



**CHICHESTER
PERSONAL BESTS**

2025

Coach & Volunteer Pack

Table of Contents

Event Aim and Objectives	3
Event Management Team	4
Coaches	5
Volunteers	6
Activity Volunteers	6
Country Volunteers (with a group/team of participants)	7
Additional information for Coaches and Volunteers	8
Event Information	9
Autism Awareness training session	9
Volunteer Briefing (video call)	9
Personal Bests – Event Day	9
What to wear & what to bring	10
University of Chichester site information	10
Summer school	10
Cashless site	10
Parking	11
Team timetables	17
Certificates and medals	19
Scoring	19
Awards ceremony	19
Toilets	20
Food & hygiene	20
Lost participant	20
Safeguarding & welfare	20
Sharing Photos	21
Noise	21
Signs	22
Risk assessments	22
Cancellation Policy	22

Introduction

We're excited to bring the Personal Bests event to Chichester in 2025!

Inspired by the success of the Winchester event - now welcoming over 200 participants - Active LD is thrilled to share the same energy and celebration here in our community. Launched in 2012 following the London Paralympics, Personal Bests has become a joyful day of sport, inclusion, and achievement for adults with learning disabilities, with people joining from across the both Sussex and Hampshire.

This year's event is proudly delivered by a passionate team from Active LD, University of Chichester, Everyone Active, Chichester District Council, and Together our Community (TOC). A big thank you to our brilliant coaches and volunteers for helping us to make this day possible. We can't wait to use Personal Bests to help more adults connect with local sports and activity opportunities.

Event Aim and Objectives

To bring together people with learning disabilities to take part in a day full of sport and enable ongoing participation in physical activity on a regular basis. Our objectives are:

- 1. Inspire Participation in Inclusive Sport**

Create exciting opportunities for individuals with disabilities to enjoy a wide range of fun, accessible sporting activities.

- 2. Celebrate Achievement and Build Confidence**

Ensure every participant feels a sense of accomplishment and receives recognition for their personal progress.

- 3. Promote Disability Sport and Healthy Living**

Raise awareness of disability sport and encourage active, healthy lifestyles within the community.

- 4. Create Lasting Connections and Opportunities**

Foster collaboration between support providers and local coaches/clubs, and guide participants toward ongoing local activities and sports.

- 5. Empower Through Involvement and Education**

Involve participants in shaping events, and offer training to staff, volunteers,

and instructors to better support individuals with autism and learning disabilities.







Event Management Team

 Active LD	Betty Chadwick Kevin Stevens
	Sarah Peyman
	Ben Polhill
	Hilary Freeborough Louise Collins
 UNIVERSITY OF CHICHESTER	Kirsty Harris

It is the event management team's responsibility to:

- Plan and deliver a successful event.
- Promote and advertise the event and coordinate bookings and registration.
- Provide regular communication (i.e. any updates/ changes) to coaches, volunteers, day services, carers, and participants.
- Be the main point of contact for coaches, volunteers, day services, carers, and participants.
- Ensure everyone associated with the event are safe throughout the day.

Coaches

David Morris Jenny Horton	Softball and Baseball	
Jim Garland	Athletics	
Nick Barnes Lara Johnson	Cricket	
Jo Tarr	Dance	
Fin Taylor	Football	
Justin Pollard	Tennis	 Chichester Racquets and Fitness Club

Our coaches will:

- **Deliver Inclusive, Safe, and Enjoyable Sessions**

Plan and lead well-structured activities that are fun, engaging, and safe for everyone involved.

- **Encourage and Involve All Participants**

Support and motivate participants of all abilities, making sure everyone feels included and valued.

- **Adapt to Individual Needs**

Be understanding and flexible—respecting different needs and allowing space for rest or time out when needed.

- **Be Prepared**

Bring any necessary equipment and complete risk assessments to ensure a smooth and safe session.

- **Foster a Positive and Supportive Environment**

Create a welcoming atmosphere where all participants feel respected, confident, and part of the team.

