



WINCHESTER PERSONAL BESTS

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2025 Coach & Volunteer pack

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Introduction

The Winchester Personal Bests are inspired by the fantastic London 2012 Paralympic Games, and we're delighted that they have got bigger and better each year! We hope to encourage more people with learning disabilities to enjoy taking part in physical activity. The Personal Bests is all about help people with learning disabilities have fun, try different sports, and do their best. Everyone gets celebrated for joining in and giving it a go.

Now into its thirteenth year, the 'Winchester Personal Bests' brings adults with a wide range of physical and learning disabilities together to take part in various sports activities and challenges them to achieve their 'personal best'. From 33 participants in 2012, we now attract over 200 people from the Winchester district and across Hampshire.



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Event aim & objectives

To connect people with learning and physical disabilities through a day full of sport and enable ongoing participation in sport and physical activity on a regular basis.

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Our objectives are:

- **Inspire Participation in Inclusive Sport**

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

- **Celebrate Achievement and Build Confidence**

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

- **Promote Disability Sport and Healthy Living**

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

- **Create Lasting Connections and Opportunities**

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

- **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.



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Roles & responsibilities

The event is management team (EMT)

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Organisation	Member of EMT	Site
 Active LD	Betty Chadwick Kevin Stevens	WSLP & UoW
 Winchester City Council	Callum Drumond	WSLP & UoW
 everyone ACTIVE	Bex Woodford	WSLP
 UNIVERSITY OF WINCHESTER	Ryan Sanger	UoW

It is the event management team's responsibility to:

- Plan and deliver a successful event.
- Coordinate bookings and registration.
- Promote and advertise the event.
- 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.

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Coaches responsibilities

Coach	Activity	Organisation
David Howells	Athletics	
Andy Fisher	Athletics	
Ben Harris	Football	
Michael	Powell	
Rob and Sonia Volpe	Circuits	
Glyn Parkin	Boxing	
Lorna Chapman	Yoga	
Brian Ward	Squash	 (freelance squash coach)

A huge thanks to our coaches and the organisations that they represent in their generous support of the Winchester Personal Bests 2025.

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Our coaches will:

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

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

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- **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.



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Volunteers responsibilities

All volunteers are expected to attend the volunteer briefing before the event

(Tuesday 2nd September at 7pm) on Teams, a recording will be available. Coaches are also welcome to attend.

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Teams [link here](#):

Meeting ID: 335 626 185 215 6, Passcode: vC2ak9tH

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 14:30.

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Participant Group Volunteers ('Country Volunteers')

- 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 14:30
- 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

- 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 approx. 35 participants in your group with support from 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 site.
- Directing and accompanying participants to the toilet - volunteers must not offer any 'personal care'. Volunteers are expected to stay outside the toilet and not help the participant in the cubicle).
- Any accidents will be reported to reception and a member of staff will apply first aid. Please do not treat any participant if they have an injury.
- 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

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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

Volunteer Briefing (on Teams)

Tuesday 2nd September 2025

TIME: 19:00

LINK: [Click here](#)

Meeting ID: 335 626 185 215 6

Passcode: vC2ak9tH

Personal Bests – Event Day

Day: Thursday 4th September 2025

Volunteers Arrive: 09:00

(Coaches arrive in time to be set up by 9:30am)

Participants Arrive: 09:30 – 09:45

Event Start: 10:00

Event Finish: 15:00

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Venue:

The Winchester Personal Best runs across 2 adjacent sites:

- Winchester Sport & Leisure Park (Bar End Road, SO23 9NR) - **WSLP**
- University of Winchester Sports Stadium (Milland Road, SO23 0QA) - **UoW**.

Both venues are situated within walking distance of each other. The event will have access to:

- 8 court sports hall [WSLP]
- 3 glass-backed squash courts [WSLP]
- 2 group exercise studios [WSLP]
- Floodlit all weather pitch [UoW]
- 8 lane athletics track [UoW]

What to wear & what to bring

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

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

CARDO have kindly sponsored our 2025 volunteer red T shirts.

