



**CHICHESTER
PERSONAL BESTS**

2026

Coach & Volunteer Pack

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Introduction

We're excited to welcome you back to Chichester Personal Bests in 2026!

Following the success of our first Chichester event, we're delighted to return even bigger this year. Last year, we saw adults with learning disabilities discover new sports, build confidence, and, most importantly, make lasting connections with local coaches and clubs. Those introductions have already led to people joining new groups and becoming more active in their communities. We're excited to create even more opportunities this year.

Launched in 2012 following the London Paralympics, Personal Bests is a celebration of sport, inclusion, and achievement for adults with learning disabilities across Sussex and Hampshire.

A huge thank you to our brilliant coaches and volunteers. The encouragement you give and the connections you make on the day can inspire someone to stay active long after the event has finished.

Event Aim and Objectives

To bring together people with learning disabilities for a day of sport that inspires confidence, builds connections, and encourages regular participation in physical activity. 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
MORE LEISURE	Ben Polhill
 UNIVERSITY OF CHICHESTER	Kirsty Harris
Expert with lived experience	Patrick Asher-Smith

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 is safe throughout the day.

Coaches

David Morris Jenny Horton	Softball and Baseball	
Sean Rainey	Running	
Nick Barnes Lara Johnson	Cricket	
James Clowes Ben Polhill	Boccia	
Harvey Pritchard	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, coaches are also welcome to attend:

Monday 20th July 6:00-7:00pm on TEAMS

👉 [Chichester PB Volunteer briefing | Meeting-Join | Microsoft Teams](#)

Meeting ID: 324 339 559 862 899

Passcode: QY2zk7YT

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

There are two main 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 the next participant country group from their 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
 - Red name badges if no photo and filming consent.
- Wristbands – each country will have its own colour wristband. Individuals who do not give photo and filming consent will be given an additional WHITE wristband.
- 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 red 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).
- Encourage participants to take water breaks and seek shade, especially in hot weather.

- 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 everyone to feel valued, comfortable and happy.
- All participants have been asked about photo and filming consent prior to the event. Those that have not given their consent will be wearing a white wristband AND/OR a red name badge.
- You will have 15 - 20 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 Neurodiversity Awareness sessions explain that some participants may display communication differences. Some may be non-speaking (or non-speaking 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

✳️ **Neurodiversity Awareness training session** – recording available online (after the live webinar on 15th July):

Day: Wednesday 15th July

Time: 18:00 – 19:00

👉 [Neurodiversity awareness session | Meeting-Join | Microsoft Teams](#)

Meeting ID: 363 829 315 962 94

Passcode: 6v7Nr9Ws

Recording here 📌

www.activeld.org/news-article/neurodiversity-awareness-2026

✳️ **Volunteer Briefing (video call)** – recording available online (after the live briefing on 20th July)

Day: Monday 20th July 2026

Time: 18:00 – 19:00

👉 [Chichester PB Volunteer briefing | Meeting-Join | Microsoft Teams](#)

Meeting ID: 324 339 559 862 899

Passcode: QY2zk7YT

Recording here 📌

www.activeld.org/news-article/chichester-personal-bests-2026-volunteer-briefing

Personal Bests – Event Day

Day: Wednesday 22nd July 2026

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 (you are welcome to bring your own). There will be some Personal Bests volunteer event T-shirts available on the day. We suggest a £10 donation to Active LD (payment by cash please).

You will also need to bring with you:

- 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 on 22nd 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