Volunteers

All volunteers are encouraged to attend the volunteer briefing before the event:

Monday 14th July at 19:00-20:00 on TEAMS

Teams Link: [Teams meeting link](#)

Meeting ID: 387 997 882 287 2

Passcode: xj32Xx9T

Volunteers will be allocated their role when they arrive at the Personal Bests.

There are two types of volunteers:

Activity Volunteers

- You will be based at one activity (e.g. cricket) all day, working closely with the coach.
- You will get to know the session and help things run smoothly for example:
 - help to collect participant country group from previous activity
 - know where nearest toilets are
 - remind participants and support about Quiet Space
 - help direct teams to their next activity.

- Your encouragement will help participants feel confident and get involved.
- Throughout the day, you'll also help the coach spot one or two participants who really shine with enthusiasm!
- Work with the coaches to award all participants in the last activity session with a Certificate of Participation and medal.
- Ensure your last group is on time for the presentation/medal ceremony by 14:25-14:30.

Country Volunteers (with a group/team of participants)

- You'll be with one country (group) of participants for the whole day - your friendly face will help them feel comfortable and supported.
- Welcome participants to the event.
- Support with registration. This may include - writing name badges, handing out t-shirts, water bottles, etc
- Name badges:
 - White name badges if ok for photos/film to be taken
 - Yellow name badges if no photo/film consent.
- Wrist bands – each country will have its own colour wrist band. Individuals who do not give photo consent will be given an additional WHITE wrist band.
- You'll make sure your group stays together and gets to each activity on time.
- You'll help move the group from one activity to the next and guide them around the site.
- Encourage participants to share carrying the team flag as the country team moves between activities.
- Keep an eye out for white wristbands and yellow name badges so we know who shouldn't be in photos.
- If someone gets hurt or needs help, call for a first aider.
- Don't worry—you're not expected to give personal care – we ask volunteers NOT to enter toilet cubicles with participants (waiting outside the toilet and helping them back to the group is fine).

- Ensure your group is on time for the presentation/medal ceremony by 14:25-14:30
- Some groups may arrive after the event starts, please accommodate them and welcome them to your country team.
- Please inform Betty or Kevin if a group needs to leave early so they can collect their certificates and medals before they go.
-

Additional information for Coaches and Volunteers

- All participants and volunteers will be invited to wear a name badge, so please spend time to connect, we'd like all participants to feel valued, comfortable and happy.
- All participants have been asked about photo consent prior to the event. Those that have not given their consent will be wearing a white wrist band AND/OR a yellow name badge.
- You will have 8-12 participants in your group and support from their carers.
- All participants will be given a Personal Bests t-shirt at registration; this will make it easy for you to determine who is taking part in the event.
- Participants will have a range of disabilities/additional needs, so please be patient and caring towards them. If you have any questions about the participants, please ask them or their carer.
- Participants will bring their own packed lunch and drink stations will be available throughout the day.
- Toilets are located throughout the building.
- Any accidents will be reported to reception and a first aider will apply first aid.
- Each session is 25 minutes long. Once your team have arrived, please support the instructor in getting the session started as quickly as possible.
- As soon as the session is over you will have 10 minutes to make your way to the next station.

Our Autism Awareness sessions explain that some participants may display communication differences. Some may be non-verbal (or non-verbal at times of

stress). There will be communication cards available in each country pack, which may help some individuals and their carers.

Occasionally, participants may say something inappropriate or make a sexually suggestive remark. It is usually helpful to address their comment – in a direct and calm way while being mindful of their communication differences. Their carers will know them well and will be on hand to help guide you on the best way to manage any communication difficulties or inappropriate language/behaviour if that occurs.

Event Information

Autism Awareness training session – recording available online:

<https://www.activeld.org/news-article/autism-awareness-training>

Volunteer Briefing (video call)

Day: Monday 14th July 2025
Time: 19:00

Link: [Teams meeting link](#)

Meeting ID: 387 997 882 287 2
Passcode: xj32Xx9T

Personal Bests – Event Day

Day: Wednesday 16th July 2025

Arrive: **09:00**

(we ask volunteers to arrive at 9am so we can provide a site walk through before the participants arrive from 09:30am).

