

# Kingston AC & Polytechnic Harriers

## Club Code of Conduct



This pack is given to all new athletes, coaches, volunteers and officials within the club. It is imperative that you read and abide by all appropriate codes of conduct. If you feel in any way that others within the club are not following these codes of conduct you should contact the Clubs Welfare Officers as soon as possible.

As part of your application to join the club you will be asked to sign up to these codes of conduct.

### Anti-doping

As a UKA affiliated club, our Coaches and Officials are committed to a drug-free sport and adhere to the rules and procedures of the UK National Anti-Doping Organisation ([www.ukad.org.uk](http://www.ukad.org.uk))

Parents of U18's are reminded that they take responsibility in ensuring their young athletes are not taking any substances which could compromise their ability to compete, and which could bring their team and the Club into disrepute.

### Taking Action or Group Photographs in Track & Field

KACPH is a Club which adheres to the UKA Photographic Policy to protect children and young people

(<http://www.britishathletics.org.uk/governance/policies/use-of-photographic-video-images-of-children-young-people-under-the-age-of-18/>).

KACPH also adheres to the national Smoke free Legislation of 2007

## **Content:**

1. Code of Conduct for Athletics Clubs (page 4)
2. Code of Conduct for Coaches, Technical Officers, Athletes, Parents/Guardians, Team Managers and Track managers, Volunteers or Contractors (page 5)
3. Additional Code of Conduct for Athletes (page 5)
4. Additional Code of Conduct for Coaches (page 6)
5. Additional Code of Conduct for Technical Officers (page 7)
6. Additional Code of Conduct for Parents/Guardians (page 7)
7. Additional Code of Conduct for Team Managers (page 8)
8. Junior Club Member Code of Conduct (page 9)
9. Club Welfare Officer Details (page 10)

## **1. As a responsible Athletics Club we will:**

- Make sure we have adopted national welfare policies and procedures, adhere to the codes of conduct and respond to any suspected breaches in accordance with the Welfare Procedures
- Make sure we have appointed a welfare officer, preferably two, one male and one female, and ensure that they are provided with appropriate training to act as a first point of contact for concerns about welfare issues
- Ensure that all staff, technical officers, other club officials and volunteers operating within the club environment hold the appropriate qualifications and have undertaken the appropriate checks e.g. DBS/Disclosure Scotland, licences, qualifications such as massage, sports nutrition etc.
- Ensure that coaches, technical officials and club officers attend recommended training in welfare and safeguarding and protecting children as appropriate and carry out their duties according to these guidelines
- Liaise appropriately with parents/persons with parental responsibility, officials, coaches, sports scientists, national governing bodies and other relevant people/organisations to ensure that good practice is maintained
- Ensure that information is available at the club and to all club officers, team managers, coaches and officials regarding contact details for local social services, the police and the NSPCC.
- Ensure that club officers and volunteers always act responsibly and set an example to others including younger members.
- Respect the rights, dignity and worth of every club member and others involved in athletics and treat everyone equally.
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances.
- Challenge inappropriate behaviour and language by others.
- Place the welfare and safety of the athlete above other considerations including the development of performance.
- Report any suspected misconduct by club officials, coaches, technical officials or other people involved in athletics to the Club, Local Authority Designated Officer, Regional, National or UKA welfare officer as soon as possible.

## **2. As responsible Coaches, Technical Officers, Athletes, Parents/Guardians, Team Managers and Track managers, Volunteers or Contractors you will:**

- Respect the rights, dignity and worth of every club member and others involved in athletics and treat everyone equally.
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances.
- Cooperate fully with others involved in the sport such as technical officials, team managers, coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Challenge inappropriate behaviour and language by others.
- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Never engage in any inappropriate or illegal behaviour
- Do not exert undue influence to obtain personal benefit or reward
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity
- Report any suspected misconduct by club officials, coaches, technical officials or other people involved in athletics to the Club or UKA welfare officer as soon as possible

## **3. In addition Athletes will:**

- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the yourself and other athletes
- Anticipate and be responsible for your own needs including being organised, having the appropriate equipment and being on time
- Inform your coach of any other coaching that you are seeking or receiving
- Always thank the coaches and officials who enable you to participate in athletics

#### 4. In addition Coaches will:

- Be appropriately qualified including obtaining DBS clearance, update your licence and education as and when required by UKA and adhere to the terms of the coaching licence
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
- Try to observe a recommended maximum ratio of 1 coach to 12 athletes at a training session or work in partnership with another coach/coaching assistant.
- Cooperate fully with others involved in the sport such as technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Encourage and guide athletes to accept responsibility for their own performance and behaviour
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or vulnerable adults. The use of social media for communicating with U18's is not allowed.
- A coach **MUST** strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other team members, raising concerns of favouritism and/or victimisation should the relationship later end. It is **strongly recommended** that you do not allow intimate relationships to develop between yourself and athletes coached by you aged over 18 years.
- Avoid spending time alone with young athletes unless clearly in the view of others to protect both yourself and the young athlete. In special circumstances, for example when coaching elite young athletes, one to one coaching sessions may form part of the required training schedule. In this circumstance, parental/guardian consent must be sought and obtained prior to sessions taking place. The coach must inform the parent/guardian of the venue for training and an emergency contact number should be provided by both the coach and parent/guardian.
- Not hold under 18's telephone numbers unless parents provide them and give permission to telephone the children.
- Always explain why and ask for consent before touching an athlete
- Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and club Welfare officer as soon as possible.
- Report any suspected misconduct by other coaches or other people involved in athletics to the Club, Local Authority Designated Officer, Regional, National or UKA welfare officer as soon as possible