Parking is available at University of Chichester – to avoid being charged please

**✨ENTER YOUR REGISTRATION NUMBER AT THE SPORTS CENTRE
RECEPTION ON ARRIVAL ✨.**

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

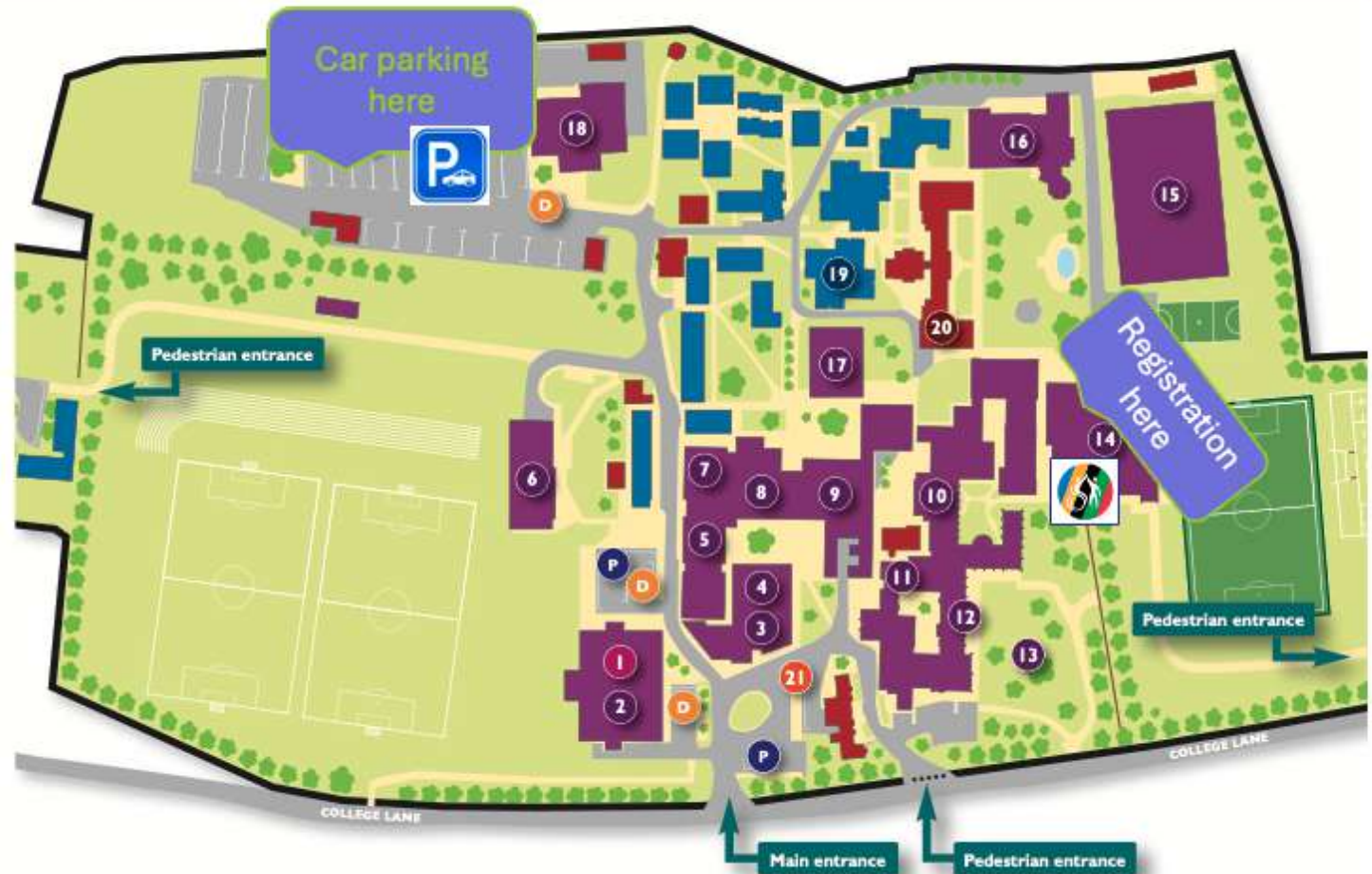
Minibus parking

We anticipate parking for minibuses as last year - just outside the Dome next to the sports hall (see map on following page). We will be in touch with day services about parking a day or two before the event if this advice changes as building works have recently been carried out near the Dome.

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. Boccia
2. Football
3. Cricket
4. Softball
5. Running
6. Tennis

The number of participants expected on the day is estimated to be approximately 100 adults with learning disabilities, some will also be wheelchair users and/or have impaired sight and/or hearing. There will be approximately 30+ volunteers to support the event, along with participant carers and day service staff.

Good weather plan

Activity	Location
Boccia	Hall
Football	Astro
Cricket	Rugby pitch
Running	Rugby pitch
Softball	Rugby pitch
Tennis	Dome

Wet weather plan

Activity	Location
Boccia	Rehab Room
Football	Main Hall
Table Cricket	Main Hall
Running	Dome
Softball	Dome
Tennis	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	Boccia 25 MINS	Football 25 MINS	Cricket 25 MINS	Running 25 MINS	Softball 25 MINS	Tennis 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
SPAIN	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
ITALY	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
GERMANY	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

Boccia	Football	Cricket	Lunch	Running	Softball	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

2. SPAIN

Football	Cricket	Running	Lunch	Softball	Tennis	Boccia	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	Running	Softball	Lunch	Tennis	Boccia	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

4. ITALY

Running	Softball	Tennis	Lunch	Boccia	Football	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. GERMANY

Softball	Tennis	Boccia	Lunch	Football	Cricket	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

6. UKRAINE

Tennis	Boccia	Football	Lunch	Cricket	Running	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 MAIN HALL. The following prizes/ awards will be given to teams and individuals during the awards ceremony:

- Activity Star Award: Certificate and Trophy
- Overall Individual Star Award: Certificate and Trophy

Event control

The event is organised by Active LD in partnership with More Leisure and the University of Chichester. 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 More Leisure 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 and drinks are available to purchase from the Sports Centre's vending machines and café. Card payments only. 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 our website: www.activeld.org/policies). 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**
- **Red 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 photo and filming 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 rearrange the event however we realise finding another date to suit everyone may not be possible, alternatively we will schedule visits to participants at day services with PB T-shirts and medals after 22nd 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