresports.com</a>	01522 552835
Northamptonshire Sports Partnership	<a href="http://www.northamptonshiresport.org">www.northamptonshiresport.org</a>	01604 236423
Leicester, Lecestershire, & Rutland Active Sports Partnership	<a href="http://www.llrsport.co.uk">www.llrsport.co.uk</a>	0116 233 3105
Oxfordshire Sports Partnership	<a href="http://www.oxonactivesports.co.uk">www.oxonactivesports.co.uk</a>	01865 252405
Buckinghamshire & Milton Keynes Sports Partnership	<a href="http://www.activesportsbucks.co.uk">www.activesportsbucks.co.uk</a>	01296 585215
Berkshire Sports Partnership	<a href="http://www.berkshiresport.com">www.berkshiresport.com</a>	0118 939 9006
Hampshire Sports Partnership	<a href="http://www.hants.gov.uk/activesports">www.hants.gov.uk/activesports</a>	01962 845158
Surrey Sports Partnership	<a href="http://www.activesurrey.com">www.activesurrey.com</a>	01483 518954
Kent Sports Partnership	<a href="http://www.kentsport.org">www.kentsport.org</a>	01622 605069
Sussex Sports Partnership	<a href="http://www.sussexsport.org">www.sussexsport.org</a>	01273 642438
London Active Partnership	<a href="http://www.londonactivepartnership.org">www.londonactivepartnership.org</a>	0207 815 7838
Bedfordshire Sports Partnership	<a href="http://www.bedsactivesports.com">www.bedsactivesports.com</a>	01234 316068
Cambridgeshire Sports Partnership	<a href="mailto:active.sports@eastcambs.gov.uk">active.sports@eastcambs.gov.uk</a>	01353 865441
Norfolk Sports Partnership	<a href="http://www.norfolksportsalliance.co.uk">www.norfolksportsalliance.co.uk</a>	01603 727887
Suffolk Sports Partnership	<a href="http://www.suffolksport.com">www.suffolksport.com</a>	01502 523447
Essex Sports Partnership	<a href="mailto:activesport@chelmsfordbc.gov.uk">activesport@chelmsfordbc.gov.uk</a>	01245 606677
Hertfordshire Sports Partnership	<a href="mailto:info@sportinherts.org.uk">info@sportinherts.org.uk</a>	01707 281006



# Notes







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