



**CHICHESTER
PERSONAL BESTS**

2025

Family Carers and Day Service Pack

Table of Contents

	1
Event Aim and Objectives	3
Event Management Team	4
Coaches	5
Volunteers	6
Event Information	7
Access and parking	7
Cars	7
Minibuses	7
Registration (09:30 – 09:45)	8
What to wear & what to bring	8
Food & hygiene	9
Quiet Spaces	11
University of Chichester site information	9
Summer school	9
Cashless site	10
Photographs and filming	10
Sharing Photos	10
Toilets	11
Noise	11
Car parking map	12
Timetable	15
Team timetables	18
Certificates and medals	20
Awards ceremony	20
Lost participant	20
Safeguarding & welfare	21
Risk assessments	21
Cancellation Policy	21

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 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







	Betty Chadwick Kevin Stevens
	Sarah Peyman
	Ben Polhill
	Hilary Freeborough Louise Collins
	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.

Chichester Personal Bests updates will be published on the Active LD website and via their social media channels. We will try to emailed to day services and participants attending independently with any updates.

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

There will be about 20 volunteers to help the day run smoothly.

They will be wearing RED t shirts.

Volunteers are not support workers or care providers. They are there to help participants have a great day. Volunteers have been advised not to provide any personal care (e.g. not to accompany any participants into toilet cubicles).

Our volunteers will have a range of experience of working with people with learning disabilities – for some the Personal Bests will be the first time that they see how fantastic the learning disability community is.

Volunteers and coaches have been invited to attend our online autism awareness session (<https://www.activeld.org/news-article/autism-awareness-training>) to help increase understanding around some of the extra challenges our autistic and learning-disabled participants may face on the day.

Event Information

- Date: Wednesday 16th July
- Venue: Tudor Hale Centre for Sport, University of Chichester, Bishop Otter campus,
College Lane, Chichester, West Sussex, PO19 6PE
- Arrive: 09:30 – 09:45 for registration
(at the entrance to the Tudor Hale Sports Centre)
- Cost: Participants have already paid an entry fee of £15

Access and parking

Cars

There is parking available at the University of Chichester car park (see map on page 12). A discounted rate of £2 per day is available for those who have arranged pre-authorized parking by providing Active LD with your car registration number in advance.

If you have not registered for day parking and would like pre-authorized parking, please let Betty know your registration number by Friday 11th July and bring £2 cash with you on the day.

There are disabled parking bays available at the University of Chichester car park. The route from the car park to the Sports Hall is relatively flat and steps can be avoided. Our volunteers can help guide you from the car park to the Sports Hall.

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

Minibuses

Minibus parking is available (free of charge) next to the Dome (see map on page 13). Betty at Active LD will need day services to let her know in advance if they are bringing a minibus.

Registration (09:30 – 09:45)

At the main reception area of Tudor Hale Sports Centre (refer to map on page 12). It will be well visible - look out for our banners and signs. Our volunteers will help to direct you there from the car park (it's a short walk, with no steps).



You will be directed to your Country Team in the main sports hall and introduced to your Country Volunteers.

Participants will be helped to collect their:

- ◆ T shirt
- ◆ water bottle
- ◆ coloured county wrist band
- ◆ name badge

Name badges:

- White name badges if ok for photos/film to be taken
- Yellow name badges if no photo/film consent.

Welcome and warm up start at about 10:00am.

Don't worry if you are running late – we will help you to join your group when you arrive.

What to wear & what to bring

Participants will be given an event t-shirt when they arrive. They are encouraged to wear it during the event, but there is no problem if they prefer not to.

- Lunch and snacks
- Bottle of water
- Comfortable footwear

- Sun cream, sun hat, a rain jacket, and a foldable chair (if you wish to take regular breaks)
- Sunglasses (if needed)
- Noise cancelling headphones if needed (the event is busy and can get noisy, ear defenders are recommended for participants who are particularly sensitive to noise).
- Fidget toys, communication cards and/or a favourite comfort item if needed.
- Personal medical requirements (our volunteers, coaches and event staff do not provide personal or medical care. If a participant requires help with medication they will need their carer/support to assist them with this).

There are lockers available by the sports hall. We encourage participants not to bring valuables (e.g. jewellery) with them. Bags can also be labelled and left in the sports hall during the day.

Each county team will have a pack containing communication cards which can be borrowed during the day.

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.

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.

Photographs and 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. All participants have been asked about photo consent prior to the event.

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 (other than family members or those in your day service) on personal social media, to respect their 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).

