



**Scottish Athletics Ltd**

# **Codes of Conduct Booklet**



**Introduction:**

The Scottish Athletics Codes of Conduct set out national standards of conduct for all clubs, coaches, volunteers, athletes and parents in the sport. The 2018 revised codes take account of developments in national policy, guidance and practice. Ideally every club member should agree to abide by the codes of conduct either when they join the club, as part of the application process, or when they renew their membership.

**What are the codes?**

The purpose of a code is to clarify:

- what behaviours are acceptable, and unacceptable.
- the standards of practise expected.
- the basis for challenging and improving practise.

The Codes are therefore a guide for individuals and clubs to think about, and monitor, how they, and others, conduct themselves in their roles. The Codes let everyone know what they can expect from the club, coaches and volunteers, but also what standard of behaviour is expected from club members, athletes and parents.

The codes are a tool for continuous improvement. They can be used prior to, or during training sessions, at club or team meetings, and must form part of new member inductions, and at annual renewal of membership.

For all clubs the codes are an important part of monitoring and improving the behaviour and practice of its members. When a club member does not meet the expectations set out in the codes, disciplinary or performance management action may be taken by the club.

Adopting and communicating clear codes of conduct is an important element in delivering the standards for child wellbeing and protection in sport.

**Children and Young People (under 18 years):**

Children and young people have their own codes of conduct and should be clear about the club's expectations in terms of acceptable behaviour and conduct. It can be beneficial to ask children in their group/team to discuss and agree what the consequences of breaking these codes should be for them. This could be done at the start of the year, before a trip away from home, or as part of a training event.

For groups of very young children it can be useful to have them develop a specific behaviour code or charter for their group. Such charters are used extensively in primary schools and the children will recognise and understand what they are being asked to do.

## Standards and Expectations for Clubs:

Every club committee has a responsibility to implement and communicate codes of conduct, as well as relevant policies and processes which link to the codes.

The welfare section of the Scottish Athletics website contains examples of the documents listed below.

Clubs should;

- Adopt codes of conduct and ensure they are signed up to by those working and volunteering in regulated roles, parents/carers, and athletes (Clubs who have online membership processes, or utilise 3<sup>rd</sup> party sites, must ensure that the process includes a section ensuring that the applicant has read and agrees to abide by the codes of conduct).
- Adopt an induction process for new members that includes the codes of conduct, child protection and anti-bullying policies, and other relevant information.
- Adopt written procedures for responding to wellbeing concerns or child abuse allegations.
- Adopt a disciplinary process for managing a breach of the codes of conduct.
- Appoint a welfare officer in line with Scottish Athletics welfare officer guidelines and role description.
- Ensure that all coaches and volunteers are recruited safely and are operating appropriately within the club environment i.e. that they hold appropriate up to date qualifications and licences, are PVG scheme members, and are adhering to the terms and conditions of their licence and the codes of conduct.
- Ensure that coaches, technical officials and club officers attend recommended safeguarding training in child wellbeing and protection every 3 years.
- Liaise appropriately with parents/carers, officials, coaches, Scottish Athletics and other relevant people/organisations to ensure that good practice is maintained
- Ensure that contact details for local social services, the police and relevant agencies are openly displayed in club environs and on club websites and made available to anyone who requires them.
- Ensure that club officers and volunteers act responsibly and set an example to others, especially younger members.
- Respect the rights of every club member and others involved in athletics.
- Develop an environment that promotes the wellbeing and safety of athletes above other considerations including the development of performance
- Report any suspected misconduct by club officials, coaches, technical officials, or anyone else licenced under UKA, to the Scottish Athletics welfare officer as soon as possible.

## Codes of Conduct: Coaches and Volunteers

Coaches play a crucial role in the development of athletics and in the lives of the athletes they coach. The need for coaches to understand and act on their responsibilities is vital, as is the need to promote participation for fun and enjoyment.

The codes of conduct for coaches reflect the principles of good coaching practice;

### **Rights**

Coaches must respect and champion the rights of every individual to participate in sport and physical activity.

### **Relationships**

Coaches must develop a positive relationship with their participants (and others) based on openness, honesty, mutual trust and respect.

