



WINCHESTER PERSONAL BESTS

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2026 Coach & Volunteer pack

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Introduction

We're delighted to welcome you to the 14th Winchester Personal Bests!

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Inspired by the London 2012 Paralympic Games, Personal Bests began with just 33 participants and has grown into a much-loved annual celebration, bringing together over 200 adults with learning disabilities from across Winchester and Hampshire.

But Personal Bests is about much more than sport. It's about friendship, connection and belonging – meeting new people, trying something different, cheering each other on and celebrating what everyone can achieve.

Over the years, we've seen confidence grow, friendships flourish and connections between participants, coaches and clubs lead to new opportunities to stay active long after the event.

Whether this is your first Personal Bests or your 14th, we're excited to share another brilliant day of sport, friendship, fun and achievement!



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Event aim & 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:

- **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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Event Management Team (EMT)

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

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*WSLP – Winchester Sport and Leisure Park (the leisure centre)

UoW – University of Winchester (the athletics track and astro turf area)

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 is safe throughout the day.

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Coaches

Coach	Activity	Organisation
David Howells	Athletics	
Andy Fisher	Athletics	
Ben Harris	Football	
Michael Powell	Cricket	
Rob and Sonia Volpe	Circuits	
Glyn Parkin and Alex May	Boxing	
Lorna Chapman	Yoga	
Brian Ward	Squash	

A huge thanks to our coaches and the organisations that they represent in their generous support of the Winchester Personal Bests 2026.

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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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Volunteer responsibilities

All volunteers are expected to attend the volunteer briefing before the event, coaches are also welcome to attend:

Tuesday 1st September 6:00 – 7:00pm on TEAMS

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👉 [Winchester Personal Bests Volunteer Briefing | Meeting-Join | Microsoft Teams](#)

Meeting ID: 386 179 958 849 316

Passcode: Az9ju2rX

Volunteers will be allocated their role when they arrive at Personal Bests. We want everyone to feel part of the day, so we encourage volunteers to get involved, join in, chat with participants and share the experience together. Your enthusiasm, friendliness and willingness to have a go are a big part of what makes Personal Bests so special. 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 collect participant country group from their previous activity
 - know where nearest toilets are
 - remind participants and support staff about the 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.

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- Ensure your last group is on time for the presentation/medal ceremony by 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/film consent**.
- Wristbands – each country will have its own colour wristband. Individuals who do not give photo 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 is injured or needs assistance, 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 14:30
- 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

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- 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 wristband AND/OR a red name badge.
- You will have approximately 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 and 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. Volunteers are encouraged to help refill participant water bottles.
- Toilets are located throughout the site.
- 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-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.

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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.

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Event information

✳️ **Neurodiversity Awareness training session (on Teams)** – recording available online

Day: Wednesday 26th August 2026

Time: 18:00 – 19:00

🔗 [Neurodiversity Awareness session | Meeting-Join | Microsoft Teams](#)

Meeting ID: 331 245 664 548 583

Passcode: ZS2jS6Z8

Or view the recording here 🖱️

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

✳️ **Volunteer Briefing (on Teams)** – recording available online (after the live briefing on 1st September)

Day: Tuesday 1st September 2026

Time: 18:00 – 19:00

🔗 [Winchester Personal Bests Volunteer Briefing | Meeting-Join | Microsoft Teams](#)

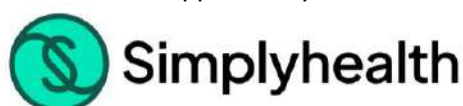
Meeting ID: 386 179 958 849 316

Passcode: Az9ju2rX

Recording here 🖱️

www.activeld.org/news-article/winchester-personal-bests-volunteer-briefing-2

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Personal Bests – Event Day

Day: Thursday 3rd September 2026

Volunteers Arrive: 09:00

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

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Participants Arrive: 09:30 – 09:45

Event Start: 10:00

Event Finish: 15:00

Venue:

The Winchester Personal Bests 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 sites are situated within walking distance of each other. The event will have access to:

- 8 court sports hall [WSLP]
- 4 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-shirts available on the day. We suggest a £10 donation to Active LD (cash or card).