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Access & parking

Staff, volunteers, and coaches can park free of charge at Winchester Sport & Leisure Park. A permit will be issued at reception, allowing parking in any bay for the event. The car park is located at Bar End Road, Winchester, SO23 9NR.

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The University site will be used for day services that are arriving in minibuses only. The University of Winchester Sports Stadium can be located by using the following address - Milland Road, Winchester, SO23 0QA.

The map below shows the location of both sites and how to access the Winchester Sport & Leisure Park.



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Timeline

The timeline below sets out the running of the day.

Volunteers arrive at 09:00

Coaches arrive by 09:15

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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 (WSLP main entrance)
09:15 – 09:45	Volunteer briefing (meet at WSLP main entrance)
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
15:00 – 15:30	EMT close site/ pack up

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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.

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1. Football
2. Cricket
3. Athletics
4. Boxing
5. Squash
6. Low Level Circuits and Yoga

Around 200 adults with learning and physical disabilities are expected to attend the Personal Bests this year. Our qualified coaches will deliver engaging sessions, with approx. 60+ volunteers to support, along with participant carers and day service staff.

Activity	Location	
	Good weather plan ☀	Wet weather plan ☁
Football	Astro (Outside)	Main Hall (Inside)
Cricket	Astro (Outside)	Main Hall (Inside)
Athletics	Athletics track (Outside)	Main Hall (Inside)
Boxing	Athletics track (Outside)	Spin studio (Inside + upstairs)
Squash	Squash courts (Inside)	Squash courts (Inside)
Circuits and Yoga	Studio 2 (inside + upstairs)	Studio 2 (Inside + upstairs)

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FOOTBALL	
Instructors:	Ben Harris
Activities:	• Passing • Dribbling • Penalty shootout
CRICKET	
Instructors:	Michael Powell
Activities:	• Throwing & catching • Batting
ATHLETICS	
Instructors:	David Howells and Andy Fisher
Activities:	• Sprints • Throwing
BOXING	
Instructors:	Glyn Parkin
Activities:	• Various boxing drills
SQUASH	
Instructors:	Brian Ward
Activities:	• Squash buddies • Rallies in groups
LOW LEVEL CIRCUITS	
Instructors:	Sonia Volpe & Rob Volpe
Activities:	• 8 station circuit
YOGA	
Instructors:	Lorna Chapman
Activities:	• Yoga stretches • Yoga routines

Event timetable

	ALL WEATHER PITCH	ALL WEATHER PITCH	ATHLETICS TRACK	ATHLETICS FIELD	SPORTS HALL & SQUASH COURTS	STUDIO 2	LUNCH SPORTS HALL (SH)	PRESENTATION SPORTS HALL (SH)
TEAM	FOOTBALL 25 MINS	CRICKET 25 MINS	ATHLETICS 25 MINS	BOXING 25 MINS	SQUASH 25 MINS	YOGA (ss) & CIRCUITS (s) 25 MINS	30 MINS	20 MINS
GREAT BRITAIN	10:25 – 10:50	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	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	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	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	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	12:10 – 12:40	14:35 – 14:55

***FIRST ACTIVITY**

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Team timetables

1. GREAT BRITAIN

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FOOTBALL	CRICKET	ATHLETICS	LUNCH	BOXING	SQUASH	CIRCUITS AND YOGA	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

CRICKET	ATHLETICS	BOXING	LUNCH	SQUASH	CIRCUITS AND YOGA	FOOTBALL	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

ATHLETICS	BOXING	SQUASH	LUNCH	CIRCUITS AND YOGA	FOOTBALL	CRICKET	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

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4. USA

BOXING	SQUASH	CIRCUITS AND YOGA	LUNCH	FOOTBALL	CRICKET	ATHLETICS	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

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5. CHINA

SQUASH	CIRCUITS AND YOGA	FOOTBALL	LUNCH	CRICKET	ATHLETICS	BOXING	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

CIRCUITS AND YOGA	FOOTBALL	CRICKET	LUNCH	ATHLETICS	BOXING	SQUASH	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

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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.