### **Responsibilities – personal standards**

Coaches must demonstrate proper personal behaviour and conduct at all times.

### **Responsibilities – professional standards**

To maximise the benefits and minimise the risks to participants, coaches must attain an appropriate level of competence through qualifications, and a commitment to ongoing training to ensure safe and correct practice.

### **As a coach/volunteer I will:**

- Respect the rights of every athlete and others involved in athletics and treat everyone equitably.
- Place the wellbeing and safety of the athlete above the development of performance.
- Be appropriately qualified, be a member of the PVG scheme, have a valid licence with UKA, and adhere to its terms and conditions.
- Ensure that activities and instructions are appropriate for the age, maturity, experience and ability of individual athletes
- In circumstances where I need to demonstrate a technique through physical contact, always provide an explanation and seek consent before touching the athlete.
- Observe the recommended national guidance on coach/athlete ratios.
- Avoid swearing, abusive language and inappropriate and violent behaviour.
- Challenge inappropriate behaviour and language by others.
- Cooperate with technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of an athlete.
- Consistently promote positive aspects of the sport and never condone rule violations or the use of prohibited, or age-inappropriate substances.
- Avoid being alone with a child or young athlete unless in clear line of sight with other adults, and follow the guidance on transporting children
- Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue
- Develop appropriate working relationships with athletes based on mutual trust and respect, particularly where athletes are under 18 years, or are vulnerable adults.
- **MUST** maintain strict boundaries between friendship and intimacy with athletes under my supervision.

- Not conduct an inappropriate relationship with an athlete under 18 years of age (an intimate relationship with someone under 16 years is a criminal offence).
- Not engage in the massage of an athlete under the age of 18 years, and understand that it is strongly recommended that a I do not engage in the massage of an athlete over the age of 18 years, unless the holder of a suitable qualification in sports massage or other relevant qualification from a recognised body or authority.
- Not exert undue influence to obtain personal benefit or reward.
- Treat all sports equipment and venues with respect and keep it them good condition.
- Not consume alcohol or prohibited substances prior to or during training and events.
- Report any suspected abuse, misconduct or breach of the codes of conduct.
- Report any accidental injury, distress, misunderstanding or misinterpretation to the club or national Welfare officer.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity
- Never attempt to recruit athletes who receive coaching elsewhere. If approached by an athlete to provide coaching, liaise immediately with their existing coach to ensure a managed transition.
- Follow the Scottish Athletics guidance for coaches and volunteers on social media use.

**Breach of the Codes of Conduct:**

I understand that if I do not follow the Code of Conduct the following sanctions(s) may be taken by my club:

I may:

- Receive a verbal warning from the club welfare officer.
- Receive a verbal or written warning from the club committee.
- Be monitored by another club coach.
- Be required to attend safeguarding training.
- Be suspended by the club.
- Be required to leave or be sacked by the club.

In addition:

- My UKA coaching licence may be withdrawn.
- I may be referred to Disclosure Scotland.

\_\_\_\_\_ Print name

\_\_\_\_\_ Signed

\_\_\_\_\_ Date

## Code of Conduct: Senior Athletes

### As a responsible athlete I will:

- Respect the rights of every athlete, coach, technical official and others involved in athletics and treat everyone equitably.
- Uphold the same sporting values away from sport as I do when I am engaged in athletics.
- Participate within the rules of the sport, respect decisions of coaches and officials and demonstrate respect towards fellow athletes.
- 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 my best interests and those of other athletes.
- Consistently promote positive aspects of the sport and never condone rule violations or the use of prohibited substances.
- Anticipate and be responsible for my own needs including being organised, having the appropriate equipment, and being on time.
- Inform my coach of any other coaching that I am seeking or receiving.
- Act with dignity and display courtesy and good manners towards others.
- Avoid swearing and abusive language whilst in athletic venues, at club functions and events, or when as part of a team/squad.
- Never engage in any inappropriate or illegal behaviour.
- Challenge and report inappropriate behaviour and language by others.
- Not misuse or abuse sporting equipment and venues.
- Not carry or consume alcohol or illegal substances.
- Maintain strict boundaries between friendship and intimacy with a coach or official.
- Use safe transport or travel arrangements.
- Never engage in any inappropriate or illegal behaviour.

