



KSAA

KENT SCHOOLS' ATHLETIC ASSOCIATION

Constitution and Rules
Including Child Protection Policy

Updated November 2025

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KENT SCHOOLS' ATHLETICS ASSOCIATION GENERAL RULES AND COMPETITION RULES

(UPDATED November 2024)

Section (i) GENERAL RULES

1. That this Association be called the Kent Schools' Athletic Association (KSAA) and shall be an affiliated area of the English Schools' Athletic Association (ESAA).
2. The aim of the Kent Schools' Athletic Association is the advancement of athletics through the provision of Track and Field and Cross-Country competition on an annual basis among the children the children attending schools within the administrative areas in Kent, Bromley, Bexley and Medway
3. That all recognised District Schools' Athletic Associations and individual schools are eligible for membership on payment of an affiliation fee as set at the A.G.M.
4. That the association shall consist of a President, Vice Presidents, and Officers and such Associations as shall affiliate under Rule 3.
5. That the Officers of the Associations shall be the President, Past Presidents, Chairman, Ex-chairman, vice chairman (who shall become chairman after 2 years), Honorary Treasurer, Honorary Secretary and Honorary Assistant secretaries; such officers to be elected at the Annual General Meeting.
6. That the Executive shall consist of the Officers of the Association, the KCAA representative's and two members (preferably one lady and one gentleman) to be nominated by each affiliated Association. This Executive Committee shall have power to act in any emergency. At committee meetings, each person present shall have one vote. The Executive Committee has the power to co-opt. Co-opted members can be extended the right of a full voting member at the discretion of the full Committee.
7. Championships
 1. That the Annual Track and Field Championship Meeting be held when possible on the second Saturday in June.
 2. That the Cross-Country Championships be held at least three weeks before the entry date of the ESAA Cross Country championships.
8. That a Special General Meeting shall be called at any time by the Honorary Secretary or on receipt of a requisition from two of the affiliated Associations. Not less than fourteen days notice must be given of this meeting.
9. That an Annual General Meeting of the Association shall be held November when the business shall be transacted in the following order:
 - a) Secretary's Report on the Year for the Association
 - b) The Adoption of Reports and Balance Sheet.
 - c) The Adoption of Child Protection Policy
 - d) Amendments to Rules.
 - e) Election of Officers.
 - f) Other Business, relevant to the proceedings of the AGM.

10. That notice of motion to alter or add rules must reach the Honorary Secretary in writing not later than twenty-eight days before the Annual General Meeting.
11. That no amendment will be made to the Constitution which would cause the association to cease to be a charity at law.
12. That on the dissolution of the Association any assets remaining will be given to the schools in any manner which is exclusively charitable.
13. The executive may appoint appropriate sub-committees, as it considers necessary and delegate such powers as required to them.
14. At the Annual General Meeting any number of representatives may attend and speak, but the voting power shall be limited to two votes from each of the officers and one vote from each of the affiliated associations representatives.
15. The Executive Committee shall have the power to deal with any matter not covered by its rules.
16. That the team to represent Kent in the ESAA Track and Field and Cross Country Championships will be selected by a committee appointed by the KSAA executive.
 1. That the selection shall take place after the KSAA championships
 2. Consideration shall be given to performances obtained by competitors in the current year at:
 - i. KSAA Championships or trials
 - ii. Kent County AA, Southern Counties AA, Schools' Inter Counties
 - iii. Meetings at National level.
 3. Consideration may be given to athletes by the Selection Committee who suffered sickness on the day of the KSAA Championships or that competed at a higher level of competition during the current season.
 4. This committee has the power to co-opt.
17. Life membership should be awarded to those people who have made a significant contribution to the Association over a number of years.