- Lunch
- Bottle of water

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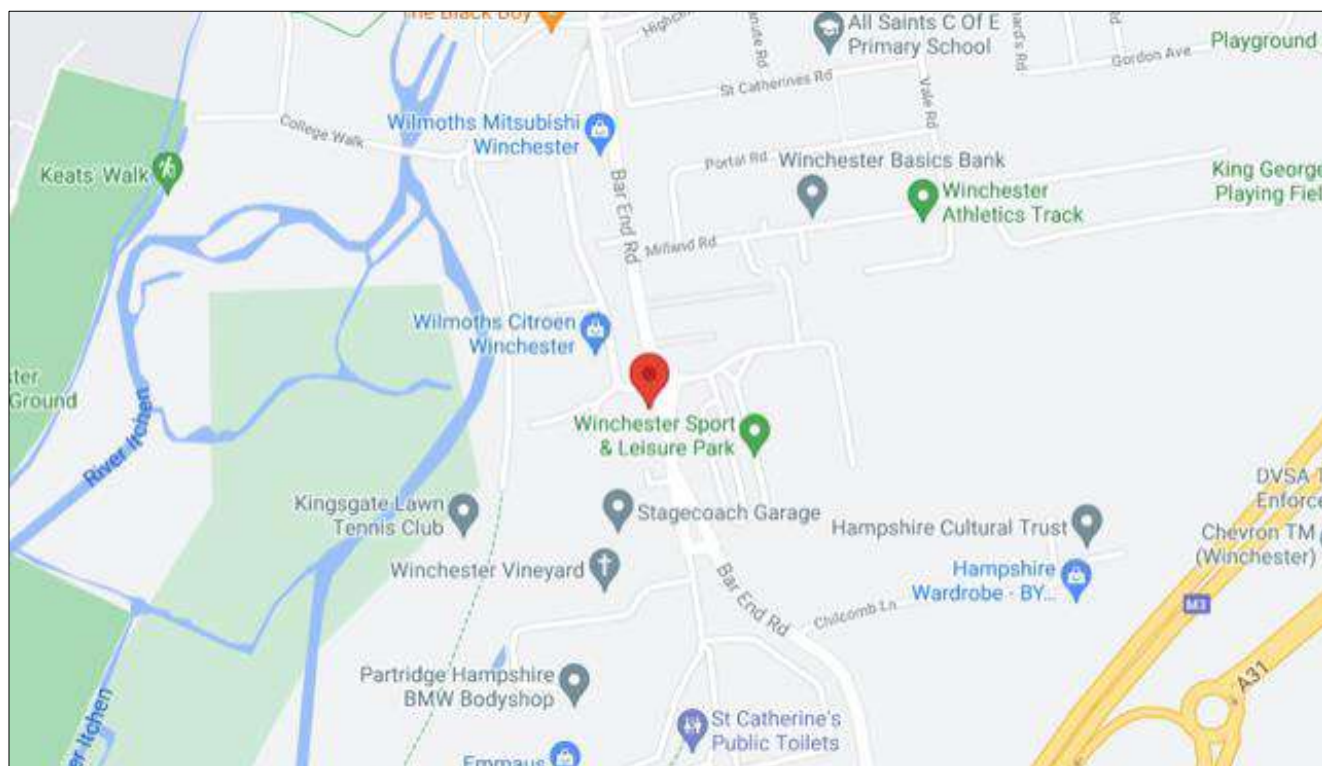
- Comfortable footwear
- Suncream, sun hat, a rain jacket, and a foldable chair (if you wish to take regular breaks)

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.

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 (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:	• Running • Throwing
BOXING	
Instructors:	Glyn Parkin and Alex May
Activities:	• Various boxing drills
SQUASH	
Instructors:	Brian Ward
Activities:	• Squash buddies • Rallies in groups
LOW LEVEL CIRCUITS	
Instructors:	Sonia Volpe & Rob Volpe
Activities:	• Group exercise class
YOGA	
Instructors:	Lorna Chapman
Activities:	• Yoga stretches • Yoga routines

Event timetable

	ALL-WEATHER PITCH	ALL WEATHER PITCH	ATHLETICS TRACK	SQUASH COURTS	STUDIO 2 (UPSTAIRS)	ATHLETICS FIELD	LUNCH SPORTS HALL (SH)	PRESENTATION SPORTS HALL (SH)
TEAM	CRICKET 25 MINS	FOOTBALL 25 MINS	ATHLETICS 25 MINS	SQUASH 25 MINS	YOGA (ss) & CIRCUITS (s) 25 MINS	BOXING 25 MINS	30 MINS	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