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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 sports hall. The following prizes/ awards will be given to teams and individuals during the awards ceremony:

- Champion of Each Activity: Certificate and Trophy
- Champion of Bravery and biggest smile: Certificate and Trophy
- Overall Individual Champion: Certificate and Trophy

CARDO

Medals and trophies were kindly sponsored by Cardo Group

Event control

The event is organised by Winchester City Council in partnership with Everyone Active, the University of Winchester, Active LD. In an emergency, the emergency services will be contacted and will arrive on-site.

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First aid & reporting

All accidents and injuries that occur will be dealt with by either Everyone Active or the University of Winchester staff, all of whom are first aid qualified to deal with minor medical situations. All accidents will be recorded. In the unlikely occurrence of a major injury, then a member of staff will call the emergency services.

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Weather permitting, some of the event will take place outside. Please be aware that wasps, bees and other stinging insects are around at the end of the summer. We recommend everyone (including coaches and volunteers) consider bringing anti-histamine tablets/creams in case of being stung. The event first aiders are unable to provide topical (creams) or tablet medication.

Toilets

Toilets are available for participants, volunteers and coaches to use during the day and are located within the Winchester Sport and Leisure Centre and the University Sports Stadium. Signs will be clearly displayed providing clear direction.

Water

Drinking water is available at the water fountains at both the leisure centre and the University Sports Stadium.

Food & hygiene

Participants, volunteers and coaches are expected to bring their own packed lunch however, food will be available to purchase from the leisure centre's café located on-site. Everyone is expected to clear up after themselves and place all rubbish in the bins.

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Lost participant

In the unlikely occurrence that a participant is missing; coaches, staff, carers, and volunteers will report this to the Winchester Sport & Leisure Park or the University of Winchester Sports Stadium reception. Staff will then carry out the necessary procedures to search the building and surrounding areas.

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Safeguarding & welfare

The welfare of vulnerable people is taken very seriously by the event team, and as a result we have published our Personal Bests safeguarding policy (available on Active LD's website: <https://www.activeld.org/policies>).

All participants, coaches and volunteers are required to provide the following before attending:

- A completed registration form.
- 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**

The yellow name badge for 'NO PHOTOS' applies to participants, volunteers, staff, and carers.

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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

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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 social media 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.

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

Quiet Spaces

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

Quiet Space

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

Signs

There will be signs/directions displayed throughout the leisure centre and across the sports stadium to ensure participants know where each activity is located.

Risk assessments

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

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Sensory Guide Information



- The maps are broken into the different areas with symbols that identify sensory stimuli that might affect cognitive and sensory processing issues.
- A café is available inside the centre on the ground floor near the entrance.
- Near the athletics ground are picnic tables and chairs, including seating placed around the ground.
- There are certain pinch points where it will become crowded with people.
- Be mindful of weather changes especially the sun when outside on the all weather (astro) pitch.

