

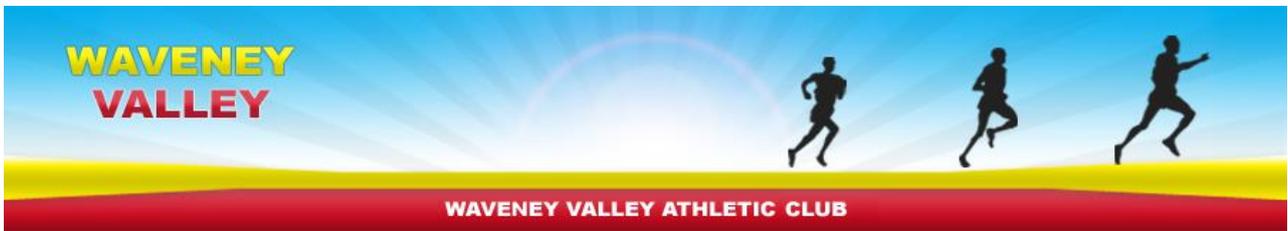
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# Waveney Valley Athletic Club

## Codes of Conduct

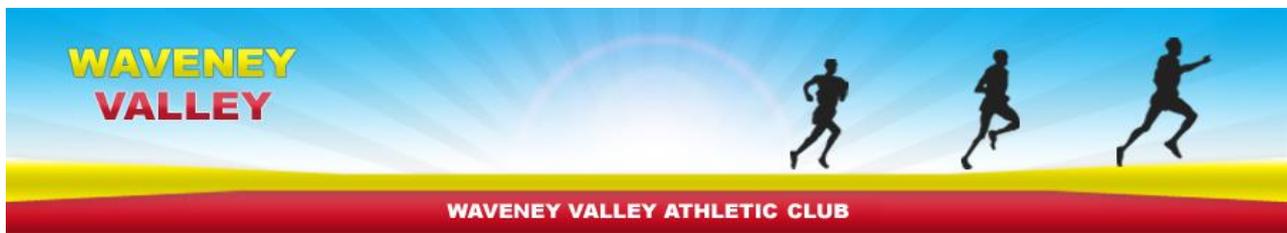
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## The Club Code of Conduct

### The club will:

Adopt National policies and codes of conduct in relation to athlete's welfare

Appoint at least one designated Welfare Officer to act as first point of contact in cases of concern about athlete's welfare

Ensure that all coaches and volunteers hold appropriate qualifications and have undertaken the appropriate checks (e.g. CRB), and have access to recommended training in welfare and safeguarding

Ensure that all club officers, coach's and volunteers act responsibly and set a good example to all members

Treat all members equally and fairly, regardless of race, ethnic origin, creed, colour, disability, sex, sexual preference, religion, and political or other beliefs

Consistently promote positive aspects of Athletics such as fair play and never condone rule violations

Challenge inappropriate behaviour and language by others

Place the welfare and safety of the athlete above all other considerations including the development of performance

Report any suspected misconduct by club officials, coach's, technical officials or other people involved in Athletics to the Club, Regional, National or UKA Welfare Officer as soon as possible

Adopt the UKA/England Athletics policies and procedures contained within 'Safeguarding and Protecting Children and Vulnerable Adults in Athletics'



## Junior Code of Conduct (Junior's version)

### All junior club members will:

Be nice to everybody who attends, especially new members

Stay in the area that you are training in

Wear something you are able to do sport in

Show respect to everyone

Not put yourself or others in danger

Play fairly and include others

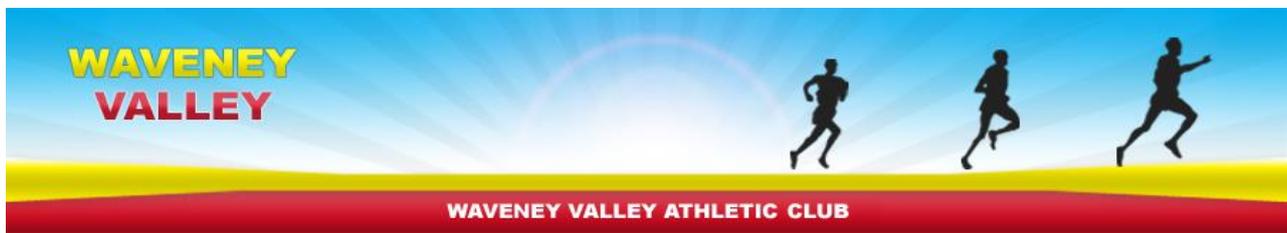
Not be a sore loser

Ask a coach if you need something or don't understand, as they will be able to help you

Never swear, use bad language or shout at others. Never push, kick or threaten others. Never be nasty, bully or deliberately distract others at training or any event.