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CRICKET	FOOTBALL	ATHLETICS	LUNCH	SQUASH	CIRCUITS AND YOGA	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

2. SPAIN

FOOTBALL	ATHLETICS	SQUASH	LUNCH	CIRCUITS AND YOGA	BOXING	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

3. FRANCE

ATHLETICS	SQUASH	CIRCUITS AND YOGA	LUNCH	BOXING	CRICKET	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

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4. ITALY

SQUASH	CIRCUITS AND YOGA	BOXING	LUNCH	CRICKET	FOOTBALL	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

5. GERMANY

CIRCUITS AND YOGA	BOXING	CRICKET	LUNCH	FOOTBALL	ATHLETICS	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

6. UKRAINE

BOXING	CRICKET	FOOTBALL	LUNCH	ATHLETICS	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

Certificates and medals

Towards 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 trophy - 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:

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

Event control

The event is organised by Winchester City Council in partnership with Everyone Active, the University of Winchester and Active LD. 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 Winchester staff, all of whom are first aid qualified to deal with minor

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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.

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 you are stung. The event first aiders are unable to provide topical (creams) or tablet medication.

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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 small café located on-site (please note that there is only a limited selection of food and large queues at busy times). Everyone is 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 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 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 has not given consent to be filmed or photographed will be clearly identified by:

- **White wristband**
- **Red name badge**

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

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.

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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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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).

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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 3rd September.

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

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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

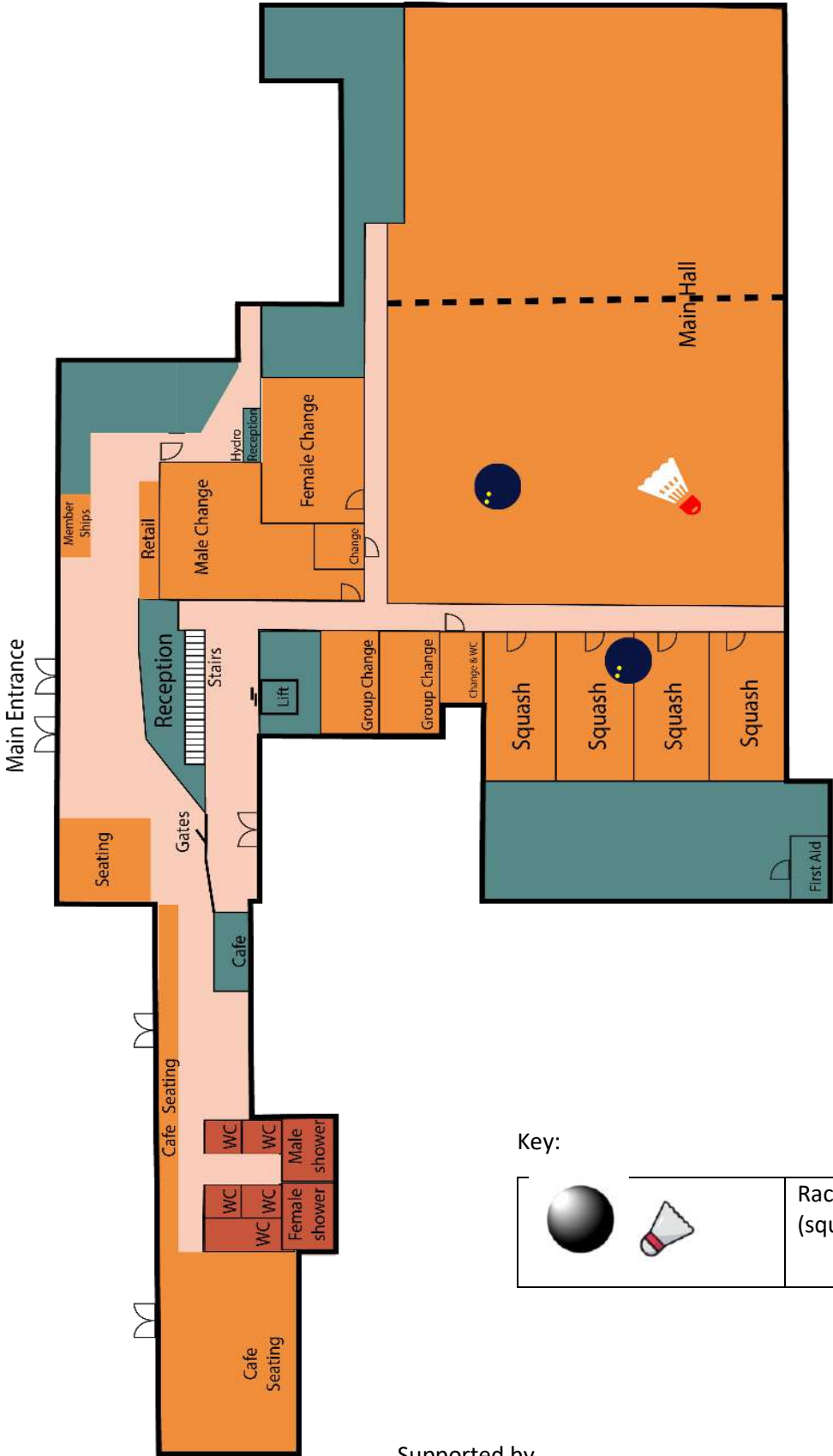
- Find a quiet place to recover or visit the sensory room.
- Vision – Sunglasses
- Hearing – Ear defenders or ear buds
- Smell – Scented handkerchief
- Taste – Avoid
- Touch Avoid