Event Start: 10:00

Finish: **15:00**

Venue: Tudor Hale Centre for Sport, University of Chichester, Bishop Otter campus, College Lane, Chichester, West Sussex, PO19 6PE

What to wear & what to bring

Volunteers are encouraged to wear a RED T shirt. There will be a small selection of Personal Bests t-shirts available on the day. We suggest a £5 donation to Active LD (payment by cash please).

- Lunch
- Bottle of water
- Comfortable footwear
- Sun cream, sun hat, a rain jacket, and a foldable chair (if you wish to take regular breaks)

University of Chichester site information

Summer school

There will be an international summer school (children under 16 years) in residence at the University of Chichester. They may be using some of the nearby sports facilities during the morning on 16th July and their students may also be using the site toilet and changing facilities.

Cashless site

The University of Chichester is a cashless site.

There are vending machines (outside the sports hall) and a couple of pop up Costa outlets on site.

The Otters Restaurant will be unavailable to Personal Best attendees as it is being used by the resident summer school.

Parking

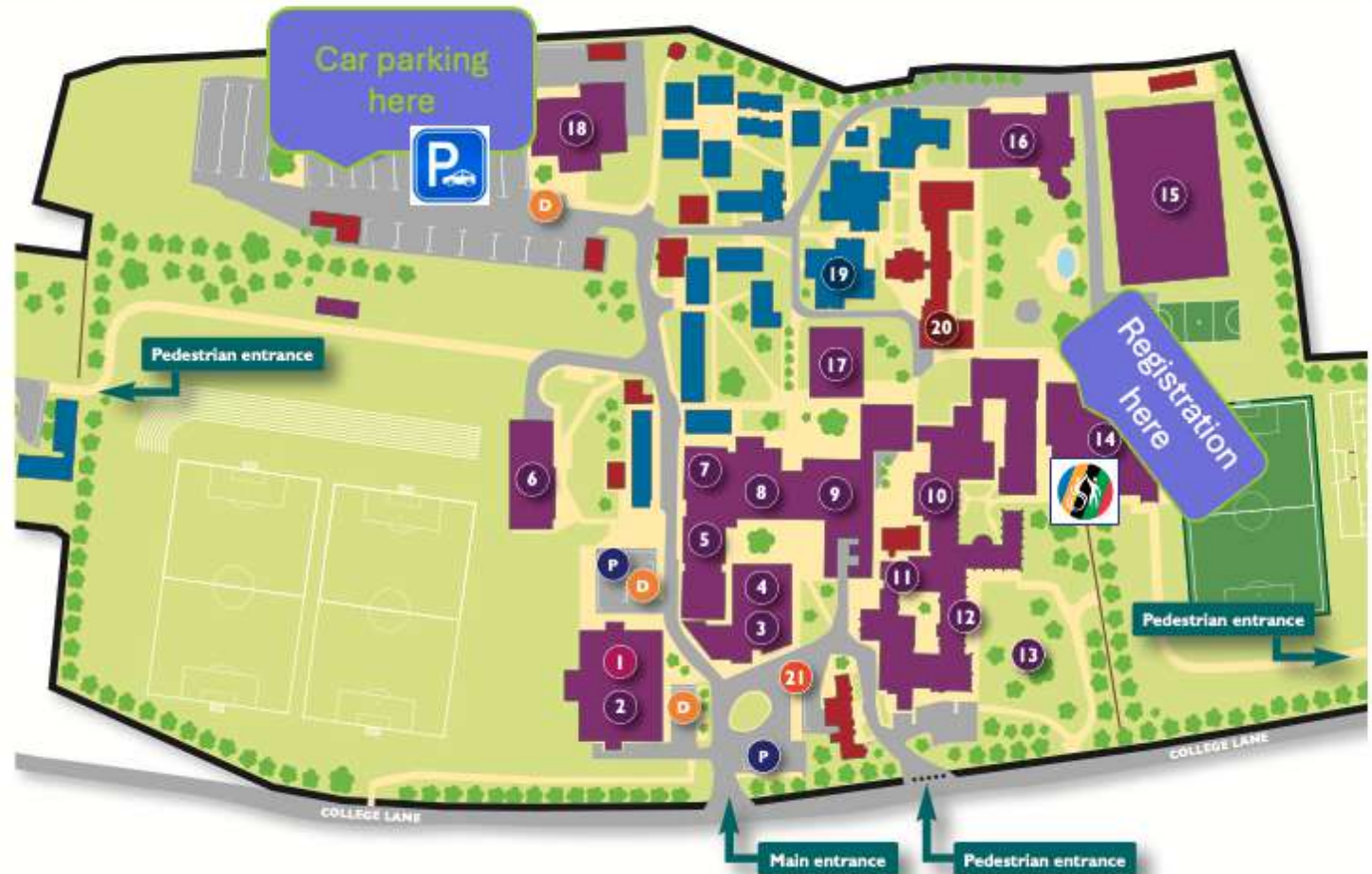
Pre-authorized parking is available at the University. You **MUST** have provided your registration number to Betty (events@activeld.org) by Friday 11th July for Betty to arrange your free volunteer/coach parking.