Please tell a coach if you have any suggestions or complaints

Follow these rules at all times



## Junior Code of Conduct (Parent's version)

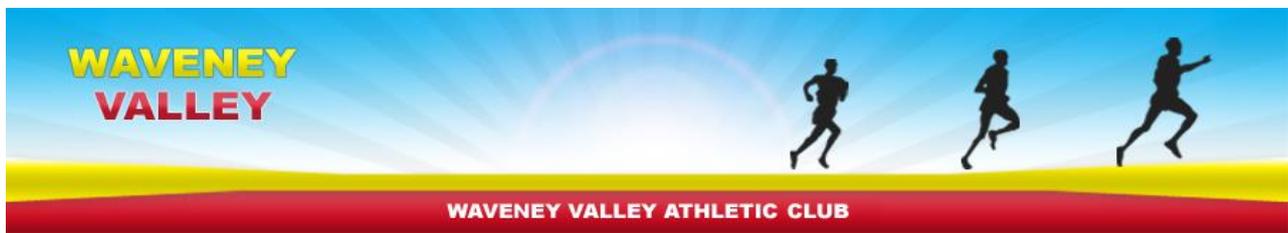
Waveney Valley Athletic Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with Michaela Gooch or James Gooch (Welfare Officer).

Sports clubs for young people should offer a positive experience where they can learn new things in a safe and positive environment.

### As a member of the Club, your child is expected to:

- Always listen carefully to what their Coach is asking them to do, particularly when talking about safety.
- Always try their best at competitions, and in training.
- Be loyal and give others a second chance
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Keep within the defined boundary of the playing/coaching area.
- Play within the rules and respect the official and their decisions.
- Take care of equipment owned by the club.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references.
- Refrain from bullying including using social media, chat-rooms or texting.
- Refrain from rough and dangerous play.
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Wear suitable kit for training and competitions, as agreed with the coach/team manager.
- Not smoke, consume alcohol or drugs (or be under the influence of) whilst on club premises, training, or at competitions.
- Show respect to other members/coach's and display team spirit.
- Keep themselves safe.
- Report inappropriate behaviour or risky situations.
- Play fairly and be trustworthy.
- Show appropriate loyalty and be gracious in defeat.
- Challenge or report the bullying of your peers.
- Respect opponents.
- Not cheat or be violent/aggressive.
- Make their club a **fun** place to be.

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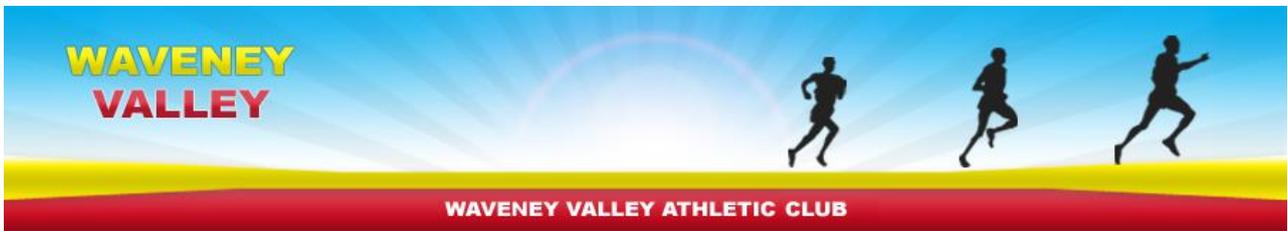
## Your child will have the right to:

- Be safe and happy at the Club.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy athletics in a protective environment.
- Be protected from abuse by other members or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.

