



# Codes of Conduct Booklet

Clayton Le Moors Harriers will adopt and comply with the guidelines outlined in this UKA Booklet & EA Standard 06 Codes of Conduct





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## INTRODUCTION

The UK Athletics (UKA) and the Home Country Athletics Federations (HCAF) Codes of Conduct set out national standards of conduct for all clubs, coaches, officials, volunteers and athletes in the sport. The 2021 revised codes take account of developments in national policy, guidance and practice.

Every club, club member and anyone undertaking a relevant role must agree to abide by the codes of conduct either when they join a club as part of the club application process, or when they renew their club membership or UKA licence.

### WHAT ARE THE CODES?

The purpose of a code is to clarify:

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

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/carers.

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 their 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 together 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.



## 1. CLUB SAFEGUARDING CODE OF CONDUCT

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 Safeguarding section of the UKA and relevant Home Country governing body websites contain examples of the documents listed below.

Affiliated clubs must:

- adopt the UKA and HCAF Child Safeguarding Policy and Child Safeguarding Procedures, and ensure they are displayed prominently on websites and social media pages
- adopt the UKA and HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures, and ensure they are displayed prominently on websites and social media pages
- adopt the UKA and HCAF Codes of Conduct and ensure they are signed up to by those working and volunteering in regulated roles, parents/carers and athletes (clubs that have online membership processes, or utilise third party sites, must make sure the process includes a section for the applicant to read and agree to abide by the codes of conduct)
- adopt the UKA and HCAF procedures for managing safeguarding concerns
- adopt a disciplinary process for managing misconduct cases
- appoint a minimum of one Welfare Officer in line with UKA guidelines and role description for Club Welfare Officers
- 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, have undertaken a satisfactory criminal record check, and are adhering to the safeguarding policies, terms and conditions of their licence and the relevant codes of conduct)
- ensure that coaches, technical officials and club officers attend recommended safeguarding training every three years
- adopt an induction process for new members that includes agreeing and signing up to the codes of conduct, safeguarding policies, discipline policy, anti-bullying policies and other relevant information
- liaise appropriately with parents/carers, officials, coaches, UKA, the relevant HCAF and other relevant people/organisations to ensure that good practice is maintained
- maintain a register of safeguarding training attended and criminal record checks completed relevant to club members, and share this register with the HCAF when asked
- ensure that contact details for Club Welfare Officers 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, dignity and worth 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
- 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
- accept that all office bearers and committee members have a responsibility for safeguarding children's wellbeing and protecting them from harm, and are prepared to respond to any concerns of abuse or poor practice
- challenge and change poor practice
- implement any recommendations of UK Athletics or the relevant HCAF
- promote an environment where all concerns can be raised without fear of victimisation or reprisal
- ensure that everyone volunteering or working with children or adults at risk at their club attends relevant safeguarding training every three years.



## CODE OF CONDUCT: COACHES

Coaches play a crucial role in the development of athletics and in the lives of the athletes they coach. They have a unique position of trust in athletics and 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 code of conduct for coaches reflects the principles of good coaching practice.

### Responsibilities – Professional Standards

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

### Responsibilities – Personal Standards

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

### 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.

## 1. RESPONSIBILITIES – PROFESSIONAL STANDARDS

As a responsible athletics coach, I will:

- 1.1 abide by the terms of my UKA coaching licence
- 1.2 abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures
- 1.3 abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures
- 1.4 keep my professional knowledge and skills up to date, be appropriately qualified for the activities I lead, and renew my coach licence as and when required by UKA
- 1.5 ensure I have obtained an acceptable criminal record check (DBS/Disclosure Scotland/Access NI) (a licence will not be issued to anyone who does not have an acceptable criminal records certificate or who refuses to share the certificate with UKA/the HCAF when required)
- 1.6 ensure that activities I direct, or guide, are appropriate for the age, maturity, experience and ability of the individual athlete
- 1.7 be aware of the current national and international regulations on anti-doping in sport. I will not assist, support or ignore practices, policies or procedures that contravene national or international anti-doping regulations
- 1.8 never try to recruit, either overtly or covertly, athletes who are already receiving coaching. (If approached by an athlete receiving coaching, refer them immediately to the coach currently providing coaching support)
- 1.9 never make gratuitous or unnecessary physical contact with children, young people, athletes or other coaches. (Physical contact should only take place in the interests of and for the benefit of the child/young person/athlete, rather than the coach involved). In circumstances where I need to demonstrate a technique through physical contact, always provide an explanation and seek consent before touching the athlete (never touch an athlete aged



under 18 to demonstrate a technique without another adult being present)

- 1.10** observe the recommended national guidance on coach/athlete ratios.
- 1.11** cooperate fully with others involved in the sport including but not limited to technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body.