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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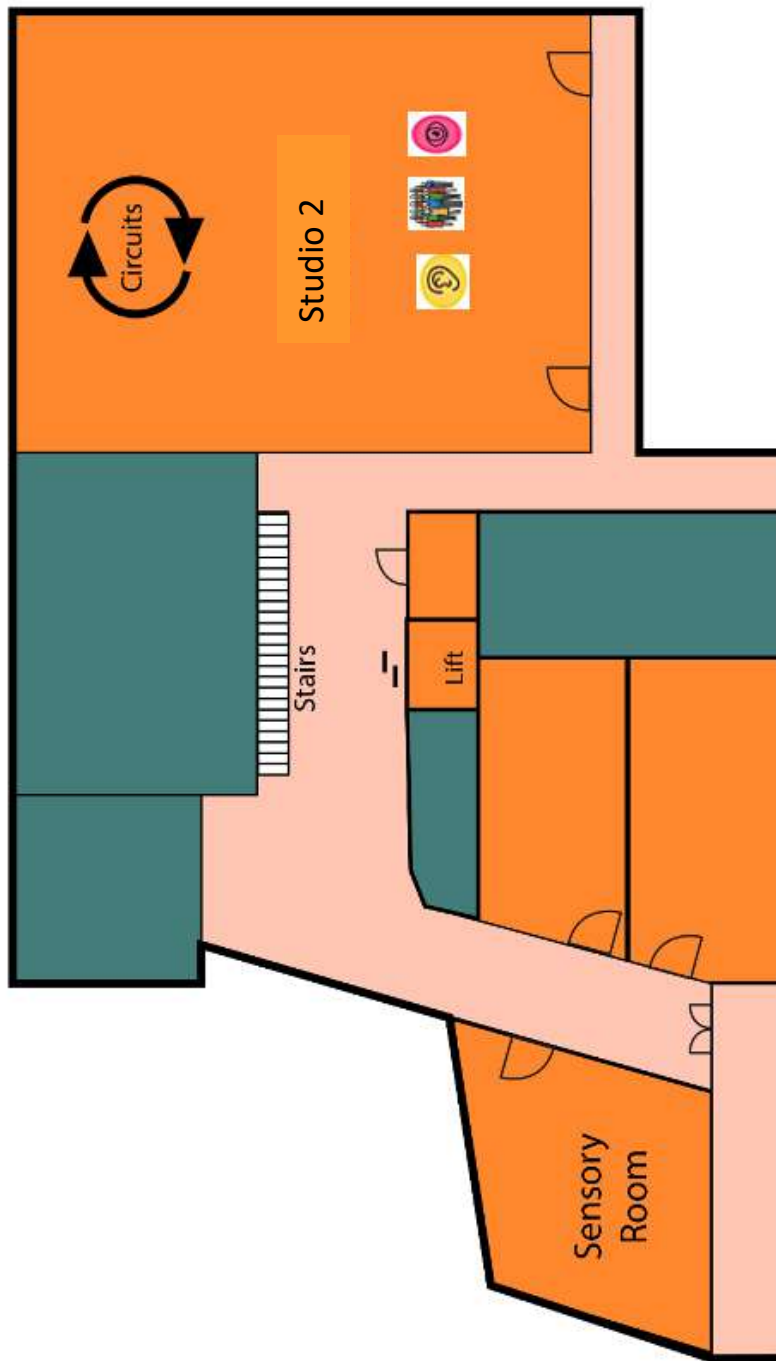