## **5. In addition Technical Officers will:**

- Keep up to date with any changes in the relevant competition rules and seek the advice of others if necessary
- At the outset clarify with athletes (and where appropriate, with parents or carers) exactly what is expected of them and what athletes are entitled to expect from you
- Act in a decisive, objective but friendly manner in your interaction with other officials, athletes, coaches and spectators and carry out your duties in an efficient and non-abrasive manner
- Dress appropriately, to the standard and nature of the competition as outlined by the relevant officials committee
- Never smoke or consume alcoholic beverages whilst officiating or have consumed alcoholic beverages to a degree that is likely to affect your ability or competence to undertake your officiating duties
- Arrive in good time for the competition and report to the official in charge
- Conduct the event in accordance with the rules and with due respect to the welfare of the athlete
- Work in a spirit of cooperation with other officials and do not interfere with their responsibilities
- Offer guidance and support to less experienced officials whenever appropriate

## **6. In addition Parents/Guardians will:**

- Take an active interest in your child's participation
- Attend training or competitions whenever possible
- Know exactly where your child will be and who they will be with at all times ensuring your contact details are up to date so that you are contactable if necessary
- Never make assumptions about your child's safety
- Ensure that your child does not take any unnecessary valuable items to training or competition
- Inform your child's coach or team manager of any illness or disability that needs to be taken into consideration for athletic performance
- Provide any necessary medication that your child needs for the duration of trips along with clear details of any dosage required should it have to be administered by the Coach or Team Manager
- Return any necessary written consent forms to the club/team manager or appropriate person, including next of kin details, health and medical requirements before your child goes to any away events or trips.
- Report any concerns you have about your child's or any other child's welfare to the Club Welfare Officer or EA/UKA Welfare Officers. (This does not affect your right to contact your local social services or the police if you feel it is necessary)

## **7. In addition Team Managers will:**

- Take reasonable care in all circumstances of any athlete under 18 years who is at an event without a parent or person with parental responsibility
- Provide the appropriate ratio of staff for the age and ability for athletes travelling away from home. The recommended ratio is one adult to ten children
- Provide staff of the same sex to undertake chaperoning duties
- Check that all volunteers have been through the appropriate recruitment and selection checks and have attended the appropriate training e.g. CRB and self-declaration, safeguarding awareness training
- Notify all parents/people with parental responsibility/carers of athletes under 18 years of the times and venues of any competitions and the appropriate contact telephone numbers
- Liaise with the parents/person with parental responsibility of an athlete under 18 years if the athlete becomes involved in an accident or serious breach of health and safety or discipline whilst under your care

## 8. Junior Club Code

Juniors are expected to abide by the following **CODE of CONDUCT** whenever they are training, competing and representing the Club.

As a responsible athlete you will:

- Respect the rights and value of all Coaches, Team Managers and Officials, and also their club mates, at all times, whether on or off the field/track.
- Uphold the same values of sportsmanship off the field as you do when engaged in athletics
- Work together with others involved in the sport in the best interest of yourself and other athletes
- Anticipate and be responsible for your own needs including being organised, having the appropriate equipment and being on time
- Always thank the coaches and officials who enable you to participate in athletics
- Avoid swearing and abusive language and bad behaviour that is dangerous to yourself or others. Anti-social behaviour will not be tolerated and could lead to dismissal from KACPH

In addition, young athletes and vulnerable adults, should follow these guidelines on safe participation in athletics

- Notify a responsible adult if you have to go somewhere (why, where and when you will return)
- Do not respond if someone seeks private information unrelated to athletics such as personal information or home life information or if someone you do not know wants to take a photograph of you and your fellow athletes. Inform an Officer of the Club if this happens.
- Strictly maintain boundaries between friendship and intimacy with a coach or technical official
- Never accept lifts in cars or invitations into homes on your own without the prior knowledge and consent of your parent/carer
- Never give your telephone number to your coaches or anyone else in an official capacity unless your parents agree to it.
- Use safe transport or travel arrangements
- Report any accidental injury, distress, misunderstanding, misinterpretation or misconduct to your parents/carers and club Welfare Officer as soon as possible.

## 9. Club Welfare Officer Details

### Welfare Office 1



**Name:** Gillian Libretto

**Email:** via Club website

**Phone Number:** 07730 955701

### Welfare Officer 2



**Name:** Cashel Riordan

**Email:** via Club website

**Phone Number:** 0208 942 1069

The Welfare Officer will:

- Deal with confidential matters that may arise related to athletes and have an understanding and an appropriate way to such matters.
- Responsible for the promotion of codes of conduct to members, parents and young people.
- Receive, record and pass on to the NGB Child Protection officer, any concerns relating to the welfare of young people and vulnerable adults
- To provide advice on the development of activities for young people within the club/organisation.
- Support the registration of all personnel involved in activities for young people with the club/organisation (DBS checks).
- Recognise the difference between poor practice in according to club rules and matters that would be seen as welfare issue.

Signature.....

Signature.....

June 2016