## **2. RESPONSIBILITIES – PERSONAL STANDARDS**

As a responsible athletics coach, I will:

- 2.1** not bring myself, the sport or my club into disrepute
- 2.2** not engage in behaviour that could reasonably be viewed as inappropriate
- 2.3** consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or adopt or encourage the use of prohibited or age-inappropriate substances or techniques
- 2.4** never engage in the massage of an athlete under the age of 18 years
- 2.5** not engage in the massage of an athlete aged 18 years or over unless I have an up-to-date and recognised qualification in sports massage or another relevant qualification from a recognised body or authority to engage in the massage of an athlete aged 18 years or over
- 2.6** follow the relevant guidance for coaches on social media use and not post on social media any content which is inappropriate or offensive
- 2.7** be aware that my attitude and behaviour directly affects the behaviour of athletes under my supervision
- 2.8** avoid swearing, abusive language and irresponsible or illegal behaviour, including but not limited to behaviour that is dangerous to me or others, acts of violence, bullying, harassment, and physical and sexual abuse
- 2.9** avoid destructive behaviour and leave athletics venues as I find them
- 2.10** not carry or consume alcohol or illegal substances while coaching or attending events directly linked to coaching
- 2.11** avoid carrying any items that could be dangerous to me or others, excluding athletics equipment used in the course of my athletics activity
- 2.12** challenge inappropriate behaviour and language by others and report any suspected safeguarding concerns or misconduct by other coaches, or other people involved in athletics, to the club, HCAF/UKA as soon as possible
- 2.13** act ethically, professionally and with integrity, and take responsibility for your actions.

## **3. RIGHTS**

As a responsible athletics coach, I will:

- 3.1** provide coaching services and act at all times without discrimination on grounds of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex, sexual orientation
- 3.2** respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability
- 3.3** make the athlete's health and welfare my primary and overriding concern



- 3.4 respect the athlete's right to self-determination when deciding who they are coached by
- 3.5 respect the right of all athletes to an independent life outside of athletics
- 3.6 report any accidental injury, distress, misunderstanding or misinterpretation to the parents/ carers and Club Welfare Officer as soon as possible
- 3.7 never exert undue influence to obtain personal benefit or reward
- 3.8 in no way undermine, put down or belittle other coaches or practitioners, or allow those behaviours to exist within the athletes and groups that I lead / manage.

#### 4. RELATIONSHIPS

As a responsible athletics coach, I will:

- 4.1 at the outset, clarify with athletes (and where appropriate, with parents or carers) exactly what it is that is expected of them and what athletes are entitled to expect from me
- 4.2 develop healthy and appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or who are adults at risk
- 4.3 never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with an athlete or other person in athletics who are under 18 years of age. A violation of this code may result in a coach licence being permanently withdrawn
- 4.4 never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with an athlete, or other person in athletics who is an adult at risk, whether coached by me or under my supervision or not. A violation of this code may result in a coach licence being permanently withdrawn
- 4.5 not use my position as a licensed coach to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with athletes, or other persons in athletics who are aged 18 years and over. In certain circumstances a violation of this code may result in a coach licence being permanently withdrawn
- 4.6 avoid spending time alone with young athletes (under 18) unless clearly in the view of other adults
- 4.7 ensure that parents/carers know and have given consent before taking a young athlete (under 18) away from the usual training venue
- 4.8 never take young athletes (under 18) alone in my vehicle
- 4.9 never invite a young athlete (under 18) alone into my home
- 4.10 never share a bedroom with a young athlete (under 18).

#### BREACH OF THE CODE OF CONDUCT

I understand that if I do not follow the code, I may be in breach of the terms and conditions of my UKA licence and could be subject to disciplinary action and sanction by my club, Home Country Athletics Federation and/or UKA and that as a consequence of such disciplinary action the following sanctions may be imposed – I may:

- receive a verbal warning



- receive a written warning
- be monitored by another coach
- be required to attend supplementary training
- be suspended on any terms by the club/HCAF/UKA
- be required to leave or be dismissed by the club/HCAF/UKA
- have my UKA coaching licence withdrawn
- be referred to DBS/Disclosure Scotland/AccessNI.