If a coach believes that a child is behaving in an unacceptable way they will issue a verbal warning, thereby giving the child the opportunity to address their behaviour. If the child continues to act in a way that is disrespectful or unsafe the coach will ask them to sit out for the remaining session. If a child has been asked to sit out the Junior Co-ordinator will bring this to the attention of the parent or guardian verbally or in writing. If unacceptable behaviour continues, the Club may refuse the child continued membership on the grounds of unacceptable behaviour.

Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the Junior Co-ordinator. Persistent misbehaviour may result in termination of membership from the Club. Parents will be informed at all stages.

Membership termination can be appealed with final decisions taken by the Club committee or referred to the National Governing Body.



## Parent's Code of Conduct

### All junior club members Parents/Guardians will:

Encourage their child to learn the rules and play/compete within them

Discourage unfair play/competition and arguing with officials

Help their child to recognise good performance, not just results

Set a good example by recognising fair play and applauding the good performances of all

Never force their child to take part in Athletics

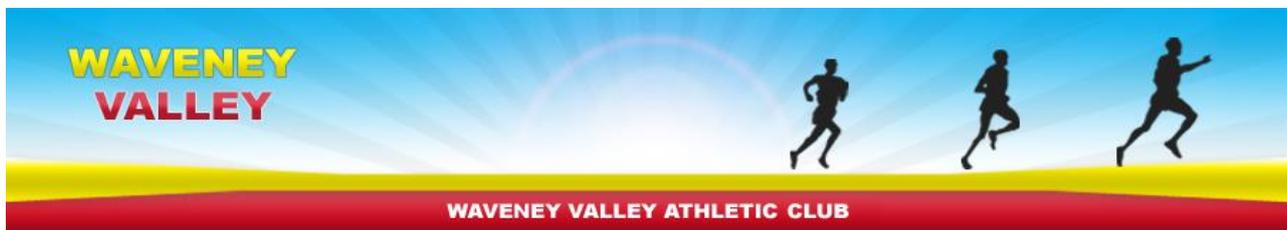
Never undermine the Coaches or coach their child from the side during training

Never punish or belittle a child for losing or making mistakes

Publicly accept officials' judgements

Support their child's involvement and help them to enjoy Athletics

Use correct and proper language at all times

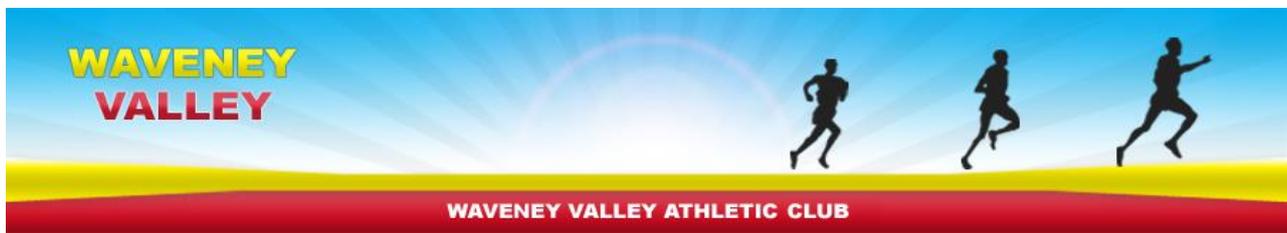


## Coach's Code of Conduct

### All Coaches, Assistant Coaches, Leaders and Volunteers 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 CRB clearance, update your licence and education as and when required by UKA and adhere to the terms of the coaching licence
- Ensure that activities directed or guided are appropriate for the age, maturity, experience and ability of the individual athlete
- 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 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
- 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
- Not follow/friend athletes under the age of 18 on social media including but not limited to Facebook, Instagram, Whatsapp etc – contact with athletes should be through parents unless exceptional circumstances
- 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. Relationship with athletes can cause significant problems for other team members, raising concerns of favouritism and/or victimisation should the relationship later end
- NOT allow an intimate personal relationship to develop between themselves 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 the coaching licence to form an intimate personal relationship with a vulnerable adult being coached
- 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 themselves or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others