All day parking is available locally at Northgate, Chichester PO19 6AA (Pay and Display, takes contact less and coins or online payments with app).

Chichester campus (Bishop Otter) map

PO19 6PE

- 1** Main reception, Learning Resource Centre, Support and Information Zone (SIZ)
- 2** Student Support Services
- 3** Academic Building
- 4** The Shop
- 5** Dance Studios
- 6** Students' Union and Zee Bar
- 7** Theatre Studios
- 8** The ShowRoom
- 9** Otters Restaurant
- 10** Mitre Theatre
- 11** University House
- 12** Cloisters Corridor
- 13** Cloisters Lawn
- 14** Tudor Hale Centre for Sport
- 15** Sports Dome
- 16** Music Conservatoire
- 17** The Chapel
- 18** Health Sciences
- 19** Accommodation Office
- 20** New Hall
- 21** Bus Stop



Personal Bests Site



Timeline

The timeline below sets out the running of the day.

Volunteers arrive at 09:00

Coaches arrive by 09:15

Participants have been asked to arrive between 09:30 – 09:45 for registration.

TIME	ACTIVITY
09:00	Volunteers arrive
09:30 – 10:00	Event registration (Tudor Hale Sports Centre)
09:15 – 09:45	Volunteer briefing (Tudor Hale Sports Centre)
10:00 – 10:15	Warm up (Main Hall)
10:25 – 10:50	Activity 1
11:00 – 11:25	Activity 2
11:35 – 12:00	Activity 3
12:10 – 12:40	Lunch
12:50 – 13:15	Activity 4
13:25 – 13:50	Activity 5
14:00 – 14:25	Activity 6
14:35 – 14:55	Award ceremony (Dome)
14:55 – 15:00	Depart
15:00 – 15:30	EMT close site/ pack up

ACTIVITIES

Participants will have the opportunity to take part in 6 different sports for 25 minutes.

These will be delivered by a qualified, DBS checked sports coach.

1. Dance
2. Tennis
3. Cricket
4. Football
5. Softball
6. Running

The number of participants expected on the day is estimated to be approximately 55 adults with learning disabilities, some will also be wheelchair users and/or have impaired sight and/or hearing. There will be approximately 20+ volunteers to support the event, along with participant carers and day service staff.