Strategies

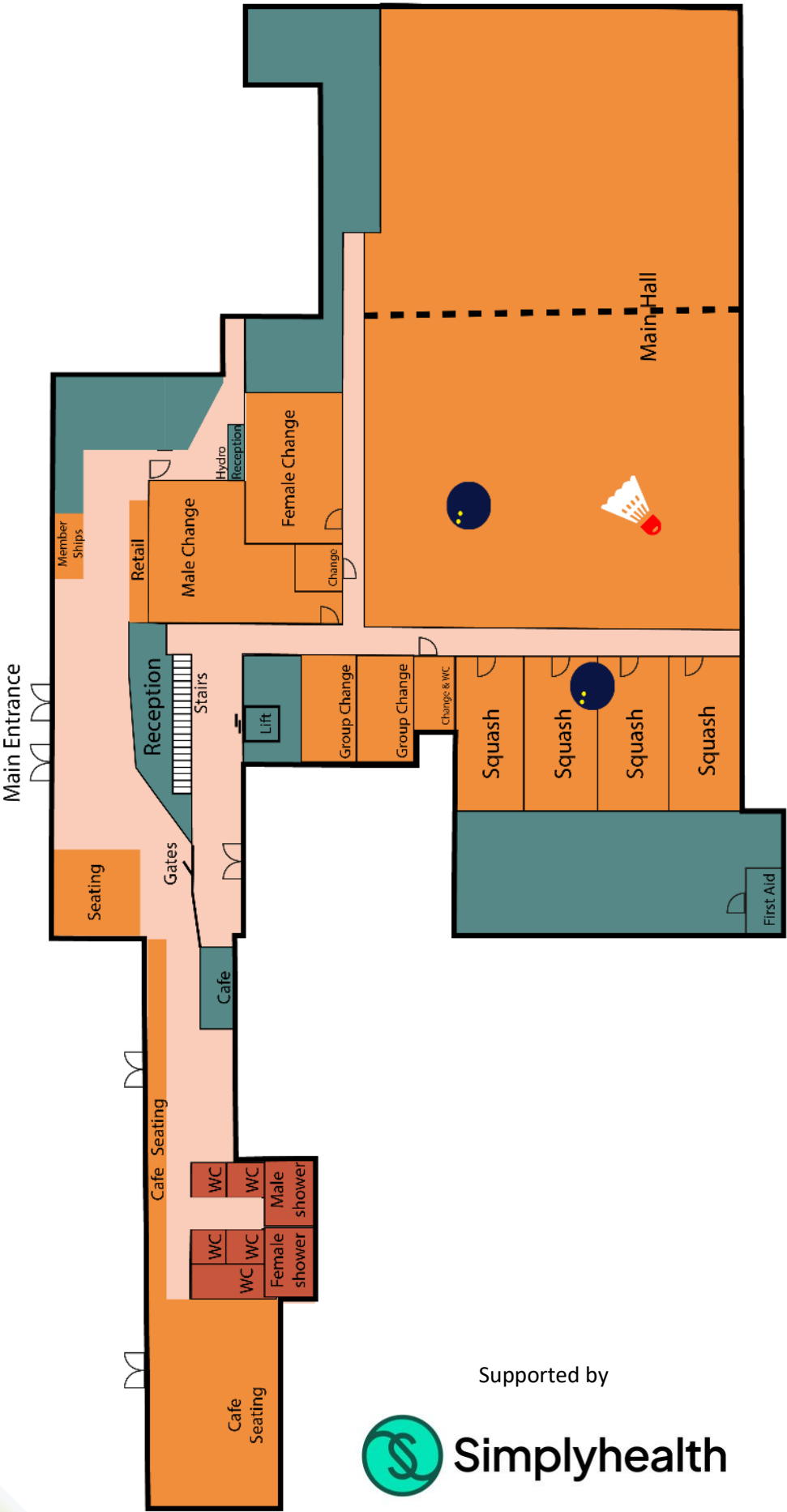
- Find a quiet place to recover or visit the sensory room.
- Vision – Sunglasses
- Hearing – Ear defenders or ear buds
- Smell – Scented handkerchief
- Taste – Avoid
- Touch Avoid

Please tell the site volunteers if you have any specific sensitivities and they will try to help you manage.

