**Harmeny AC Codes of Conduct**

**Club, Coaches, Athletes, Welfare Officer, Parents and Volunteers**

1. Code of Conduct for Harmeny AC

**As a responsible athletics Club**

* We have adopted national and UKA welfare policies and procedures, and will adhere to the codes of conduct and respond to any suspected breaches in accordance with Welfare Procedures. The policy and procedures adopted are available to view on the Scottish Athletics website and also on UKA website. Link is [http://www.scottishathletics.org.uk](http://www.scottishathletics.org.uk/)
* <http://www.uka.org.uk/>

Additionally we will:

* Ensure all volunteers operating within the club environment hold appropriate qualifications and have undertaken the appropriate checks e.g. PVG Scheme etc.
* Ensure that coaches, technical officials and club officers attend recommended training in welfare and safeguarding and protecting children as appropriate and are also appropriately welcomed and supported in their voluntary roles
* Liaise appropriately with parents/guardians with parental responsibility, officials, coaches, 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 of Club Welfare Officer National or UKA Welfare Officers. (This does not affect your right to contact your local social services or the police if you feel it is necessary)
* Report any suspected misconduct by club officials, coaches, technical officials or other people involved in athletics to the Club, National or UKA welfare officer immediately.
* Treat all club members equally and fairly.
* Challenge inappropriate behaviour and language of all involved with the Club
* Place the welfare and safety of the athlete above other considerations including the development of performance.
* As a Club, we expect all those involved to make a positive commitment to supporting the aims and objectives of Harmeny AC, to portray the sport in a positive light and seek to ensure that our activity would not bring the club or athletics into disrepute.
* Athletes should use all social media e.g. Facebook, Twitter, Instagram etc.  responsibly with due respect for the club and fellow athletes.

1. **Code of Conduct for Coaches with Harmeny AC**

**As a responsible athletics coach you will:**

* Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
* Place the welfare and safety of the athlete above the development of performance
* Be appropriately qualified including obtaining PVG Scheme 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
* At the outset clarify with athletes exactly what it is that is expected of them and what athletes are entitled to expect from you
* Never try to recruit, either overtly or covertly, athletes who are already receiving coaching.
* Try to observe a recommended maximum ratio of 1 coach to 10 athletes.
* 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
* Do not exert undue influence to obtain personal benefit or reward
* A coach **MUST**strictly maintain a clear boundary between friendship and intimacy with athletes and 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.
* In particular, you**MUST NOT**allow an intimate personal relationship to develop between yourself and any athlete aged under **18 years.**  Any violation of this could result in a coach licence being withdrawn. It may also be a criminal offence to conduct a relationship with an athlete aged under 16 years. It may also be a violation of your coaching licence to form an intimate personal relationship with a vulnerable adult coached by you.
* It is **strongly recommended** that you do not allow intimate relationships to develop between yourself and athletes coached by you aged over 18 years.
* Comply with any 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 athlete groups
* Co-operate fully with other colleagues (e.g. other coaches, officials, team managers, sports scientists, doctors, physiotherapists, governing body staff) in the best interests of the athlete.

**As a responsible coach, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:**

* Act with dignity and display courtesy and good manners towards others.
* Avoid 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
* Be aware that your attitude and behaviour directly affects the behaviour of athletes under your supervision.
* Ensure that at all times you work within your coaching capacity, under no circumstances offering services you are not qualified to conduct.
* 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.