Quiet Space

Quiet Spaces

There will be designated quiet spaces at the event for participants to take some time out if needed.

Fidget toys and communication cards will be provided in the Quiet Space.

Toilets

These are located throughout the Tudor Hale Sports Centre. They will be clearly signed. Please note that there is a summer school in residence at Chichester University, so there may be international students (under 16 years old) using some of the facilities - including toilets and changing facilities.

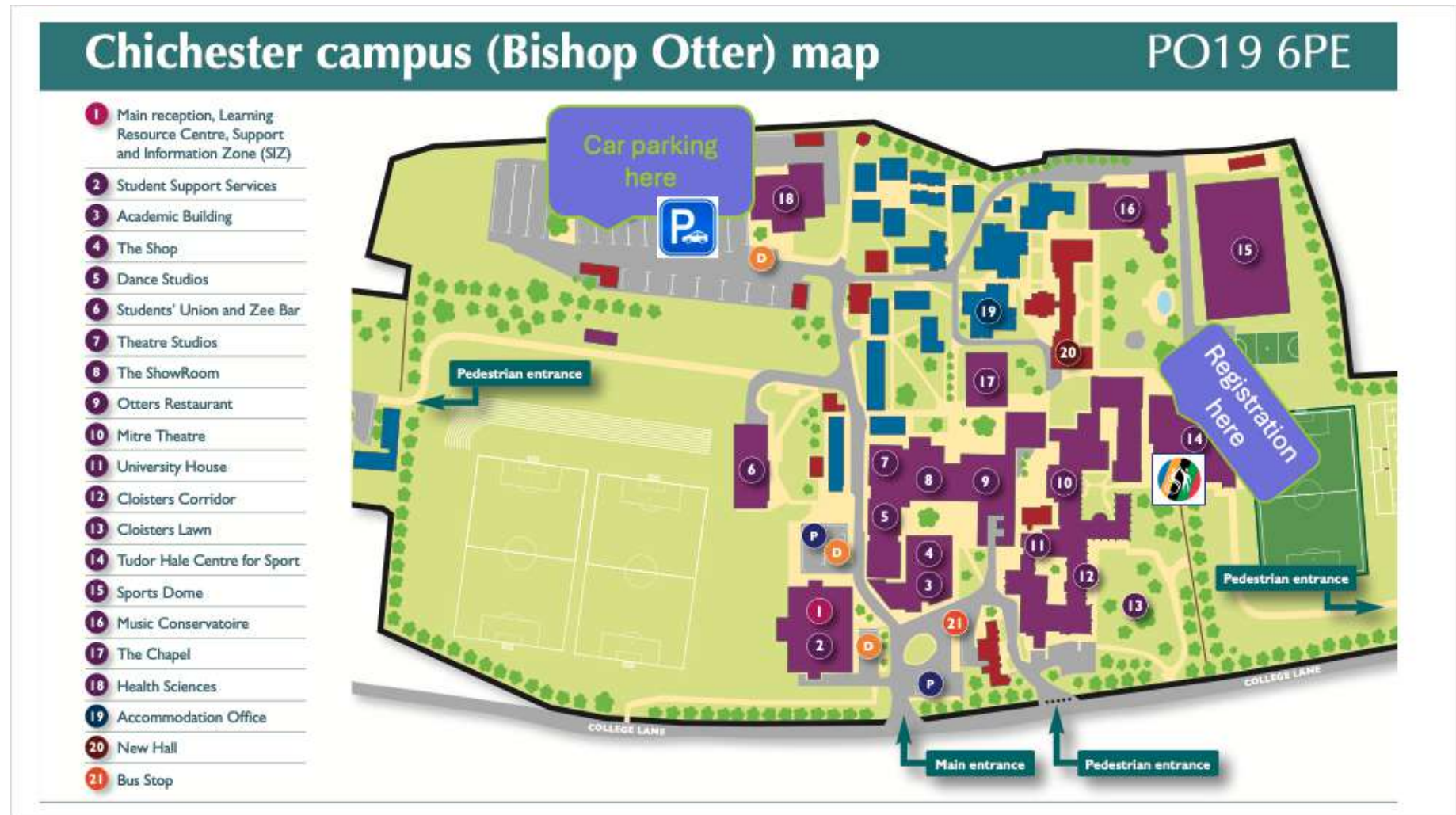
Volunteers have been instructed not to enter toilet cubicles with participants. If participants require help or personal care this must be provided by their carers/family member.

Noise

We are aware that some participants will be sensitive to noise, and they may prefer to have some chill out time. We encourage those who are sensitive to noise to bring ear cancelling headphones.