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WINCHESTER SPORT & LEISURE PARK - GROUND FLOOR

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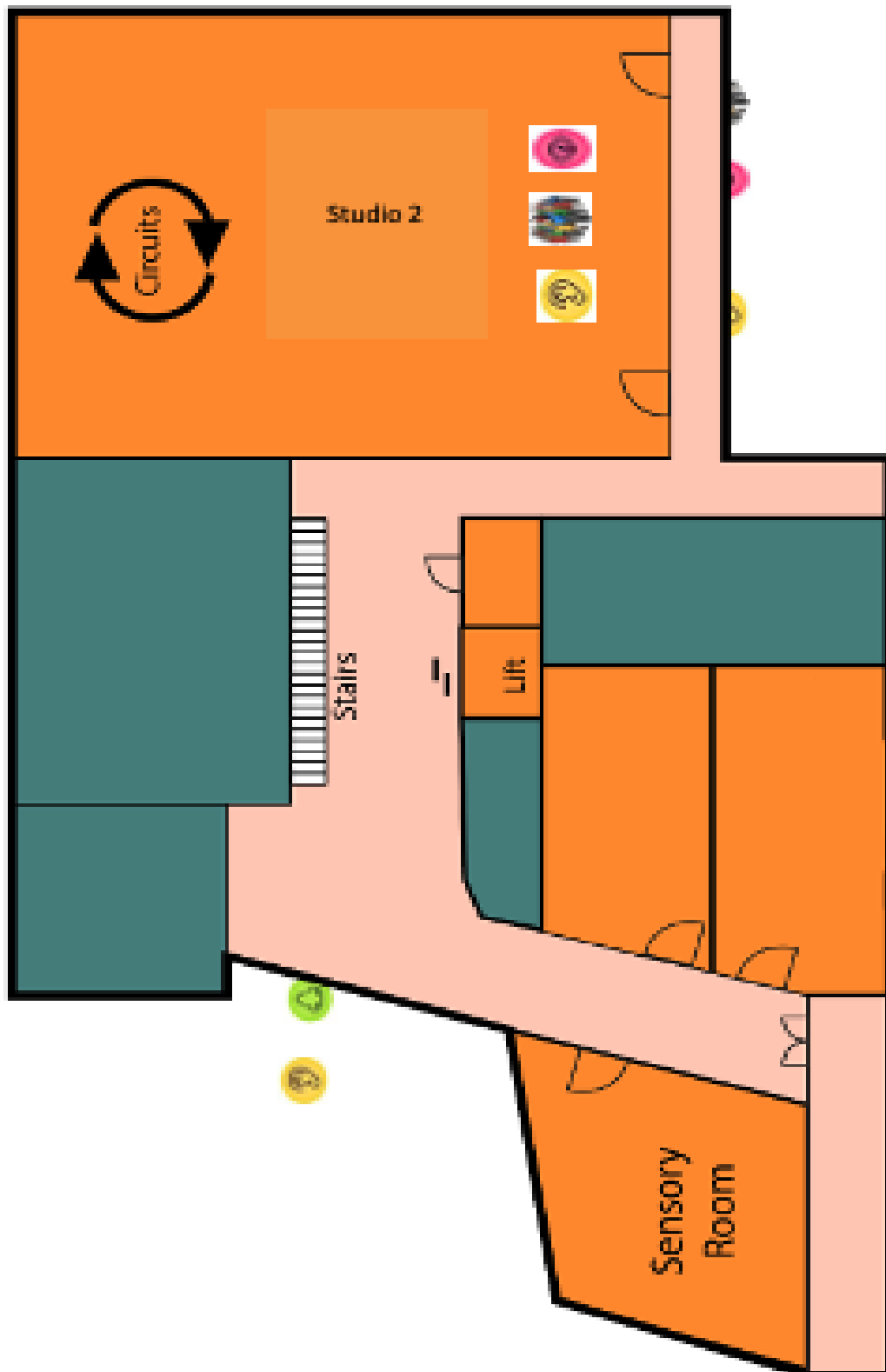