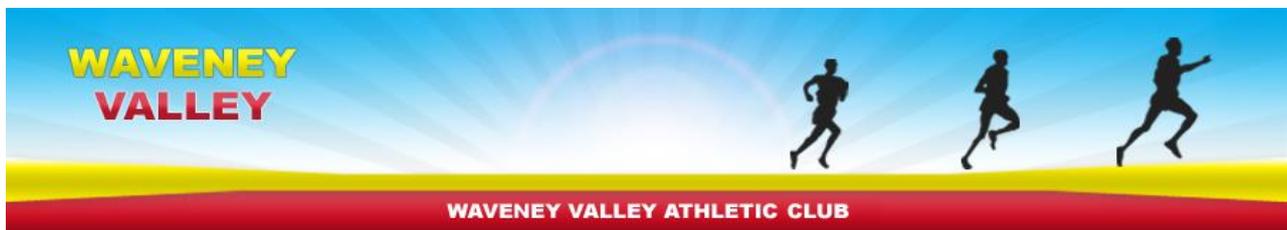
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- Be aware that their attitude and behaviour directly affects the behaviour of athletes under your supervision
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as found
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to themselves or others excluding athletics equipment used in the course of 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 themselves 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 by car
- Never invite a young athlete alone into their home
- Never share a bedroom with a child
- Always explain why and ask for consent before touching an athlete to demonstrate
- 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

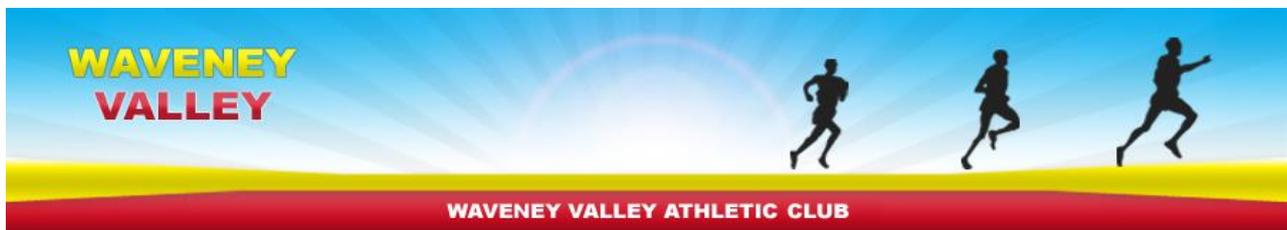


## Officials/Technical Officers Code of Conduct

### All the Clubs Officials/Technical Officers will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Be appropriately qualified including obtaining CRB clearance, update their licence and training as and when required by UKA and adhere to the terms of the technical officials licence
- Keep up to date with any changes in the relevant competition rules and seek the advice of others if necessary
- Ensure that activities they direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
- 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
- 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.
- Act in a decisive, objective but friendly manner in their interaction with other officials, athletes, coaches and spectators and carry out your duties in an efficient and non-abrasive manner.
- 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 smoke whilst officiating or consume alcoholic beverages to a degree that it affects their ability or competence to undertake their officiating duties.
- Be fully prepared for the officiating task that is assigned to them
- Dress appropriately, to the standard and nature of the competition as outlined by the relevant officials committee
- Arrive in good time for the competition and report to the official in charge
- Conduct the event in accordance with the rules and with due respect to the welfare of the athlete
- Work in a spirit of cooperation with other officials and do not interfere with their responsibilities
- Offer guidance and support to less experienced officials whenever appropriate
- Encourage and guide athletes to accept responsibility for their own performance and behaviour
- 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. Relationship with athletes can cause significant problems for other athletes, coaches and team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- In particular, NOT allow an intimate personal relationship to develop between themselves and any athlete aged under 18 years. Any violation of this could result in a technical official's licence being withdrawn. It may also be a criminal offence to conduct a

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relationship with an athlete aged under 16 years. It may also be a violation of their technical officials licence to form an intimate personal relationship with a vulnerable adult judged/officiated by them

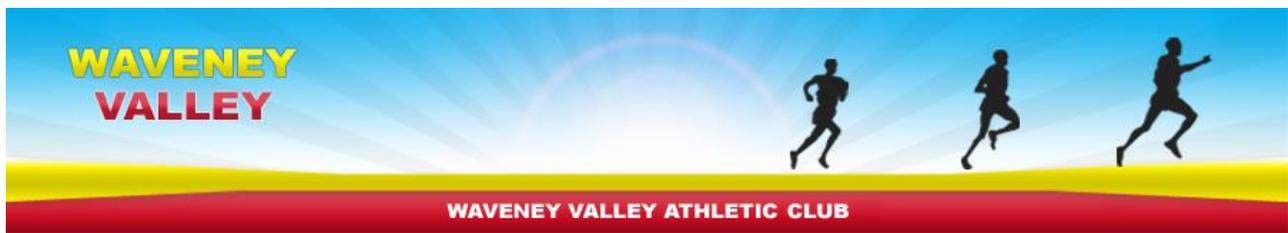
- It is also strongly recommended that they do not allow intimate relationships to develop between themselves and athletes judged by them aged over 18 years