**In addition, coaches should follow these guidelines on best coaching practice, in particular with young athletes or with vulnerable adults**

* Avoid critical language or actions, such as sarcasm which could undermine an athlete’s self-esteem.
* 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.
* Avoid taking a young athlete alone in your car
* Never invite a young athlete alone into your home
* Never share a bedroom with a child
* 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
* Work in same-sex pairs if supervising changing areas
* Respect the right of young athletes to an independent life outside of athletics
* Report any distress, misunderstanding or misinterpretation to the parents/carers and Club Welfare Officer if appropriate.
* Report any accidental injury to the parents/carers of Club Welfare Officer if appropriate, using the Accident Reporting Form.
* Challenge inappropriate behaviour or language by others
* Report any suspected misconduct by other coaches or athletics personnel to the Club National or UKA Welfare Officer

1. **Code of Conduct for Athletes**

**As a responsible athlete you will:**

* Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally.
* Uphold the same values of sportsmanship off the field as you do when engaged in athletics
* 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
* 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
* Anticipate and be responsible for your own needs including being organised, having the appropriate equipment and being on time.
* Not attend training if you are injured or otherwise unable to train fully without consulting your coach in advance.
* 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

**As a responsible Athlete, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:**

* Act with dignity and display courtesy and good manners towards others
* Avoid 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
* 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

**In addition, athletes, especially 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, home life information
* 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
* Use safe transport or travel arrangements
* Report any accidental injury, distress, misunderstanding or misinterpretation to your parents/carers and club Welfare officer as soon as possible.
* Report any suspected misconduct by coaches or other people involved in athletics to the club welfare officer as soon as possible

1. **Code of Conduct for Parents/Guardians**

**As a responsible Parent or Guardian you will:**

* Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
* 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 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
* Never place undue pressure on children to perform, participate or compete.
* Encourage your child to perform, participate and compete as this is a crucial part of the training and learning process.
* Take an active interest in your child’s participation
* Know exactly where your child will be and who they will be with at all times
* Never make assumptions about your child’s safety
* Ensure that your child does not take any unnecessary valuable items to training or competition.
* Return any items belonging to the club once the purpose for which they were provided is finished, such as vests, coaching manuals, competitive or training equipment.
* Not send your child to training sessions if they are injured or otherwise unable to fully train without consulting their coach in advance.
* Ensure that your child is received into the training session by a coach or club official and not simply left on the assumption that a coach is there and ready to receive athletes.
* Do not leave your child at training early or pick them up late. Coaches have lives and homes to go to.
* 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
* Assume responsibility for safe transportation to and from training and competition except where club has specifically organised transport
* 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, National or UKA Welfare Officers. (This does not affect your right to contact your local social services or the police if you feel it is necessary).

1. **Code of Conduct for Team Managers**

**As a responsible Team Manager you will:**

* Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
* 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 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
* 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
* Avoid destructive behaviour and leave athletics venues as you find them
* Never engage in any inappropriate or illegal behaviour

**In addition, Team Managers should follow these guidelines on best practice, in particular with young athletes and vulnerable adults**

* 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
* 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
* Comply with welfare policies and procedures and any local authority or school procedures or any other policies and procedures that might apply to a particular venue, group of athletes, or competition.
* Report any suspected misconduct by coaches, technical officials or other people involved in athletics to the Club, National or UKA welfare officer as soon as possible

1. **Code of conduct for Volunteers**

**As a volunteer with Harmeny AC you will:**

* Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
* 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 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
* 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
* Not carry any items that can be dangerous to yourself or to others excluding athletics equipment used in the course of your athletic activity
* Ensure that any risk assessment or health and safety procedures are adhered to and the safety of the athlete or any other participant in athletics is paramount
* Report any suspected misconduct by coaches, technical officials, or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible
* Comply with safe practice guidelines and submit to PVG /Disclosure Scheme requirements.

1. **Code of Conduct for Club Welfare Officer**

**Welfare Officers: Angela Lawson, Naomi Head**

The Welfare Officer will:

* Deal with confidential matters that may arise related to athletes and have an understanding and an appropriate way of responding to such matters.
* Be responsible for the promotion of codes of conduct to members, parents and   young people.
* Receive, record and pass on to the NGB/SA /UKA Child Protection officer, any concerns relating to the welfare of young people and vulnerable adults
* 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 (CRB /PVG checks).
* Recognise the difference between poor practice according to club rules and matters that would be seen as a welfare issue and responding appropriately in terms of action or intervention