Good weather plan

Activity	Location	
	Morning	Afternoon
Dance	Gym 1	Gym 1
Tennis	Main Hall (or hard court outside)	Main Hall
Cricket	Rugby pitch	Astro
Football	Rugby pitch	Astro
Softball	Rugby pitch	Astro
Running	Rugby pitch	Rugby pitch

Wet weather plan

Activity	Location	
	Morning	Afternoon
Dance	Rehab Room	Gym 1
Tennis	Main Hall	Main Hall
Cricket	Main Hall	Main Hall
Football	Main Hall	Dome
Softball	Gym 1	Dome
Running	Gym 1	Dome

Each country team will be provided with a pack detailing their country's schedule and locations for the day. Some activity locations will vary between morning and afternoon due to the availability of the facilities (for example we have access to the astro pitches in the afternoon only)

TEAM	Dance 25 MINS	Tennis 25 MINS	Cricket 25 MINS	Football 25 MINS	Softball 25 MINS	Running 25 MINS	Lunch 30 MINS	Awards 20 MINS
GREAT BRITAIN	10:25 – 10:50 (first activity)	11:00 – 11:25	11:35 – 12:00	12:50 – 13:15	13:25 – 13:50	14:00 – 14:25	12:10 – 12:40	14:35 – 14:55
JAMAICA	14:00 – 14:25	10:25 – 10:50 (first activity)	11:00 – 11:25	11:35 – 12:00	12:50 – 13:15	13:25 – 13:50	12:10 – 12:40	14:35 – 14:55
FRANCE	13:25 – 13:50	14:00 – 14:25	10:25 – 10:50 (first activity)	11:00 – 11:25	11:35 – 12:00	12:50 – 13:15	12:10 – 12:40	14:35 – 14:55
USA	12:50 – 13:15	13:25 – 13:50	14:00 – 14:25	10:25 – 10:50 (first activity)	11:00 – 11:25	11:35 – 12:00	12:10 – 12:40	14:35 – 14:55
CHINA	11:35 – 12:00	12:50 – 13:15	13:25 – 13:50	14:00 – 14:25	10:25 – 10:50 (first activity)	11:00 – 11:25	12:10 – 12:40	14:35 – 14:55
UKRAINE	11:00 – 11:25	11:35 – 12:00	12:50 – 13:15	13:25 – 13:50	14:00 – 14:25	10:25 – 10:50 (first activity)	12:10 – 12:40	14:35 – 14:55

Team timetables

1. GREAT BRITAIN

Dance	Tennis	Cricket	Lunch	Football	Softball	Running	Awards Presentation
10:25 – 10:50	11:00 – 11:25	11:35 – 12:00	12:10 – 12:40	12:50 – 13:15	13:25 – 13:50	14:00 – 14:25	14:35 – 14:55

2. JAMAICA

Tennis	Cricket	Football	Lunch	Softball	Running	Dance	Awards Presentation
10:25 – 10:50	11:00 – 11:25	11:35 – 12:00	12:10 – 12:40	12:50 – 13:15	13:25 – 13:50	14:00 – 14:25	14:35 – 14:55

3. FRANCE

Cricket	Football	Softball	Lunch	Running	Dance	Tennis	Awards Presentation
10:25 – 10:50	11:00 – 11:25	11:35 – 12:00	12:10 – 12:40	12:50 – 13:15	13:25 – 13:50	14:00 – 14:25	14:35 – 14:55

4. USA

Football	Softball	Running	Lunch	Dance	Tennis	Cricket	Awards Presentation
10:25 – 10:50	11:00 – 11:25	11:35 – 12:00	12:10 – 12:40	12:50 – 13:15	13:25 – 13:50	14:00 – 14:25	14:35 – 14:55

5. CHINA

Softball	Running	Dance	Lunch	Tennis	Cricket	Football	Awards Presentation
10:25 – 10:50	11:00 – 11:25	11:35 – 12:00	12:10 – 12:40	12:50 – 13:15	13:25 – 13:50	14:00 – 14:25	14:35 – 14:55

6. UKRAINE

Running	Dance	Tennis	Lunch	Cricket	Football	Softball	Awards Presentation
10:25 – 10:50	11:00 – 11:25	11:35 – 12:00	12:10 – 12:40	12:50 – 13:15	13:25 – 13:50	14:00 – 14:25	14:35 – 14:55

Certificates and medals

At the end of the last activity (14:00-14:25), coaches and volunteers will hand out the 'participation' certificates and medals to those in their group.

