



## Codes of Conduct

### 1 Fife AC

As a responsible Athletics Club, Fife AC will:

- ensure that all staff operating within the club environment 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 a designated Welfare Officer, who is provided with appropriate training and periodic updating, to act as a first port of call in cases of concern about athlete welfare;
- liaise appropriately with other key persons, including parents/persons with parental responsibility, officials, coaches and sport scientists, to ensure that good practice is followed in maintaining athletes' welfare;
- carry out our duty of care within relevant legislation and government guidance;
- operate within the guidelines of the club's future manual;
- ensure that all coaches, officials and volunteers working with U18s have a valid and up to date PVG check.

### 2 Coach

As a responsible coach of Fife AC I will:

- respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability;
- place the welfare and safety of the athlete above the development of performance;
- encourage and guide athletes to accept and take responsibility for their own behaviour and performance;
- be appropriately qualified and update my license and education as and when required by UK Athletics;
- ensure that the activities I guide or advocate are appropriate for the age, maturity, experience and ability of the individual athlete;
- at the outset, clarify with athletes (and where appropriate their parents or carers) exactly what is expected of them and what athletes are entitled to expect from me;

- never try to recruit, either overtly or covertly, athletes who are already receiving coaching. If approached by an athlete receiving coaching, I will refer immediately to the coach currently providing coaching support;
- co-operate fully with other colleagues (e.g. other coaches, officials, team managers, sport scientists, doctors, physiotherapists, governing body staff) in the best interests of the athlete;
- consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited or age-inappropriate substances;
- consistently display high standards of behaviour and appearance;
- develop appropriate working relationships with athletes (especially under 18s), based on mutual trust and respect. In particular, I will not exert undue influence to obtain personal benefit or reward;
- strictly maintain a clear boundary between friendship and intimacy with athletes and not conduct inappropriate relationships with athletes;
- *Relationships with athletes can cause significant problems for other team members and can fracture teams, raising concerns of favouritism, or even of victimisation, should the relationship later end. However, due to the very special relationship between coaches and athletes;*
- not allow an intimate personal relationship to develop between myself and any athlete under the age of 18.

*Any violation of this could result in a coach licence being withdrawn or restrictions being imposed on it under condition 6 below. It is also strongly recommended that you do not allow intimate personal relationships to develop between yourself and athletes (coached or supervised by you) who are aged 18 and over.*

In addition to the above Code of Conduct I will observe the following **Welfare Guideline** to ensure that I work within the best coaching practice. I will:

- never do something for an athlete that they can do for themselves;
- avoid critical language or actions, such as sarcasm, that undermine an athlete's self-esteem;
- not spend time alone with a young athlete unless clearly in view of others;
- avoid taking a young athlete alone in my car;
- never invite a young athlete alone to my home;
- never share a bedroom with a child;
- always explain why and ask for consent before touching an athlete;
- work in same-sex pairs when supervising changing areas;
- ensure that parents/carers know about and have approved in advance if I take a young athlete away from the usual training venue;
- respect the right of young athletes to an independent life outside athletics;
- challenge inappropriate behaviour or language by others;

- report any accidental injury, distress or misunderstanding or misinterpretation. A brief written report of such incidents should be submitted to the Welfare Officer as soon as possible, and parents/carers notified.
- report any suspected misconduct by other coaches or athletics personnel.

### 3 Technical Official

As an official of Fife AC I will:

- respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability;
- place the welfare and safety of the athlete above the development of performance;
- encourage and guide athletes to accept and take responsibility for their own behaviour and performance;
- be appropriately qualified and update my licence and education as and when required by UK Athletics;
- ensure that the activities I guide or advocate are appropriate for the age, maturity, experience and ability of the individual athlete;
- at the outset, clarify with athletes (and where appropriate their parents or carers) exactly what is expected of them and what athletes are entitled to expect from me;
- co-operate with other officials, competition organisers, coaches, team managers etc. in the provision of fair and equitable conditions for the conduct of athletic events under the relevant rules of competition, thereby offering all participants every opportunity to achieve their own personal goals and aspirations;
- act in a decisive, but friendly, manner in my interaction with other officials, competitors, coaches and spectators, respecting the rights of others;
- consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited or age-inappropriate substances;
- consistently display high standards of behaviour and appearance;
- develop appropriate working relationships with athletes (especially under 18s), based on mutual trust and respect;
- strictly maintain a clear boundary between friendship and intimacy with athletes and not conduct inappropriate relationships with athletes;
- not allow an intimate personal relationship to develop with any athlete under the age of 18.

*Relationships with athletes can cause significant problems for other team members and can fracture teams, raising concerns of favouritism, or even of victimisation, should the relationship later end. Any violation of this could result in an official licence being withdrawn or restrictions being imposed on it.*

*It is also **strongly recommended** that you do not allow intimate personal relationships to develop with athletes (judged by you) who are aged 18 and over.*

In addition to the above Code of Conduct I will follow the Welfare guidelines below to ensure that I work within the best practice. I will:

- never do something for an athlete that they can do for themselves;
- avoid critical language or actions, such as sarcasm, that undermine an athlete's self-esteem;
- not spend time alone with a young athlete unless clearly in view of others;
- avoid taking a young athlete alone in my car;
- never invite a young athlete alone to my home;
- never share a bedroom with a child;
- always explain why and ask for consent before touching an athlete;
- work in same-sex pairs when supervising changing areas;
- ensure that parents/carers know about and have approved in advance if I take a young athlete away from the competitive venue;
- respect the right of young athletes to an independent life outside athletics;
- challenge inappropriate behaviour or language by others;
- report any accidental injury, distress or misunderstanding or misinterpretation. A brief written report of such incidents should be submitted to the Welfare Officer as soon as possible, and parents/carers notified;
- report any suspected misconduct by other officials, coaches or athletics personnel.