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WINCHESTER SPORT & LEISURE PARK - FIRST FLOOR

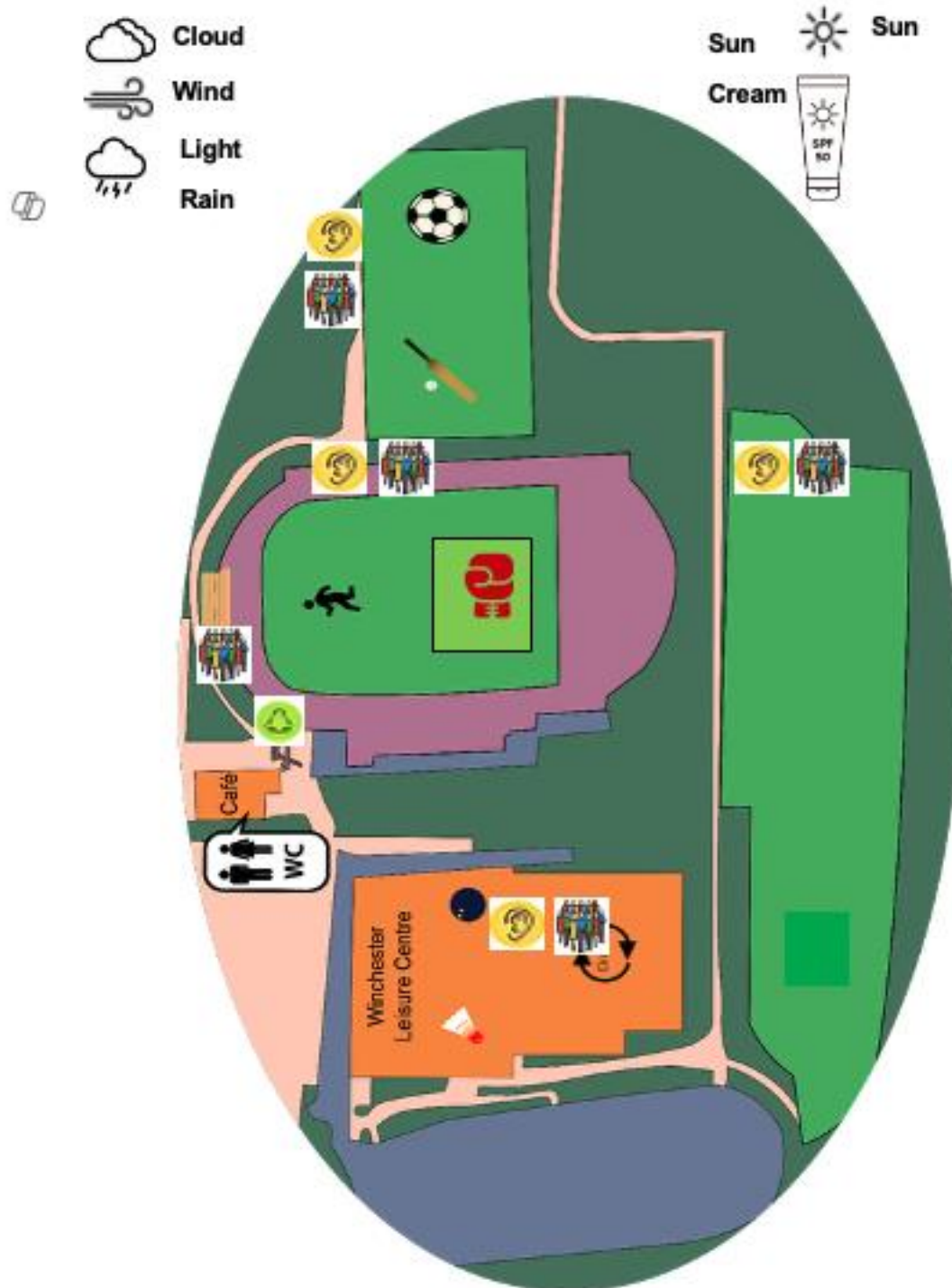
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RUNNING TRACK, BOXING & ALL WEATHER PITCH