Section (ii) COMPETITION RULES

(a) TRACK AND FIELD

18. That the events shall be conducted under UK Athletics laws and ESAA and KSAA rules.
19. That the Track & Field Championships shall consist of Boys and Girls Minor (Year 7), Junior (Year 8&9) and Intermediate (Year 10& 11) Competitions.
20. That medals shall be awarded to the first three official competitors (not guests) in each final of individual events.
21. That the age limits for entry to the Championships shall be laid down by ESAA and all competitors shall be bona fide scholars as stipulated by the ESAA.
22. A certificate signed by Head teachers certifying the dates of birth of competitors and their eligibility under Rule 5 shall be forwarded to the competition secretary to reach him/her no later than four days before the meeting.
23. There is no restriction on the number of entrants each area association may include in all individual events. But no boy or girl may compete in more than two events. There is no maximum total number of entries from each association.
24. (1) All entries, team, or individuals, must be submitted by District Associations (or individual schools by agreement) and must reach the competition Secretary by the date decided by the Executive Committee.
(2) Competitors will be charged an entry fee, to be collected upon registration on the day of the Championship. No competitor will be eligible to compete who has not paid the required fee or who has not registered to compete within the deadline set by the Executive committee without the permission of the Hon Secretary and Hon Championship Secretary of KSAA.
25. Starting blocks may be used only by those competitors in the final.
26. That in the high jump, the start height will be set by the Championship Secretary and the Meeting Manager in conjunction with the Field Referee but will be at least 15cm below County standard and afterwards advancing by a minimum of 3 cm. In the Pole Vault the start height will again be set by the Championship Secretary and the Meeting Manager in conjunction with the Field Referee but will be at least 30 cm below County standard if the uprights allow without modification (drop bars).
27. The numbers will be provided by KSAA for competition as allocated in the programme. Each Athlete will be provided with individual numbers for any event(s) entered.
28. Guests
 1. The selection Committee shall be empowered to invite as a guest any athlete not included in his/her District team, subject to the consent of the District Association and the Competition Secretary.
 2. Any record achieved will stand but no medal shall be awarded.
 3. No guests will be allowed to enter on the day of the competition.

4. Guests will be eligible to qualify from heats or preliminary events to compete in the final of the event, but are not eligible for medals.
29. If under UKA rules a tie or dead heat for qualification for the final of an event occurs, the means of deciding qualifiers will be made by the Championship Referee.
30. Senior athletes may be invited to compete in appropriate events to achieve the necessary qualification standards at the discretion of the Selection Committee.
31. That any **protest** shall be made to the Referee by an authorised Steward of an Association as soon as possible after the event concerned and not later than the close of the meeting. The decision of the referee shall be final and shall be announced immediately.
32. Any matters arising not covered by the Competition Rules for Track and Field will be brought to the attention of and settled by the Meeting Manager, whose decision will be final.

(b) CROSS COUNTRY

33. That the events shall be conducted under UK Athletics laws and ESAA and KSAA rules.
34. Each Association may nominate up to sixteen runners, with all eligible to run on the day. The first six to finish will constitute the A Team the second six the B Team in the U13, Junior and Intermediate events. In the Senior events the first four to finish will constitute the A Team and the second four the B Team.
35. (1) All entries, team, or individuals, must be submitted by District Associations (or individual schools by agreement) and must reach the competition Secretary by the date decided by the Executive Committee.
(2) Competitors will be charged an entry fee, to be collected upon registration on the day of the Championship. No competitor will be eligible to compete who has not paid the required fee or who has not registered to compete within the deadline set by the Executive committee without the permission of the Hon Secretary and Hon Championship Secretary of KSAA.
36. Medals shall be awarded to the first three individuals and teams in each event.
37. Guests
1. The KSAA selection Committee shall be empowered to invite as a Guest a competitor not included in his/her District team, subject to the consent of the relevant District Association.
 2. No guest will be allowed to enter on the day of competition.
 3. Guest are not eligible for medals.
38. That any **protest** shall be made to the Referee by an authorised steward of Association as soon as possible after the event concerned and not later than the close of the meeting. The decision of the referee shall be final and shall be announced immediately.
39. Any matters arising not covered by the Competition Rules for Cross Country will be brought to the attention of and settled by the Referee, whose decision will be final.

(c) RACE - WALKING

40. If held the Race Walking Championships will be held under RWA laws, ESAA and UK Athletics rules

(d) MULTI - EVENTS

41. If held the multi events championships will be held under ESAA and UK Athletics rules.

(e) DISTRICTS

Ashford & The Weald	Sevenoaks
Bexley	South East Kent
Bromley	St. Augustines & Canterbury
Dartford & Gravesham	Swale
Folkestone (Formerly Shepway)	Thanet
Maidstone	Tonbridge
Medway	Tunbridge Wells & District

Section (iii) COMMITTEE MEMBERS 2025-26

Not holding a post: Brian Charlton, Lynda Lenton, Tim Williams, Luca Russo, Rebecca Hawkins.