Scoring

The event focuses on individual performances, with the aim for each participant to have fun and beat their own personal achievements. Each activity will have their own individual session plan, and awards will be given to those who performed to the best of their ability. Volunteers will help the coaches to identify individual participants for each activity cup - someone who has shown the most enthusiasm and commitment to each activity during the day.

Awards ceremony

The awards ceremony will take place at 14:35 in the DOME. The following prizes/ awards will be given to teams and individuals during the awards ceremony:

- Winners of Each Activity: Certificate and Trophy
- Overall Individual Award: Certificate and Trophy

Event control

The event is organised by Active LD in partnership with Everyone Active, the University of Chichester, Chichester District Council and Together our Community (TOC). In an emergency, the emergency services will be contacted and will arrive on-site.

First aid & reporting

All accidents and injuries that occur will be dealt with by either Everyone Active or the University of Chichester staff (or a coach or designated members of the event management team) all of which are first aid qualified to deal with minor medical

situations. All accidents will be recorded. In the unlikely occurrence of a major injury, a member of staff will call the emergency services.

Toilets

Toilets are available for participants, volunteers and coaches to use during the day and are located within the Sports Centre. Toilets may also be used by other site users (e.g. international students attending the summer school). Signs will be clearly displayed providing clear direction.

Food & hygiene

Participants are expected to bring their own packed lunch however; snacks will be available to purchase from the Sports Centre's vending machines centre's café located on-site. These are card only (cashless).

Participants are expected to clear up after themselves and place all rubbish in the bins.

Lost participant

In the unlikely occurrence that a participant is missing; coaches, staff, carers, and volunteers will report this to a member of the EMT or University of Chichester staff. We will then carry out the necessary procedures to search the building and surrounding areas.

Safeguarding & welfare

The welfare of vulnerable people is taken very seriously by the event team, and as a result have published a safeguarding policy (available on request). All participants are required to provide the following before attending:

- A completed registration form including signed disclaimer
- A record of whether they have given consent for photographs to be shared
- Day services and learning disability group leaders are advised to complete a risk assessment for their group's participation at the Personal Bests (in the same way that they would for other day trips/outings).

Photography & Filming

Photos and filming will take place during the event to capture the fun, showcase our amazing facilities, and help new participants know what to expect at future events. Consent has been gathered at registration.

Anyone who does not want to be filmed or photographed will be clearly identified by:

- **White wristband**
- **Yellow name badge**

This applies to participants, volunteers, staff, and carers. Day service staff and family carers can use the event checklist to flag if they don't wish to be included.

Sharing Photos

We love capturing special moments at Personal Bests!

If you have photos to share, please send them to: events@activeld.org or 07884 063201

Please do not post photos of participants on personal social media, to respect privacy and consent.

Feel free to share photos from our official posts — these will only include those who have given consent.

We would love to encourage you to share photos from our posts (which will be checked for photo sharing consent prior to being published).

Noise

We are aware that some participants will be sensitive to noise, and they may prefer to have some chill out time. They will also be encouraged to bring ear defenders.

University staff will also be asked to only use the tannoy in emergencies as some participants may find this disturbing.

Signs

There will be signs/ directions displayed throughout the Sports Hall and across the outside facilities to ensure participants know where each activity is located.

Risk assessments

Risk assessments have been completed by our instructors and are available on request.

Cancellation Policy

In extreme circumstances, the Event Management Team may need to make the difficult decision to cancel the event – for example in response to severe weather (or severe weather warning).

This will be posted on our website (www.activeld.org/personal-bests) and on Active LD's social media (Facebook/Instagram).

If the event needs to be cancelled, Active LD will try to arrange visits to participants at day services with PB t-shirts and medals after 16th July.

If participants are unable to attend, they can still receive their T shirt (and medal) as these have been pre-ordered.

Sadly, we are unable to offer refunds.

Contact details on the day:

Betty Chadwick: 07884 063201
Kevin Stevens: 07598 406120