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APPENDIX

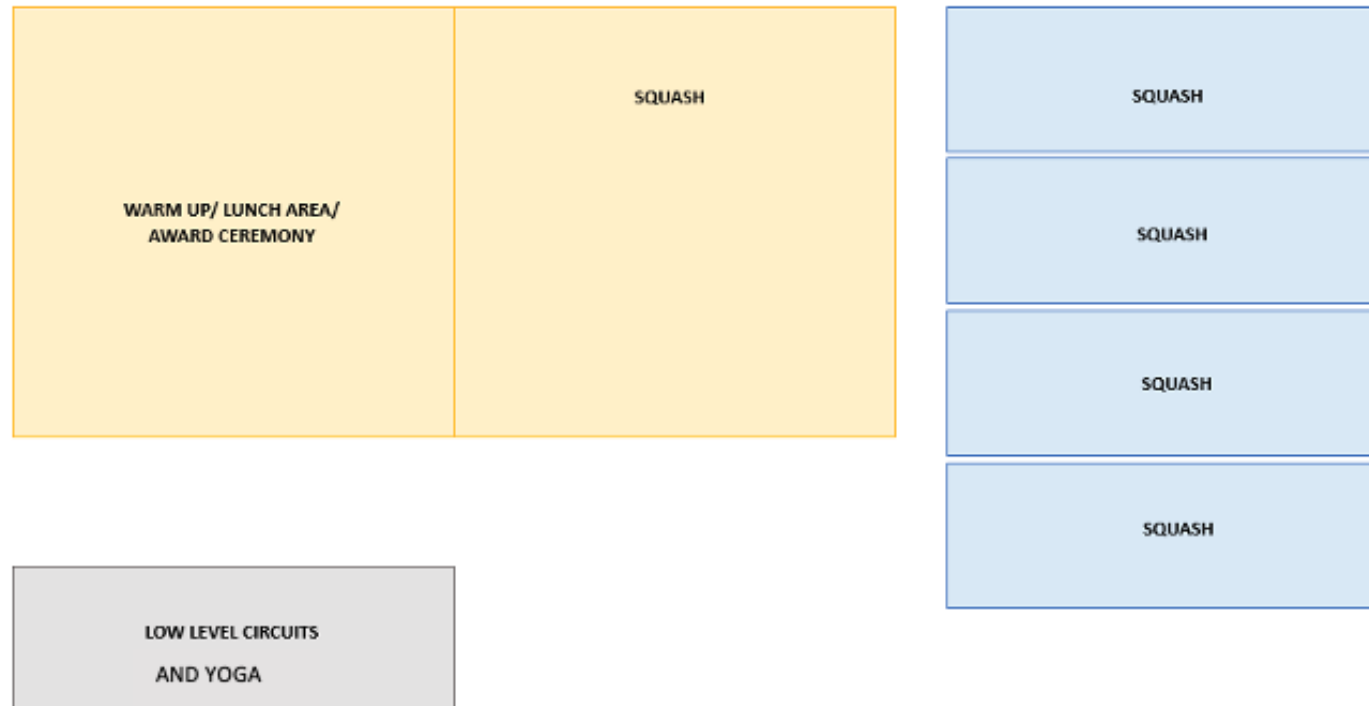
A: WINCHESTER SPORT & LEISURE PARK – SITE PLAN

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B: WINCHESTER SPORT & LEISURE PARK – ACTIVITY SITE PLAN [INSIDE]