#### **4 Competition Guidelines**

In registering as a Technical Official of UKA and/or accepting the responsibility of a position at an athletics competition (all disciplines and types) I shall at all times be expected to:

- keep up to date with any changes in the relevant competition rules and not hesitate to seek the advice of others if the need arises;
- never smoke whilst officiating, nor consume alcoholic beverages so soon before competition that it affects my competence or prior to the end of officiating duties for the day;
- dress appropriately, to the standard and nature of the competition, as outlined by the relevant Officials Committee;
- be fully prepared for any task that is assigned to me;
- arrive in good time for the competition and report immediately to the officials in charge;
- conduct the event according to the rules with the welfare of the athlete in mind and carry out my assignments in an efficient and non-abrasive manner;
- work in a spirit of co-operation with other officials and not interfere in any way with their responsibilities;
- extend the benefit of my experience to the less experienced officials whenever the opportunity arises;
- give evaluations, when requested, in an objective way and without friendships in mind;

- act in a manner that will bring credit to the Athletics Community and myself, both within and outside the competition arena and/or area;
- refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of the tasks assigned to me;
- never condone rule violations.

## **5 Athlete & Member**

As a responsible athlete and member of Fife AC, I will:

- treat others with the same respect and fairness that I wish to receive;
- uphold the same values off the field as I do when engaged in athletics;
- anticipate my own needs, be organised and on time;
- thank those who help me participate in athletics;
- inform my coach of any other coaching I am receiving;
- show patience with and respect diversity in others;
- act with dignity at all times;
- not respond if someone seeks private information, unrelated to athletics e.g. home life;
- use safe transport or travel arrangements;
- avoid destructive behaviour and leave athletics venues as I 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 me concerned or uncomfortable (telling the Club Welfare Officer) or if I suspect a club mate has suffered from misconduct by someone else.

In addition for U18 Members and Athletes:

- strictly maintain a clear boundary between friendship and intimacy with a coach, official or other person with whom I work;
- notify a responsible adult if I have to go somewhere (why, where and when I will return);
- never accept lifts in cars or invitations into homes on my own or without the prior knowledge and consent of my parent/carer;
- speak out immediately if anything makes me concerned or uncomfortable (telling my parents/carers and or the Club Welfare Officer) or if I suspect a club mate has suffered from misconduct by someone else.

## **6 Parent**

As a responsible parent/person with parental responsibility whose child is a member of Fife AC, I will:

- check out the people who are coaching or managing my child;
- not place undue pressure on children to perform, participate or compete;
- assume responsibility for the safe transportation of my children to and from events and training activities;
- take an active interest in my child's participation;
- attend training and competitions whenever possible;
- ensure that my child does not take unnecessary valuable items to training or competition;
- know exactly where my 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 my child goes to any away events;
- inform my child's coach of any illness or disability that needs to be taken into consideration for athletic performance;
- provide any necessary medication that my child needs for the duration of any trips;
- report any concerns I have about my child's welfare / treatment to the club / regional / national Welfare Officer (this does not affect my rights to notify the social services department or police if I feel a crime has been committed);
- never make assumptions about my child's safety.

## **7 Team Manager**

As a responsible Team Manager of Fife AC, I will:

- take reasonable care in all circumstances of any athlete below the age of 18 who is at an event without someone with parental responsibility;
- look after young athletes' personal safety at event venues;
- provide the appropriate ratio of staff for the age and ability of the athletes e.g. a minimum of one adult member of staff for every ten children who may be travelling away from the home venue;
- provide staff of the same sex as the athletes i.e. avoid cross-sex chaperoning;
- upon completion of the volunteer action plan for the sport, guarantee that all volunteers for an athletics team have been through the appointments process, including self-declaration and Subject Access police check;
- collect written evidence that all staff and volunteers with responsibility for young athletes from my team have completed appropriate child protection training;
- comply with any local Duty of Care and/or Child Protection policies and procedures that might be in place e.g. Local Authority or school procedures that cover particular venues or athletes;
- notify all parents/carers of athletes under 18 of the times and venues of any competitions and of appropriate contact telephone numbers;
- ensure that written, informed consent has been collected from all persons with parental responsibility for the participant in advance of a competition including next of kin and contact details, medical conditions such as allergies, and ensure medication is available for the child for the duration of the event. Medication should be administered by the person with parental responsibility;
- liaise with young athletes' parents/person with parental responsibility if they become involved in an accident or a serious breach of safety or discipline while under my care.

## **8 Volunteer**

As a responsible volunteer for Fife AC, I will:

- ensure that governing body risk assessment procedures are complied with;
- put the safety of athletes first;
- offer an encouraging and positive environment;
- use appropriate language and behaviour;
- show integrity and professionalism in my dealings with other adults;
- give equal treatment and respect to all;
- comply with the above whenever in the vicinity of athletics events, whether on or off duty.