Key:

		Racquet sports (squash)
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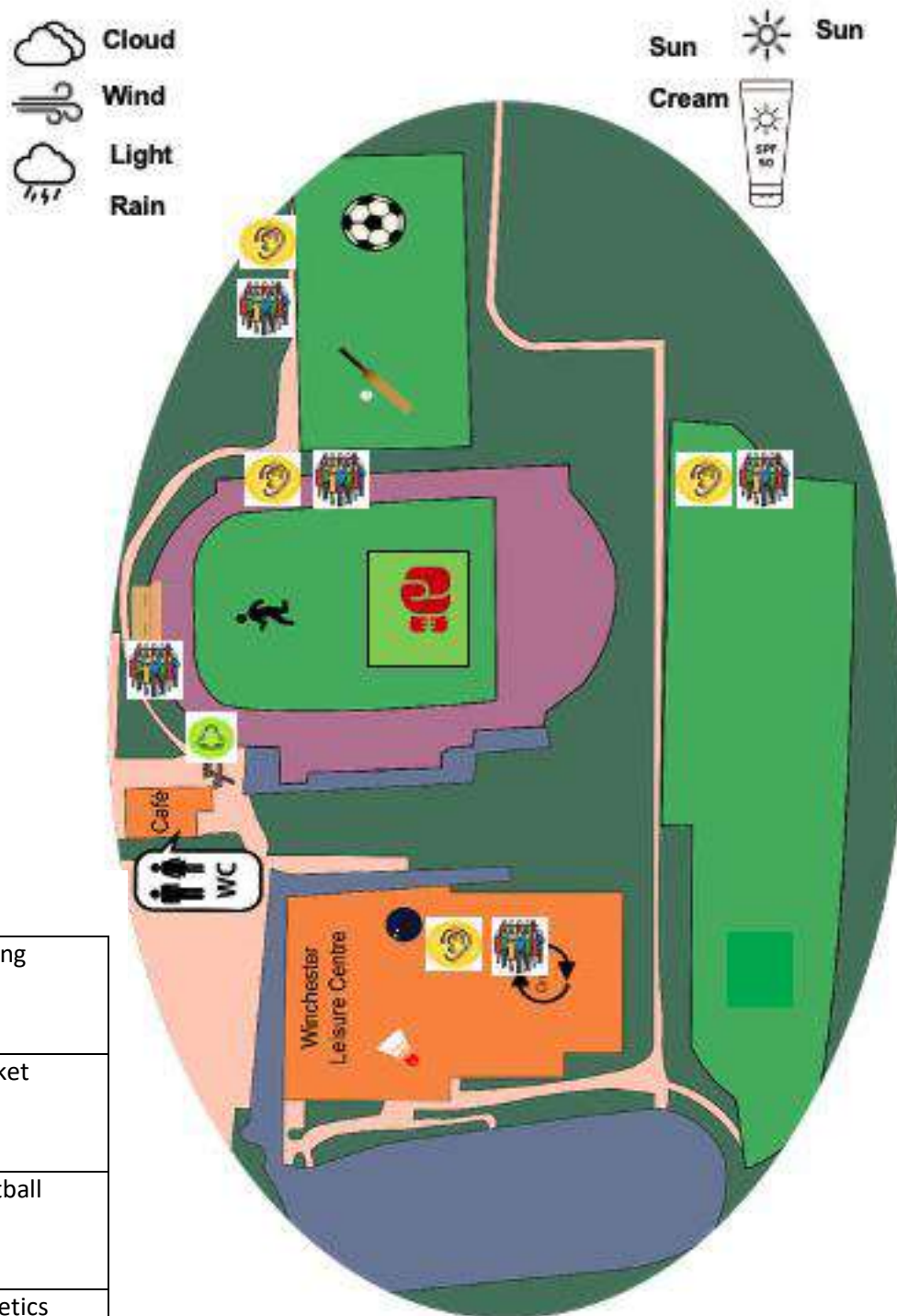
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WINCHESTER SPORT & LEISURE PARK - FIRST FLOOR