C: UNIVERSITY OF WINCHESTER SPORTS STADIUM – SITE PLAN

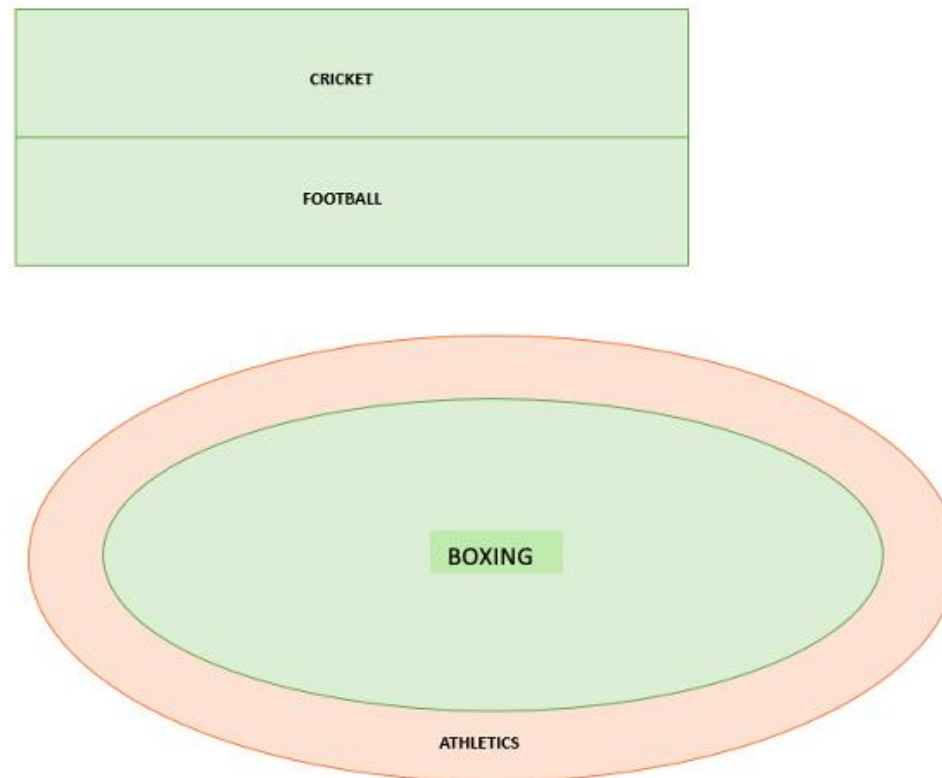


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D: UNIVERSITY OF WINCHESTER SPORTS STADIUM – ACTIVITY SITE PLAN

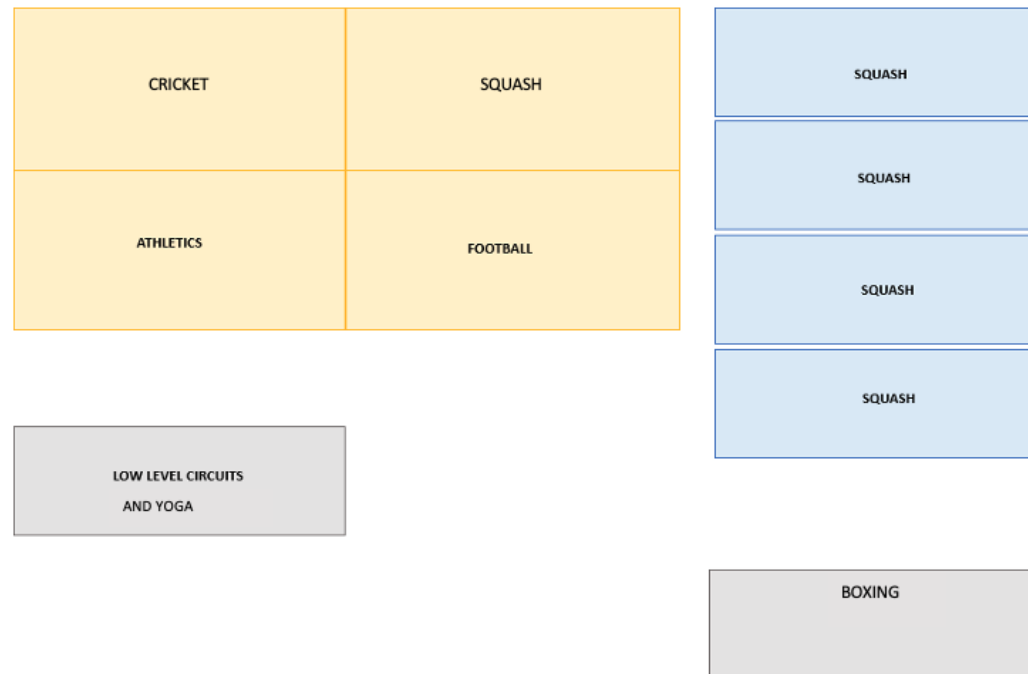
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WINCHESTER SPORT & LEISURE PARK – EXTREAME WEATHER PLAN

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