Print name .....

Signature ..... Date .....



## CODE OF CONDUCT: SENIOR ATHLETES

As a responsible athlete, I will:

- abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures
- abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures
- 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
- in no way undermine, put down or belittle other athletes, coaches or practitioners
- 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 while training or competing in athletics
- maintain strict boundaries between friendship and intimacy with a coach or official
- use safe transport or travel arrangements
- act ethically, professionally and with integrity, and take responsibility for your actions.
- I recognise that I am bound by the UKA Anti-Doping Regulations, and submit to the authority of UK Anti-Doping in the application and enforcement of the Anti-Doping Rules. UK Anti-Doping Rules apply to all member participating in athletics for a minimum of 12 months from the commencement of membership whether or not the member is a citizen of, or resident in, the UK. Any athlete wishing to retire from the sport of athletics must put this in writing to the club and their Home Country Athletics Federation (Athletics Northern Ireland / England Athletics / Scottish Athletics / Welsh Athletics) and cancel any applicable membership. Official retirement will remove the athlete from being under the auspices of UKA's Anti-Doping Rules.

### BREACH OF THE CODE 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
- be suspended from the club
- be required to leave the club.

Print name .....

Signature ..... 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
- in no way undermine, put down or belittle other athletes, coaches or practitioners
- 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 while training or competing in athletics
- use safe transport or travel arrangements.
- I recognise that I am bound by the UKA Anti-Doping Regulations, and submit to the authority of UK Anti-Doping in the application and enforcement of the Anti-Doping Rules. UK Anti-Doping Rules apply to all member participating in athletics for a minimum of 12 months from the commencement of membership whether or not the member is a citizen of, or resident in, the UK. Any athlete wishing to retire from the sport of athletics must put this in writing to the club and their Home Country Athletics Federation (Athletics Northern Ireland / England Athletics / Scottish Athletics / Welsh Athletics) and cancel any applicable membership. Official retirement will remove the athlete from being under the auspices of UKA's Anti-Doping Rules.

### BREACH OF THE CODE 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
- be suspended or required to leave the club.

Additionally, my club will always tell my parents/carers if I breach the code of conduct.

**ATHLETE:**

Name ..... Signature ..... Date .....

**PARENT/CARER:**

Name ..... Signature ..... Date .....



## 5. CODE OF CONDUCT: PARENTS/CARERS

As a responsible parent/carer of an athlete aged under 18, I will:

- abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures
- abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures
- 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 medical information and 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)
- in no way undermine, put down or belittle athletes, coaches or practitioners.

### 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 CODE 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 or written warning from the club committee/HCAF
- be suspended from attending club training sessions and events
- be suspended from the club
- be required to leave the club.

Print name .....

Signature ..... Date .....



## CODE OF CONDUCT: TECHNICAL OFFICIALS

Officials play a vital role in the preparation and delivery of safe and high-quality athletics events.

The code of conduct for officials reflects the required standards of personal and professional conduct in that role.

### Responsibilities – Professional Standards

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

### Responsibilities – Personal Standards

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

### Rights

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

### Relationships

Officials must develop positive relationships with participants (and others) based on openness, honesty, mutual trust and respect.

## 1. RESPONSIBILITIES – PROFESSIONAL STANDARDS

As a responsible technical official, I will:

- 1.1 abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures
- 1.2 abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures
- 1.3 keep my professional knowledge and skills up to date, be appropriately qualified and renew my licence as and when required by UKA
- 1.4 not bring myself, the sport or my club into disrepute
- 1.5 not engage in behaviour that could reasonably be viewed as inappropriate
- 1.6 work in a spirit of cooperation with other officials and not interfere with their responsibilities
- 1.7 offer guidance and support to less experienced officials whenever appropriate
- 1.8 report any accidental injury, distress, misunderstanding or misinterpretation to the parents/ carers and lead official for the event and/ or UKA as soon as possible
- 1.9 challenge and report any inappropriate behaviour or suspected misconduct by other technical officials, coaches or other people involved in athletics to a club (where relevant), HCAF or UKA as soon as possible.

