

Barton & District Athletics Club Documents Master Control Sheet

Date Updated:		27 July 2025
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Ref Number:	Name	Date Written	Date of Last Review	Date of Next Review	Version	On Website	Comments
2025/26	Certificate of Affiliation		01 April 2025	01 April 2026		19 July 2025	19/7/25 - Uploaded onto new website
BADAC01	BADAC Constitution and Club Rules	Pre 2015	17 March 2025	17 March 2027	V8	18 July 2025	17/3/25 - Reviewed. No changes required. 18/7/25 - Uploaded to new website
BADAC02	Code of Conduct for BADAC	Pre 2015	19 July 2025	19 July 2027	V9	19 July 2025	19/7/25 - Minor changes to document. Uploaded to new website. All Members are having to sign Code of Conduct as part of joining England Athletics for 2024 Membership onwards. Uploaded EA Codes of Conduct as well for all roles.
	England Athletics Code of Conduct: Parents/Carers					19 July 2025	England Athletics Document. No date or version control
	England Athletics Code of Conduct: Volunteers					19 July 2025	England Athletics Document. No date or version control
	England Athletics Code of Conduct: Children/Young People	01 March 2023				19 July 2025	England Athletics Document. No version control
	England Athletics Code of Conduct: Senior Athletes	01 March 2023				19 July 2025	England Athletics Document. No version control
	England Athletics Code of Conduct: Coaches	01 March 2023				19 July 2025	England Athletics Document. No version control
	England Athletics Code of Conduct: Parents/Carers	01 March 2023				19 July 2025	England Athletics Document. No version control
BADAC03	Privacy Notice	11 June 2018	17 March 2025	17 March 2027	V6	18 July 2025	17/3/25 - Reviewed. No changes required. 18/7/25 - Uploaded to new website
BADAC04	Risk Assessment Policy for Club Road Running	16 July 2018	17 March 2025	17 March 2027	V7	18 July 2025	17/3/25 - Reviewed. No changes required. 18/7/25 - Uploaded to new website
BADAC05	BADAC Welfare Officers Policy	27 February 2019	19 July 2025	19 July 2027	V6	19 July 2025	19/7/25 - Reviewed. Mark Ding now Lead Welfare Officer. Cross referenced to UKA Child / Adult Safeguarding Procedure as well. Emailed Welfare Officers and uploaded to new website
	UK Athletics Child Safeguarding Procedure - Responding and Managing a Concern about a Child		26 March 2024	25 March 2026		19 July 2025	19/7/25 - Emailed to Mark D, Mark N and Ian P (Welfare Officers). Uploaded onto new Website
	UK Athletics Adult Safeguarding Procedure - Responding and Managing a Concern about an Adult		24 October 2023	23 October 2025		19 July 2025	19/7/25 - Emailed to Mark D, Mark N and Ian P (Welfare Officers). Uploaded onto new Website
BADAC05B	BADAC Welfare Officers Poster	25 March 2019	18 March 2025	18 March 2027	V6	18 July 2025	17/3/25 - Reviewed. Minor changes required. Sent to Welfare Officers for info. 18/7/25 - Uploaded to new website
BADAC05C	Logging a Concern about Child Safety Form	25 March 2019	18 March 2025	18 March 2027	V2	Not to be uploaded onto website	17/3/25 - Reviewed. No changes required. Sent to Welfare Officers for info.
BADAC05D	Logging a Concern Shared with External Agencies	25 March 2019	18 March 2025	18 March 2027	V2	Not to be uploaded onto website	17/3/25 - Reviewed. No changes required. Sent to Welfare Officers for info.
BADAC06	Qualifications & Training for BADAC Club Volunteers	16 April 2019	19 July 2025	19 July 2027	V4	19 July 2025	19/7/25 - Reviewed. Changes to Volunteer Self-Dec Form to use the EA Form. See below. Uploaded to new website
	England Athletics Club Volunteers Self-Declaration and Disclosure Form			01 March 2022	V1	19 July 2025	28/9/19 - Latest EA form downloaded. Sent to Ian/Mark D for info. Copies passed to Ian Papworth to add to his Club Junior/Youths folder. 19/7/25 - Uploaded onto new website.
BADAC06A	BADAC Volunteer List by Roles	18 April 2019	24 April 2023	24 April 2025		No	NOT TO BE UPLOADED TO THE WEBSITE
BADAC07	Club Discipline and Appeals Process	01 March 2019	17 March 2025	17 March 2027	V4	18 July 2025	17/3/25 - Reviewed. No changes required. 18/7/25 - Uploaded to new website
BADAC08	Anti-Bullying Policy	21 March 2019	17 March 2025	17 March 2027	V4	18 July 2025	17/3/25 - Reviewed. No changes required. 18/7/25 - Uploaded to new website
BADAC09	Volunteer Application Form						19/7/25 - Replaced by EA Club Volunteers Self-Dec and Disclosure Form
BADAC10	Transgender Policy	18 July 2019	19 July 2025	19 July 2027	V4	19 July 2025	19/7/25 - Reviwed. Changes needed to contact details on P2. Uploaded to new website
BADAC11	Social Media Policy	18 July 2019	19 July 2025	19 July 2027	V4	19 July 2025	19/7/25 - Reviwed. No changes required. Uploaded to new website
BADAC12	BADAC Run Leaders Session Guide	18 July 2019	n/a	n/a			18/7/19 - Sent to Run Leaders for Information
BADAC13	Leavers E-mail Policy	23 July 2019	19 July 2025	19 July 2027	V4	19 July 2025	19/7/25 - Reviwed. Minor changes required. Uploaded to new website
	UKA Photographic Policy Guidance for Athletics Clubs					19 July 2025	UK Athletics Document. No date or version control
BADAC15	Self Declaration Form for Club Volunteers						19/7/25 - Replaced by EA Club Volunteers Self-Dec and Disclosure Form
BADAC16	Covid Information Sheet	20 July 2020	n/a	n/a		No	1/1/25 - Now OBSOLETE
BADAC17	Runners Safety Guidance	17 March 2021	19 July 2025	19 July 2027	V2	19 July 2025	19/7/25 - Reviewed. No changes required. Uploaded to new website. Also added onto Club Facebook Page for information
BADAC18	New Members Details Form	01 July 2021	n/a	01 July 2023		01 July 2021	19/7/25 - Louise to discuss again with Martin
BADAC19	Inclusion Policy	14 February 2022	17 March 2025	17 March 2027	V2	18 July 2025	17/3/25 - Reviewed. No changes required. 18/7/25 - Uploaded to new website
BADAC20	Expenses Policy	11 May 2022	27 July 2025	27 July 2027	V2	27 July 2025	19/7/25 - Sent to Lorna to review. Lorna advised that no changes were required. Updated document and uploaded onto new website.