Current Post Holders	
President	Julie Roe
Chair	Iain Presnell
Vice Chair	Joe O'Hara
Secretary	Ken Burkett
Treasurer	Stephanie Rukin
Cross Country Secretary (Joint)	Angela Newark, Paul Hills
Track and Field Secretary	Iain Presnell
Cross Country Team Managers	Paul Hills, Julie Goodge
Track and Field Team Manager	Gary Jones
Coaching/Athlete Development	Iain Presnell
KSAA Website	Julie Goodge
Child Welfare Officer	Carlie Tyler
Kit Officer	Angela Newark
Officials - Cross Country	Ken Burkett
Officials - Track and Field	Ken Burkett
Minutes Secretary	Vacant
ESAA Schools Cup	James Taylor (not KSAA Committee)
Race Walks Coordinator	Geraldine Legon/Chris Hobbs
Combined Events Coordinator	Iain Presnell
Inter Counties Track and Field Coordinator	Jack Tyler
Year 7/8 Inter Counties XC Coordinator	Julie Goodge
Publicity/Sponsorship	Diane Bradley

Kent Schools' Athletic Association Honors Board

Honorary Life President - Mike Rowbottom Esq d.April 2022

Honorary Vice Presidents:

Dame Kelly Holmes MBE, Miss Dina Asher-Smith, Jack Green Esq, Mrs Lizzy Yarnold OBE

Honorary Life Members of KSAA

Mrs Lynda Lenton
 Peter Lenton Esq
 Mrs Angela Newark
 Geoff Snell Esq
 John Sanders Esq
 Mrs Julie Roe
 Iain Presnell Esq
 Ken Burkett Esq
 Mrs Katrina Jones
 Paul Nash Esq

Friends of KSAA

Mrs Karen White
 Jim Skinner Esq
 Paul Nash Esq
 Miss Natalie Harris

Certificate Thanks for Long Service and Support

Mike Davies Esq
 David Ralph Esq *
 Christine Head-Rapson *
 David Cordell *
 Maureen Fletcher*
 (*yet to be presented)

Section (iv) CHILD PROTECTION POLICY 2025-26



Kent Schools Athletic Association Child Protection Policy

This has been produced by the Child Protection in Sport Unit (CPSU).

Their website www.thecpsu.org.uk contains further information and advice for organisations working with children in sports settings

Introduction

All sporting organisations which make provision for children and children must ensure that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer

Policy Statement

[Kent Schools Athletics Association \(KSAA\)](#) has a duty of care to safeguard all children involved in the KSAA from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. KSAA will ensure the safety and protection of all children involved in the KSAA through adherence to the Child Protection guidelines adopted by KSAA.

A child is defined as a person under the age of 18 (The Children Act 1989).

Policy Aims

The aim of the KSAA Child Protection Policy is to promote good practice:

- Providing children and children with appropriate safety and protection whilst in the care of KSAA
- Allowing all staff / volunteers to make informed and confident responses to specific child protection issues

Promoting Good Practice

- Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.
- Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with children in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with children and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.
- When a child has been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the KSAA must work with the appropriate agencies to ensure the child receives the required support.

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication)
- Treating all children/disabled adults equally, and with respect and dignity
- Always putting the welfare of each young person first, before winning or achieving goals
- Maintaining a safe and appropriate relationship with athletes and children
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Making athletics fun, enjoyable and promoting fair play
- Ensuring that if mixed teams are taken away for the day or night, they should always be accompanied by a male and female member of staff.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children

- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of children and disabled adults
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment. Keeping a written record of any injury that occurs, along with the details of any treatment given

Practices to be Avoided

The following should be avoided except in emergencies.

- Avoid spending time alone with children away from others
- Avoid taking a child to an event / session or taking them home afterwards

Practices Never to be Sanctioned

The following should never be sanctioned.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children or disabled adults, that they can do for themselves

Incidents that Must be Reported/Recorded

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a player
- If he/she seems distressed in any manner
- If a player misunderstands or misinterprets something you have done

Use of Photographic/Filming Equipment at Sporting Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All KSAA members should be vigilant and any concerns should be reported to the KSAA Child Welfare Officer.

Videoring as a coaching aid: there is no intention to prevent coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is happening and give their permission, and such films should be stored safely.

Recruitment and Training of Staff and Volunteers

KSAA recognises that anyone may have the potential to abuse children in some way and that all reasonable steps must be taken to ensure unsuitable people are prevented from working with children.