RUNNING TRACK, BOXING & ALL WEATHER PITCH

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Key:

	Boxing
	Cricket
	Football
	Athletics

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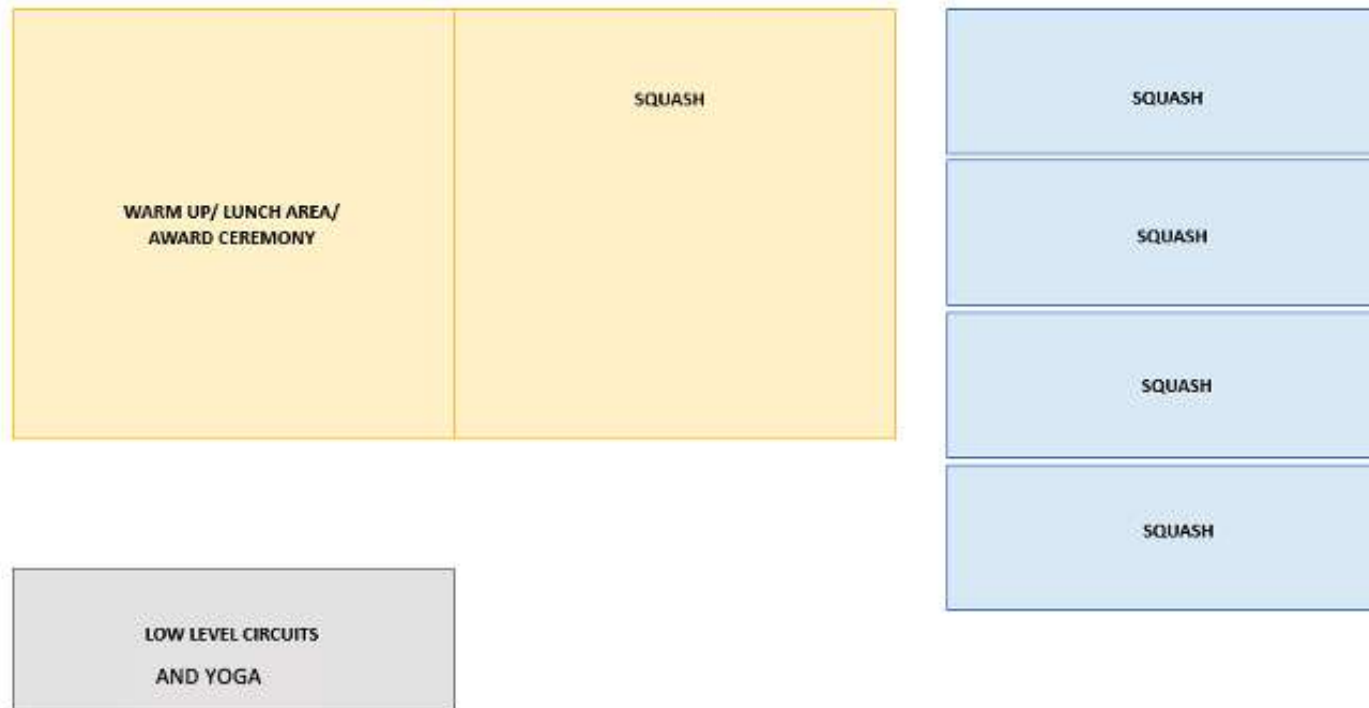
APPENDIX

