

# **Code of Conduct**

## **Central Athletic Club will:**

- ensure that all coaches and volunteers hold the appropriate qualifications
- adopt national policies and codes of good practice in relation to athlete welfare
- ensure that club officers and volunteers always act responsibly and set an example to younger members
- appoint 2 designated Welfare Officers, who are provided with appropriate training and periodic updating, to act as the first point of contact in cases of concern about athlete welfare and make their contact details known to organisations
- liaise appropriately with other key persons, including parents / carers, officials, coaches and sport professionals, to ensure that good practice is followed
- carry out their duty of care within relevant legislation and government guidance as well as recommendation and guidelines from UKA
- Operate within the guidelines of the Athletics Welfare Policy & Procedures document.

## **The athlete should:**

- treat others with the same respect and fairness that they wish to receive
- uphold the same values away from the sport as they do when engaged in athletics
- anticipate their own needs, be organised and on time
- thank those who help them participate in athletics
- inform their coach of any other coaching they are receiving
- show patience with and respect diversity in others
- act with dignity at all times
- notify a responsible adult if they have to go somewhere (why, where and when they will return
- not respond if someone seeks private information, unrelated to athletics e.g. home / school life
- never accept lifts in cars or invitations into homes on their own or without the prior knowledge and consent of their parent / carer
- use safe transport or travel arrangements
- avoid destructive behaviour and leave athletics venues as they find them
- never engage in any illegal or irresponsible behaviour
- challenge anyone whose behaviour falls below the expected standards of 'Athletics Welfare'
- speak out immediately if anything makes them concerned or uncomfortable (telling parents / carers and or the Club Welfare Officer) or if a club mate has suffered from misconduct by someone else.

## **A responsible parent/guardian should:**

- meet the people who are coaching or managing your child and ensure you understand the role each person plays
- take an active interest in your child's participation and communicate with the club and coach in order to understand what training your child's participating in and why;
- ensure you are given the opportunity to attend training and competition sessions whenever possible;
- ensure that your child does not take unnecessary valuable items to training or competition

- know exactly where your child will be at all times and who they are with
- return a written informed consent form to the Club/Team Manager/Chaperone, including next of kin details, health and medical requirements, before your child goes to any 'away' events
- inform your child's coach of any special needs that should be taken into consideration during your child's training and athletic performance
- provide any necessary medication that your child needs for the duration of any trips
- report any concerns you have about your child's welfare / treatment to the club / regional / national welfare officer (this does not affect your rights to notify the social services department or police if you feel a crime has been committed)
- get involved with the club and help out at events. The club will be delighted to have some help. You can always take some coaching or officiating qualifications to enable you to participate more fully in this role and your club should be able to provide you with information on this;
- emphasise your child's enjoyment rather than an overemphasis on winning.
- encourage your child to learn the rules and compete within them.
- discourage unfair play and arguing with officials.
- help your child to recognise good performance, not just results.
- never force your child to take part in sport.
- set a good example by recognising fair play and applauding good performances of all.
- never punish or belittle a child for losing or making mistakes.
- publicly accept officials' judgements.
- support your child's involvement and help them to enjoy their sport.
- use correct and proper language at all times.
- encourage and guide performers to accept responsibility for their own performance and behaviour.

### **A responsible coach should:**

- Arrive at the venue in sufficient time prior to the start of the session.
- Inspect the activity area, take the necessary steps to minimise health and safety risks.
- Ensure First Aid Kit is available and that there is access to a telephone.
- Ensure that you and the participants are aware of emergency fire exits, extinguishers, telephone point and vehicle access.
- Inspect, assemble and dismantle sports equipment in a way appropriate to the activity that minimises health risks.
- Ensure participants have registered with the Location Manager(s) prior to the start of the training session.
- Inform a member of club committee as soon as possible of any incident or injury and complete the accident/ incident report form.
- Consult the club committee if you wish to prevent attendance at further sessions by an individual, for example due to unruly or disruptive/dangerous behaviour.
- Ensure the equipment used is in good repair. Inform the club committee of any replacement/ repairs required.
- Ensure that the venue is left clean, tidy and secure (if appropriate) at the end of each session.
- Ensure children are supervised at all times. In circumstances where a child has not been picked up from a session the coach must remain on the premises with the child and take the appropriate steps to ensure the safety of the child until the parent or

guardian arrives.

- Be aware of good practice guidelines on child & vulnerable adult protection.
- Be aware of unauthorised personnel at the venue.
- Sessions should be organised in accordance with current National Governing Body recommendations.
- Plan and coach sessions in a way appropriate to the age and ability of the performers concerned in order to promote enjoyment and skill progression.
- Assist performers to gain a greater understanding of the rules, safe practices and appropriate behaviour in the sport concerned.
- Promote the values of fair play, particularly to groups of children.
- Ensure coaches have the appropriate course administration prior to the start of all sessions. This includes the following: a) Register of participants b) Parent consent forms and personal details - address, emergency contacts, age, medical details c) Accident/Incident Report Forms d) Committee/ Club contacts list.
- Ensure the venue is accessible at least 15 minutes prior to the start of the course.
- In liaison with the coach ensure that there is a sufficient amount of equipment available for club training and competition.
- Ensure that all of the equipment and facilities are in good working order.
- Ensure coach/participant ratios are appropriate in accordance with relevant nationally recognised standards.
- Ensure that child & vulnerable adult protection guidelines are provided and adhered to by all staff working with children.
- Ensure that the club's safety procedures are understood and followed by all staff, coaches and volunteers.
- Ensure that a site risk assessment has been carried out.
- Provide opportunities for 'coach development', including access to information on appropriate coach education courses, workshops and programme