

# **Kingfisher Harriers Welfare Policy and Procedures**

**Reviewed July 2020**

## **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
- 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 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
- 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
  
- Failure to adhere to the code of conduct for Athletes, whether intentional or through negligence may result in your club membership status being removed. Chairman's decision is final. (All other policies apply)

## Code of Conduct for Coaches and Leaders

### As a responsible athletics Coach or Leader you will:

- Respect the rights, dignity and worth of every athlete/runner and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete/runner above the development of performance
- Be appropriately qualified including obtaining DBS/Disclosure Scotland/Access NI 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/runner
- At the outset clarify with athletes/runners (and where appropriate, with parents or carers) exactly what is that is expected of them and what athletes/runners are entitled to expect from you
- Never try to recruit, either overtly or covertly, athletes who are already receiving coaching. If approached by an athlete receiving coaching refer immediately to the coach currently providing coaching support.
- 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/runner
- 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
- Whilst Kingfisher Harriers respect your right to Coach/Lead with other groups or clubs, this is done at your own risk. For transparency and as a mark of respect as well to avoid / highlight any potential conflict of interest, you are expected to inform the club chairman of any such activity, be it a regular commitment or one off.
- Encourage and guide athletes/runners to accept responsibility for their own performance and behaviour
- Develop appropriate working relationships with athletes/runners 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/Leader **MUST** strictly maintain a clear boundary between friendship and intimacy with athletes/runners and do not conduct inappropriate relationships with athletes/runners. 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.

**As a responsible coach/leader, 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 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
- Be aware that your attitude and behaviour directly affects the behaviour of athletes under your supervision
- 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, 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 young athletes 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 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, Regional, National or UKA welfare officer as soon as possible

- Failure to adhere to the code of conduct for Coaches and Leaders, whether intentional or through negligence may result in your club Coach or Leader status being removed. Chairman's decision is final. (All other policies apply)

## **Code of Conduct for Athletics Clubs**

### **As a responsible Athletics Club you will:**

- Adopt national welfare policies and procedures, adhere to the codes of conduct and respond to any suspected breaches in accordance with the Welfare Procedures
- Appoint 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 and volunteers operating within the club environment hold the appropriate qualifications and have undertaken the appropriate checks e.g. CRB//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.
- 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 or Children First in Scotland
- 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, Regional, National or UKA welfare officer as soon as possible