A: WINCHESTER SPORT & LEISURE PARK – SITE PLAN

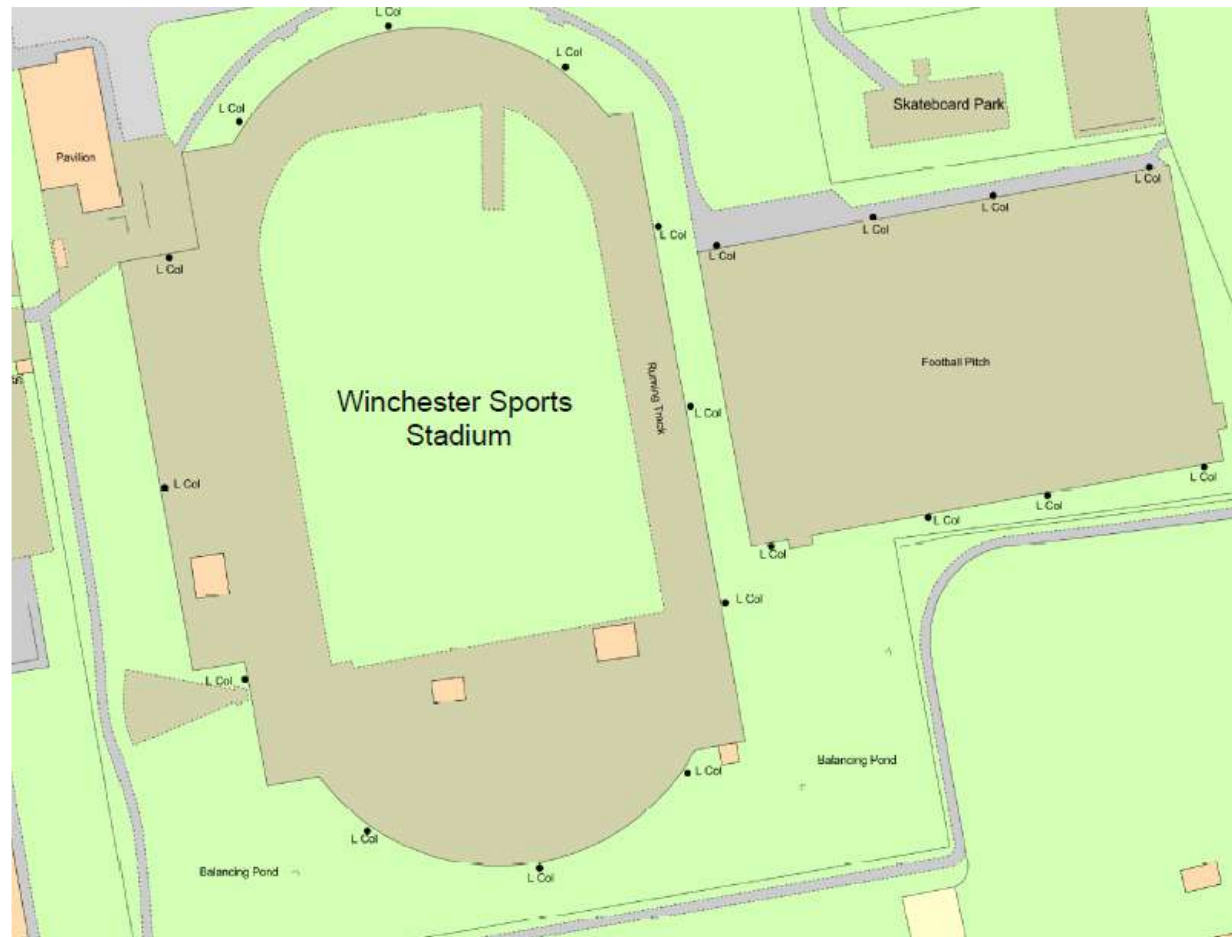


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B: WINCHESTER SPORT & LEISURE PARK – ACTIVITY SITE PLAN [INSIDE]