BADAC21	Expenses Claim Form	11 May 2022	n/a	27 July 2027	V2	27 July 2025	19/7/25 - Sent to Lorna to review. Lorna advised that no changes were required. Updated document and uploaded onto new website.
BADAC22	Accident Form	04 July 2022	n/a	04 July 2023		To be used digitally via google docs	23/8/2022 - Now OBSOLETE as using Online digital Accident Form.
BADAC23	Accident Reporting Procedure	23 August 2022	19 July 2025	19 July 2027	V2	19 July 2025	19/7/25 - Reviewed. Added urgent email addresses. Uploaded to new website. Emailed to all Run Leaders.
BADAC24	Membership and Fees Policy	24 February 2024	n/a	24 February 2026	V1	24 February 2024	24/2/24 - Sent out by England Athletics Portal to all Club Members. 19/7/25 - Already on new website
RA01	BADAC General Senior Running Group Assessment	25 March 2015	16 October 2024	16 October 2026		16 October 2024	
RA03	BADAC Covid-19 Training at St Peters School	30 June 2020	27 July 2020	27 December 2020		Removed	26/1/23 - Made OBSOLETE
RA04	BACAD Covid-19 Senior Running Group Assessment	27 July 2020	n/a	27 December 2020		Removed	27/7/2020 - Writing; 3/8/2020 - Committee agreed only 'unofficial runs of 6 or less so this RA is currently not required. To be reviewed again in Sept 2020. 26/1/23 - Made OBSOLETE
tbc (poss RA02)	BADAC Junior/Youths/Adults Using the Same Facilities - Gym/Sports Hall/Muga for Training at Baysgarth School						19/7/25 - Query sent to Mark D about comment made by Martin and RA01