## 2. RESPONSIBILITIES – PERSONAL STANDARDS

As a responsible technical official, I will:

- 2.1 never smoke or consume alcohol whilst involved on officiating duties
- 2.2 be fully prepared for the officiating task that is assigned to me



- 2.3** dress appropriately and to the standard and nature of the competition, as outlined by the relevant officials' committee
- 2.4** arrive in good time for the competition and report to the official in charge
- 2.5** 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
- 2.6** avoid swearing and critical, abusive language or irresponsible behaviour, including but not limited to behaviour that is dangerous to me or others, acts of violence, bullying, harassment and physical and sexual abuse
- 2.7** avoid destructive behaviour and leave athletics venues as I find them
- 2.8** avoid carrying any items that could be dangerous to me or others, excluding athletics equipment used in the course of my athletics activity
- 2.9** never make gratuitous or unnecessary physical contact with children, young people or athletes. (Physical contact should always take place in the interests of and for the benefit of the child, rather than the adult involved)
- 2.10** work in same-sex pairs if supervising changing areas.

### 3. RIGHTS

As a responsible technical official, I will:

- 3.1** respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally
- 3.2** officiate and act at all times without discrimination on grounds of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex, sexual orientation
- 3.3** act with dignity and display courtesy and good manners towards others
- 3.4** in no way undermine, put down or belittle other officials, athletes, coaches or practitioners
- 3.5** ensure the welfare and safety of the athletes under my supervision
- 3.6** not exert undue influence to obtain personal benefit or reward
- 3.7** conduct the event in accordance with the rules and with due respect to the rights and welfare of the athletes.

### 4. RELATIONSHIPS

As a responsible technical official, I will:

- 4.1** clarify with athletes (and where appropriate, with parents or carers) exactly what is that is expected of them and what athletes are entitled to expect from me as a technical official
- 4.2** encourage and guide athletes to accept responsibility for their own performance and behaviour
- 4.3** cooperate fully with others involved in the sport such as other technical officials, competition providers/organisers, team managers, coaches and representatives of the governing body in the provision of fair and equitable conditions for the conduct of athletics events under the relevant rules of competition



- 4.4 act in a decisive, objective but friendly manner in my interaction with other officials, athletes, coaches and spectators, and carry out my duties in an efficient and non-abrasive manner
- 4.5 develop healthy and appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or who are adults at risk
- 4.6 never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with any person in athletics aged under 18 years of age. A violation of this code may result in a technical official licence being permanently withdrawn
- 4.7 never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with any person in athletics who is an adult at risk. A violation of this code may result in a technical official licence being permanently withdrawn
- 4.8 not use my position as a technical official to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with any person in athletics who are aged 18 years and over. In certain circumstances a violation of this code may result in a technical official licence being permanently withdrawn
- 4.9 avoid spending time alone with young athletes (under 18) unless clearly in the view of other adults
- 4.10 never take young athletes (under 18) alone in my vehicle
- 4.11 never invite a young athlete (under 18) alone into my home
- 4.12 never share a bedroom with a young athlete (under 18).

(in relation to 4.10/4.11/4.12, the relationship of the official to the child will be a consideration in any referral).

### BREACH OF THE CODE OF CONDUCT

I understand that if I do not follow the code, the following sanctions may be taken by a club (where relevant), a Home Country Athletics Federation and/or UKA.

I may:

- receive receive a verbal warning
- receive a written warning
- be required to attend supplementary safeguarding training
- be suspended on any terms by a club (where relevant)/HCAF/UKA
- be required to leave or be dismissed by a club (where relevant) /HCAF/UKA
- have my UKA technical official's licence withdrawn
- be referred to DBS/Disclosure Scotland/AccessNI.

Print name .....

Signature ..... Date .....



## 7. CODE OF CONDUCT: VOLUNTEERS (EXCLUDING LICENSED COACHES AND TECHNICAL OFFICIALS)

Volunteers are the lifeblood of athletics and they play a crucial role in clubs and at events. Some volunteers will be more involved in a club or event than others and responsibilities will vary, but regardless of the role, there is a need for all volunteers to recognise and understand that there are shared standards of behaviour to which they must comply, and which are in place to protect all participants and promote participation for fun and enjoyment.