Key parts of a safe-recruitment procedure could include:

- writing a clear job or role description (what tasks will be involved)
- also writing a person specification (what experience or attributes a supervisor or team manager needs in order to carry out the role)
- Formally advertising for the posts or roles.
- using an application form to gather relevant information about each applicant
- requiring specific written references or testimonials
- for eligible posts, undertaking a criminal records check:
 - Disclosure and Barring Service (DBS) – England and Wales
- risk assessment of any concerning information
- verifying qualifications and experience
- recording recruitment decision
- induction to the role (including safeguarding policies and procedures, safeguarding training, sign up to Code of Conduct)
- probationary period

KSAA requires:

- Non-teaching staff and volunteers to complete a recognised awareness training on child protection / safeguarding
- All supervising staff and volunteers to have undergone a DBS check
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person

- Relevant personnel to gain a national first aid training (where necessary)
- Attend update training when necessary.

Responding to Allegations or Suspicions

It is not the responsibility of anyone working in the KSAA, in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

KSAA will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action if there are Concerns

Concerns about Poor Practice:

If, following consideration, the allegation is clearly about poor practice; the KSAA Child Welfare Officer (CWO) liaise with the ESAA Welfare Officer who will liaise with England Athletics whose procedures will define the course of action to address this.

If the allegation is about poor practice by the KSAA CWO, or if the matter has been handled inadequately and concerns remain, it should be reported to the ESAA Welfare officer who will liaise with England Athletics whose procedures will define the course of action to address this.

Concerns about Suspected Abuse

Any suspicion that a child has been a victim of abuse by either a member of staff or a volunteer should be reported to the KSAA CWO, who will take such steps as considered necessary to ensure the safety of the

child in question and any other child who may be at risk. The official breach of welfare referral form should be used for this purpose.

The KSAA Child Welfare Officer will refer the allegation to the Headteacher/Principal of the child's school, who should work with the school's Designated Safeguarding Lead (DSL). The parents or carers of the child will be contacted as soon as possible following advice from the Local Authority Designated Officer (LADO) and / or Social Services department.

The KSAA CWO should also notify the ESAA Welfare officer may need to deal with any media enquiries.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The KSAA Child Welfare Officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Headteacher of the school
- Social Services / Police
- The ESAA Welfare Officer
- The alleged abuser (and parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child by a member of staff who is still currently working with children). Where such an allegation is made, the KSAA should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if Bullying is Suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to Allegations or Suspicions' above.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
- Keep records of what is said (what happened, by whom, when)
- Report any concerns to the KSAA Child Welfare Officer or the school (wherever the bullying is occurring)

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s)
- Inform the bully's / bullies' parents
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim
- Provide support for the victim's coach
- Impose sanctions as necessary
- Encourage and support the bully(ies) to change behaviour
- Hold meetings with the families to report on progress
- Inform all organisation members of action taken
- Keep a written record of action taken

Concerns Outside the Immediate Sporting Environment (e.g. a Parent or Carer):

- Report your concerns to the KSAA Child Welfare Officer, who should contact the Child's school.

- If the KSAA Child Welfare Officer is not available, the person being told of or discovering the abuse should contact Social Services or the police immediately.
- Social Services and / or the Police will decide how to involve the parents/carers.
- The KSAA Child Welfare Officer should also report the incident to the ESAA Welfare Officer.
- Maintain confidentiality on a need-to-know basis only.

Information for Social Services or the Police about Suspected Abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child
- The child's home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation. Include dates, times, any special factors and other relevant information
- Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes

Details of witnesses to the incidents

- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- Have the parents been contacted?
- If so, what has been said?
- Has anyone else been consulted? If so, record details
- If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded

If you are worried about sharing concerns about abuse with a senior colleague, you can contact Social Services or the Police direct (see below), or the NSPCC Child Protection Helpline on 0808 800 5000 or Childline on 0800 1111.

The initial Policy was put in place by KSAA in January 2020 and has been reviewed on an annual basis.

Date of next review: November 2026

Declaration:

On behalf of Kent Schools Athletics Association, we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

Signed:

Name: Carlie Tyler

Position within Kent Schools' Athletic Association: Child Welfare Officer

Date: November 2025

Signed:

Name: Stephanie Rukin

Position within Kent Schools' Athletic Association: Treasurer

Date: November 2025

Signed:

Name: Iain Presnell

Position within Kent Schools' Athletic Association: Chairman

Date: November 2025

N.B. It is recommended that one of the signatories is the Child Welfare Officer and one is the Chairperson.