WELCOME TO FINCH COASTERS

Junior Welcome & Induction Checklist

For Junior Members aged 12-17 taking part in approved existing Club runs.

Complete before the first run: The junior, parent/legal guardian and Club representative should work through this checklist together. Keep the completed record securely with the junior's membership information.

Junior and induction details

JUNIOR MEMBER _____	DATE OF BIRTH _____
PARENT / GUARDIAN _____	RELATIONSHIP TO JUNIOR _____
INDUCTION DATE _____	FIRST APPROVED RUN DATE _____
INDUCTION LED BY _____	ESTIMATED PACE _____

What the trial involves

- ☐ Six-month trial within specified existing adult Club runs; not a separate coached junior section.
- ☐ Junior can currently complete 5 km in approximately 40-45 minutes.
- ☐ The Committee may change, pause or discontinue the trial if safe delivery cannot be maintained.
- ☐ Initially limited to the approved Monday 5 km run.
- ☐ A designated LiRF-qualified Junior Hoster is mandatory; without one, no junior may run.

Pre-induction checks

- ☐ Membership form and parent/legal guardian consent complete.
- ☐ Junior Member Code accepted by junior and parent/guardian.
- ☐ Emergency, medical, allergy, medication and additional-needs details current.
- ☐ Parent / Guardian Code accepted.

☐ Key safeguarding, safety, privacy and social-media policies accessible.

☐ Membership/registration status and applicable fees confirmed.

Induction discussion

Tick each item once it has been explained and the junior and parent/guardian have had the opportunity to ask questions.

1 PEOPLE, RIGHTS AND SPEAKING UP

☐ The junior has been introduced to the Head of Juniors, Junior Welfare Officer and the adults responsible for their first run.

☐ The junior knows they have the right to feel safe, be treated with respect, be listened to and take part without bullying, harassment or discrimination.

☐ The junior can speak to the Junior Welfare Officer, parent/guardian, Junior Hoster or another trusted adult if anything feels wrong, uncomfortable or unsafe.

☐ The junior understands they will not be in trouble for reporting a genuine concern and should not investigate or confront anyone themselves.

☐ In immediate and serious danger, call 999. Other safeguarding concerns should be reported promptly through the Club's welfare route.

2 ARRIVAL, RUN SAFETY AND DEPARTURE

☐ Check in with the run host and designated LiRF-qualified Junior Hoster before the briefing; do not start unless the Junior Hoster confirms participation.

☐ Arrive on time with suitable running shoes, clothing, high-visibility/reflective kit and a working head/body torch whenever the run is advertised as torch mandatory.

☐ Tell the Junior Hoster or run host before starting about any new illness, pain, injury, medication issue or change that may affect safe participation.

☐ Listen to the briefing, follow the approved route and instructions, use road crossings carefully and be courteous to other road and path users.

☐ Stay within the organised group structure. Do not deliberately run ahead, take a different route, become isolated or leave without telling the Junior Hoster/run host.

☐ If struggling, unwell, injured, worried or separated, stop in a safe place where appropriate and alert the Junior Hoster, run host or tail runner immediately.

☐ If the junior cannot maintain the agreed group pace, the Junior Hoster/run host will use the agreed safe-return or early-finish arrangement.

☐ At the finish, check out with the Junior Hoster/run host and follow the agreed collection or independent-departure arrangement.

Boundaries & practical arrangements

Complete the remaining induction points and record the agreed run-night arrangements.

3 BEHAVIOUR AND RESPECT

- ☐ Be friendly, inclusive and respectful to other runners, volunteers and members of the public.
- ☐ No bullying, discriminatory behaviour, abusive language, violence, harassment, sexualised behaviour, dangerous conduct or deliberate disregard of instructions.
- ☐ Respect personal space and appropriate adult-junior boundaries; tell a trusted adult if anyone's conduct or contact causes concern.
- ☐ Serious or repeated breaches may lead to the junior being stopped from running, restricted from activities, suspended or dealt with under Club procedures.

4 PHOTOGRAPHY, SOCIAL MEDIA AND COMMUNICATION

- ☐ Junior Members must not be photographed or videoed in connection with Finch Coasters activities, including deliberate group photos and identifiable background appearances.
- ☐ Under-18s cannot join or participate in the closed Finch Coasters Members Facebook Group.
- ☐ The junior and unrelated adult Club members must not friend, follow, privately message or otherwise establish personal social-media contact with one another.
- ☐ Necessary Club communication must go through the parent/legal guardian or an approved Club channel with appropriate oversight.
- ☐ If an image containing a junior is captured inadvertently, it must not be shared and should be deleted where reasonably practicable.

ARRIVAL AND DEPARTURE ARRANGEMENT

- ☐ Parent/guardian will hand the junior over before the run and collect them after check-out.
- ☐ Independent arrival and departure have been explicitly agreed in writing by the parent/guardian and Club.
- ☐ Alternative agreed arrangement is recorded below.

Details: _____

If the junior stops early / cannot continue: _____

KEY CONTACTS

Junior Welfare Officer	Ruth | Email/phone: _____
Head of Juniors	Andy | Email/phone: _____
Club / Lead Welfare Officer	Name and contact: _____
Emergency	**999 where a child is in immediate and serious danger**

Agreement & Club completion

Sign once every induction item is understood and all mandatory checks are complete.

Junior member confirmation

- ☐ I have taken part in the induction, understand the rules explained to me and have been able to ask questions.
- ☐ I agree to follow the Junior Member Code of Conduct, safety instructions and approved run arrangements.
- ☐ I know who I can speak to and will tell a trusted adult if I feel worried, uncomfortable or unsafe.

JUNIOR NAME/SIGNATURE _____

DATE _____

Parent / guardian confirmation

- ☐ I consent to the junior's participation under the agreed trial arrangements and confirm that the information supplied is accurate and complete.
- ☐ I understand my responsibilities, the no-photography and online-contact rules, and that no LiRF-qualified Junior Hoster means no junior participation.
- ☐ I will keep emergency/medical information current and support decisions made by the Junior Hoster/run host for safety or safeguarding reasons.

PARENT / GUARDIAN NAME/SIGNATURE _____

DATE _____

Club completion

- ☐ All mandatory checks are complete and the junior is approved to attend the specified trial run(s).

CLUB REPRESENTATIVE _____

ROLE _____

DATE _____

Review: Reconfirm emergency information and Codes of Conduct at annual renewal, and repeat or refresh induction whenever the trial arrangements materially change.