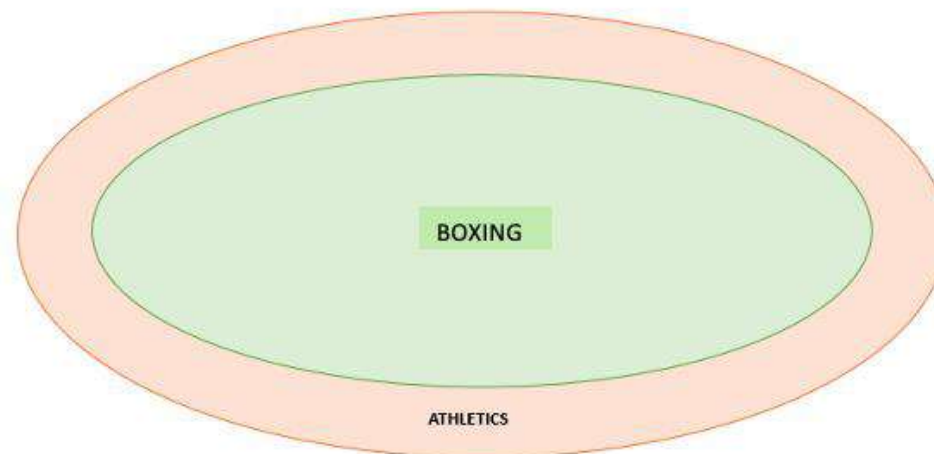
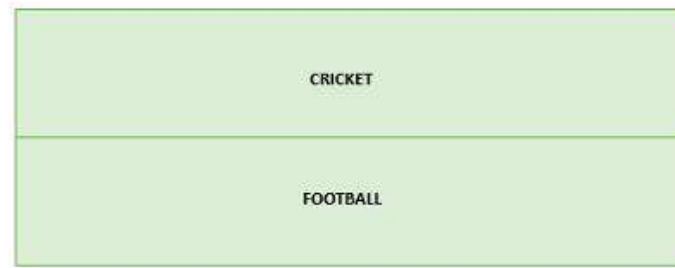


C: UNIVERSITY OF WINCHESTER SPORTS STADIUM – SITE PLAN



D: UNIVERSITY OF WINCHESTER SPORTS STADIUM – ACTIVITY SITE PLAN

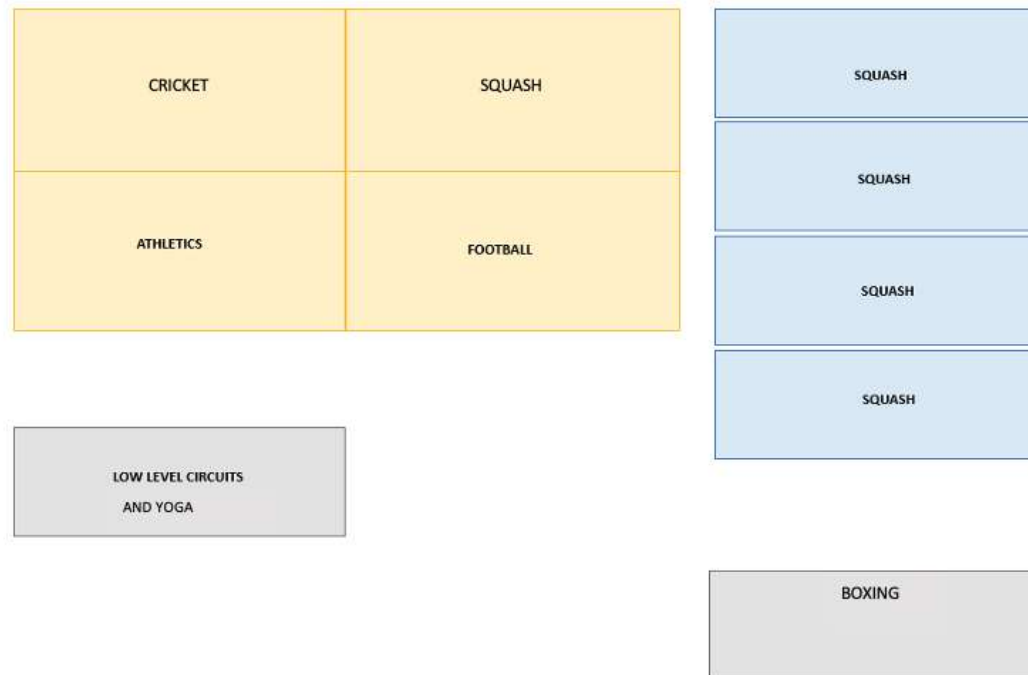
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WINCHESTER SPORT & LEISURE PARK – EXTREME WEATHER PLAN

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