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

Car parking map

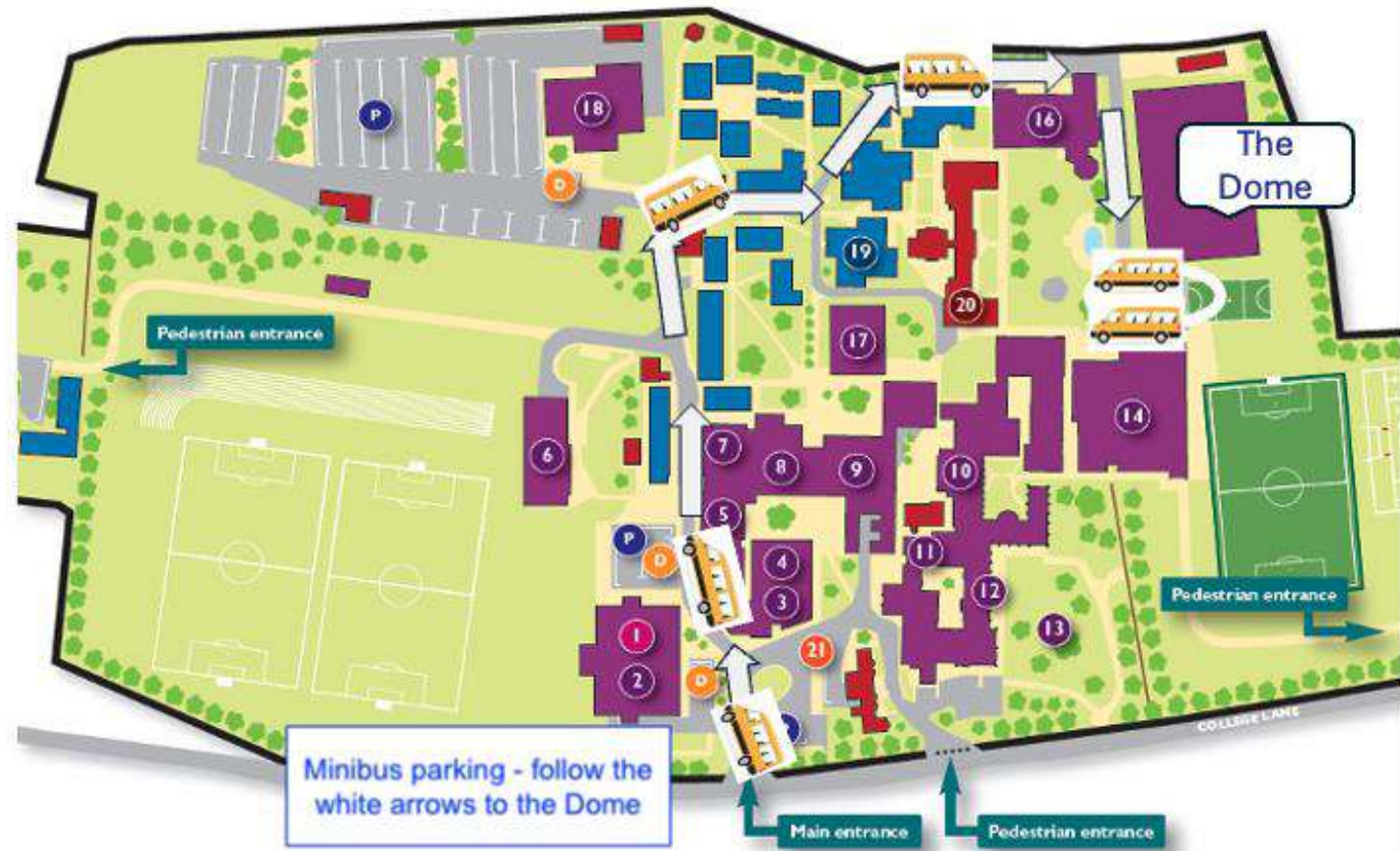


Minibus parking map

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



Timetable

The timetable below shows the order of the day. The most important part of the day is for participants to enjoy themselves. We would love for every participant to try every activity, but we know that for some individuals that may be too much. Please help participants to pace themselves encourage them to rest if they need a break. Please do not feel rushed. You are always welcome to take some time out at any point. There will be plenty of printed copies of the timetable available on the day to refer to.

TIME	ACTIVITY
09:30 – 10:00	Event registration
10:00 – 10:15	Warm up
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
14:55 – 15:00	Depart

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 55; all are 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.

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.

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).

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