### Breach of the Codes of Conduct:

I understand that if I do not follow the Codes action can be taken by my club and I may:

- Be asked to apologise for my behaviour,
- Receive a verbal warning from my coach,
- Receive a verbal or written warning from the club committee,
- Be suspended from attending club training sessions,
- Be suspended from the club,
- Be required to leave the club.

\_\_\_\_\_ Print name

\_\_\_\_\_ Signed

\_\_\_\_\_ Date

## Code of Conduct: Children and Young People (under 18 years):

As a child or young person under 18 years,

I have the right to:

- Be safe, and protected
- Be listened to
- Be respected and treated fairly
- Be believed
- Ask for help
- Be coached by someone who has the right qualifications

As a young athlete I will respect the Code of Conduct and I will:

- Be friendly and supportive to other athletes.
- Keep myself safe.
- Tell my coach if I am ill or injured.
- Report inappropriate behaviour or risky situations to an adult.
- Compete fairly and respect other athletes and officials.
- Respect the rules of my club.
- Behave and listen to all instructions from my coach and officials.
- Take care of equipment owned or provided by the club, or training facility.
- Not use bad language or take part in inappropriate or illegal behaviour.
- Not bully anyone or pressure them to do things they do not want to, including online.
- Keep to agreed timings for all club activities.
- Tell my parents/carers where I am or if I'm going to be late.
- Not use my mobile phone during training, competitions, or in changing rooms.
- Not carry or consume alcohol or illegal substances.
- Use safe transport or travel arrangements.

### Breach of the Codes of Conduct:

I understand that if I do not follow this Code action can be taken by my club and I may:

- Be asked to apologise for my behaviour,
- Receive a verbal warning from my coach,
- Receive a verbal or written warning from the club committee,
- Be suspended from attending club training sessions,
- Be suspended or required to leave the club,

Additionally: My club will always tell my parent/carer if I breach the Code of Conduct.

|                 |                      |
|-----------------|----------------------|
| <b>Athlete:</b> | <b>Parent/carer:</b> |
| Name:           | Name:                |
| Signature:      | Signature:           |
| Date:           | Date:                |

## Code of Conduct: Parent/Carer

As a responsible parent/carers I will:

- Demonstrate respectful behaviour at all times.
- Set a good example and encourage my child to learn the rules of the sport and compete within them at all times.
- Help my child to recognise good performance, and not just results.
- Make athletics fun.
- Never force my child to take part in sport if they do not want to.
- Never punish or belittle my child for losing or making mistakes.
- Use correct and appropriate language at all times.
- Check the qualifications and licences of people who are coaching or managing my child, or offering a service connected to athletics such as physiotherapy, massage or nutritional advice.
- Know exactly where my child will be and who they will be with at all times.
- Assume responsibility for safe transportation of my child to and from training and competition.
- Return any necessary written consent forms to the club/team manager or appropriate person, including next of kin details, health and medical requirements before my child goes to any away events or trips.
- Provide any necessary medication that my child needs for training or trips away.
- Report any concerns about my child's (or any other child's) welfare to the Club Welfare Officer, or National Welfare Officer. (This does not affect your right to contact your local social services or the police if you feel it is necessary).

### Good spectator behaviour:

I understand that inappropriate pressure on children, and poor behaviour of adult spectators can sometimes make children drop out of sport. I accept that this code promotes good spectator behaviour, and understand that if I verbally abuse children, coaches or officials action will be taken.

### Breach of the Codes of Conduct:

I understand that if I do not follow the Code action can be taken by my club and I may:

- Be asked to apologise for my behaviour,
- Receive a verbal warning from my coach,
- Receive a verbal or written warning from the club committee,
- Be suspended from attending club training sessions and events,
- Be suspended from the club,
- Be required to leave the club.

\_\_\_\_\_ Print Name

\_\_\_\_\_ Signed

\_\_\_\_\_ Date