As a responsible Technical Official, when participating in or attending any athletics activities, including training/coaching sessions and competition events they 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 themselves 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 they find them
- Not carry or consume alcohol to excess and/or illegal substances
- Avoid carrying any items that could be dangerous to themselves or others excluding athletics equipment used in the course of their athletics activity

In addition, technical officials should follow these guidelines on best practice, in particular with young athletes or 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
- Report any suspected misconduct by other technical officials, coaches or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible



## **Equity Policy Statement and Anti-Bullying and Safeguarding Policies**

### **Equity Policy Statement**

Waveney Valley Athletics Club believes in equality for everyone, in everything we do.

We will not tolerate discrimination of any type, including, but not limited to: race, ethnic origin, creed, colour, age, ability, disability, sex, sexual preference, religion, political or other beliefs.

The club is committed to everyone having the right to enjoy athletics in an environment free from the threat of intimidation, harassment and abuse. The club respects the right, dignity and worth of every person and will treat everyone equally.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

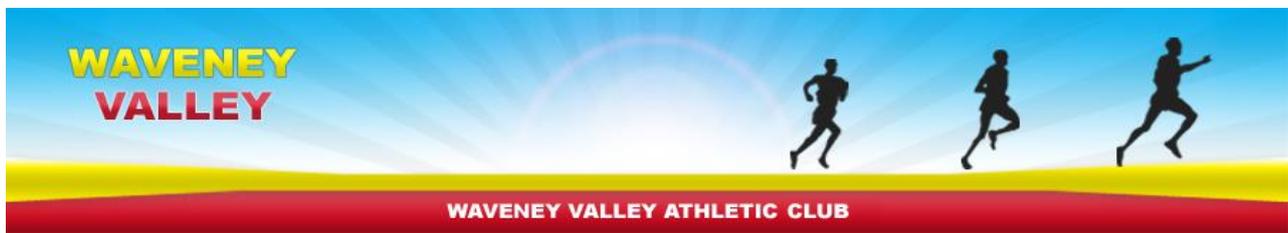
The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

### **Anti-Bullying Policy**

The club has adopted the UKA Anti-Bullying Policy for Clubs 2009. A copy can be found on either the UKA website ([www.uka.org.uk](http://www.uka.org.uk)) or the club website ([www.waveneyvalley.org](http://www.waveneyvalley.org))

### **Safeguarding Policy**

The club has adopted the UKA and England Athletics Safeguarding and Protecting Children and Vulnerable Adults in Athletics Policy. A copy can be found on either the UKA website ([www.uka.org.uk](http://www.uka.org.uk)) or the club website ([www.waveneyvalley.org](http://www.waveneyvalley.org))



## Discipline and Appeals

Everyone associated with Waveney Valley Athletic Club are required to conduct themselves according to the Club Constitution and Codes of Conduct.

The Club has the authority to terminate membership if there has been 2 incidences of the rules being breached, or a single serious incidence. When a rule has been breached, the member/their parent will be notified. Members/parents will have the right to appeal any membership termination to the Management Committee.

The Constitution and Codes of Conduct apply to everyone – athletes, coaches, officials, volunteers and parents. Should you consider that you have cause to make a complaint you should submit it in writing to the WVAC Secretary or contact a Club Welfare Officer.

The WVAC Management Committee (or sub-committee with delegated powers) will meet to hear complaints according to the Club Constitution. The Committee has the power to take appropriate disciplinary action including the termination of membership, upholding a termination decision or overturning a termination decision.

The outcome of a disciplinary hearing will be notified in writing to the person who lodges the complaint and the person against who the complaint was made according to the Club Constitution.

Please see the Club Committee page, or the Club website for details of the Club Secretary and Welfare Officers.