As a responsible volunteer, I will:

- abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures
- abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures
- ensure that where my role requires, I have obtained an acceptable criminal record check (DBS/ Disclosure Scotland/Access NI) (Access to particular roles will be denied to anyone who does not have an acceptable criminal record check or who refuses to share the certificate with UKA or the HCAF when required)
- ensure that activities I arrange or support are appropriate for the age, maturity, experience and ability of the individuals involved
- cooperate fully with others involved in the sport such as coaches, technical officials, team managers and representatives of the governing body
- in no way undermine, put down or belittle other officials, athletes, coaches or practitioners
- consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or adopt or encourage the use of prohibited or age-inappropriate substances or techniques
- never engage in the massage of an athlete under the age of 18 years. I understand that I require an up-to-date and recognised qualification in sports massage or another relevant qualification from a recognised body or authority to engage in the massage of an athlete over 18 years
- follow the relevant guidance on social media use and not post on social media any content which is inappropriate or offensive
- avoid swearing, abusive language and irresponsible or illegal behaviour, including behaviour that is dangerous to me or others, acts of violence, bullying, harassment and physical and sexual abuse
- avoid destructive behaviour and leave athletics venues as I find them
- not carry or consume alcohol or illegal substances while volunteering in athletics
- avoid carrying any items that could be dangerous to me or others, excluding athletics equipment used in the course of my athletics activity
- challenge inappropriate behaviour and language by others and report any suspected misconduct by other coaches or other people involved in athletics to the club, HCAF/UKA Safeguarding Team as soon as possible
- volunteer my time without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference
- respect the rights, dignity and worth of every person and treat everyone equally, regardless of background or ability



- report any accidental injury, distress, misunderstanding or misinterpretation to the Club Welfare Officer as soon as possible
- never exert undue influence to obtain personal benefit or reward
- develop healthy and appropriate working relationships with athletes and other volunteers based on mutual trust and respect, especially with anyone under 18 years or who are adults at risk
- never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with anyone under 18 years of age
- never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with an athlete who is an adult at risk coached by me or under my supervision
- not use my position as a volunteer to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with athletes under my supervision who are aged over 18 years
- avoid spending time alone with young athletes (under 18) unless clearly in the view of other adults
- never take young athletes (under 18) alone in my vehicle
- never invite a young athlete (under 18) alone into my home
- never share a bedroom with a young athlete (under 18).

### **BREACH OF THE CODE OF CONDUCT**

I understand that if I do not follow the code, I may be subject to disciplinary action and sanction by my club, HCAF and/or UKA.

I may:

- receive a verbal warning
- receive a written warning
- be required to attend training
- be suspended by the club/HCAF/UKA
- be required to leave or be dismissed by the club/HCAF/UKA.

Print name .....

Signature ..... Date .....



## 8. CLUB WELFARE OFFICER: ROLES AND RESPONSIBILITIES

A Club Welfare Officer (CWO) with the support of the club committee has the responsibility to:

- implement effective Child Safeguarding Policy and Child Safeguarding Procedures and keep them up to date
- implement effective Adult Safeguarding Policy and Adult Safeguarding Procedures and keep them up to date
- promote safeguarding at the club and encourage good practice
- respond appropriately to safeguarding concerns
- regularly report to the club's organising committee on safeguarding matters
- ensure that members of the club/volunteers/staff who are working with children and/or adults at risk are recruited safely and in line with legal requirements
- maintain records of safeguarding training attended by club members
- maintain records of club coaches and officials' licences and criminal record checks
- make sure the sports volunteers/staff, parents/carers, adults and children are aware of:
  - how to contact the CWO
  - the codes of conduct for working with children/adults at risk
  - how to respond to safeguarding concerns
- deal effectively with breaches of the codes of conduct, poor practice, or allegations of abuse
- keep up to date with developments in safeguarding
- attend the relevant safeguarding courses for the role of CWO
- complete a criminal record check through the relevant Home Country procedures
- maintain confidential records of reported safeguarding concerns and action taken
- liaise with the HCAF Welfare Officer and/or statutory agencies if/when required.

### PERSON SPECIFICATION

It is desirable for a Club Welfare Officer to:

- have an interest in safeguarding and welfare matters
- be friendly and approachable with the ability to communicate well with adults and children
- be willing to challenge opinion, where necessary, and to drive the safeguarding agenda
- have strong listening skills and the ability to deal with sensitive situations with empathy and integrity
- have an understanding of the importance of confidentiality and when information may need to be shared in order to protect the best interests of a child or an adult at risk
- have the confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child or an adult at risk and know when to ask for support.