

## APPENDIX 12a:

# Code of Conduct (Coaches)

The (club) is committed to ensuring that all coaches working within it adhere to a strict code of best practice and appropriate, professional conduct.

### **PART 1: PERSONAL STANDARDS**

- All coaches have a responsibility to look clean and project an image of functional efficiency at all times
- Coaches should never smoke while coaching
- Coaches must not chew gum while coaching
- Coaches should never coach under the influence of alcohol under any circumstances
- Coaches should avoid using profanities during coaching sessions

Coaches should:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- Consistently project a favourable image of the sport, the club, and of coaching to the players they are working with, their parents/families/guardians, officials, spectators and the general public.
- Make sure that the level of activity carried out within sessions is suitable for each individual performer's age, strength, maturity and ability.
- Encourage the performers to behave appropriately during both training and competition.
- Encourage the performers to abide by the rules of the sport, and uphold the spirit of their sport/activity.
- Make a positive effort to educate the performers as to the improper use of substances that are on the sport's banned drugs and substances list.
- Help performers to deal with victory and defeat in a sporting manner, and encourage them at all times to treat opponents with respect.

- Always put the welfare of the child, young person or vulnerable adults first, before winning
- Make the experience of disability sport fun and enjoyable: promote fairness, confront and deal with bullying
- Treat all children, young people and vulnerable adults equally and with respect and dignity

## **PART 2: PERSONAL EXPECTATIONS**

- Coaches should identify the level of commitment expected from performers (and where relevant their parent / guardian) at the outset of any coaching relationship. Such information might include number and length of sessions, attendance at matches or competition, fees and method of payment
- Coaches should declare any other coaching commitments with other clubs or individuals, who they may already working with, in order to identify potential conflicts of interest.
- It is up the coaches responsibility to declared monies earned to the Inland Revenue in line with current taxation laws
- Coach's competence should be verified through proof of qualification and should not be inferred from evidence of prior experience
- Coaches should confine themselves to carrying out sessions in accordance with the experience gained whilst obtaining their highest qualification
- Coaches should recognise when to pass performers on to other clubs, agencies, or individual coaches with higher level qualification or experience of relevant level of play. It is the responsibility of coaches to verify, as far as possible, the integrity of any club or agency, which they are referring the performers to (this may be done in conjunction with guidance received from Disability Sport Wales)
- Coaches should take responsibility for their own continuous professional development, making the most of opportunities offered to them through the club, National Governing body, or other education agencies

## APPENDIX 12a: CODE OF CONDUCT (COACHES)

- Coaches must be objective about their coaching ability; if at any time they feel concerned about their ability to coach at a certain level, or about their effectiveness in a certain situation, it is up to them to find help or withdraw if necessary

### **PART 3: RELATIONSHIPS**

Coaches should:

- Set and uphold the boundaries between a working relationship and friendship between themselves and the performers. This is especially important when the performer is a young or vulnerable person
- Be concerned at all times with the safety and well-being of the performers. The coach, in conjunction with the support network surrounding the performer, should strive to encourage a sensible balance between an individual's performance and their emotional, physical, social and developmental needs
- Only provide kinaesthetic feedback (physically moving the performer through a particular technique) if it would not be perceived by an observer to be inappropriate. Always respect the individual's space, and ask the performer if s/he would mind being guided into the appropriate position/sports-related stance. Always ensure that physical guidance is only used in a completely open environment
- Always give enthusiastic and constructive feedback rather than negative criticism
- Be appropriately qualified, DBS checked, and be aware of appropriate first aid procedures (whether that be personally First Aid qualified, or knowing a person 'on duty' within the club who is)
- Not share the same sleeping quarters as their performers. If a performer requires personal support, then it should be provided by an individual who is qualified for this.
- Ensure that at away events adults should not enter a child's room or invite the child to their rooms
- Ensure that if mixed teams are taken away, they should always be accompanied by both male and female members of staff

- Involve parents/carers wherever possible, e.g. where children need to be supervised in changing rooms, encourage parents/carers to take responsibility for their own child/participant. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs
- Request written parental consent:
  - if organisation/club officials/volunteers are required to transport children in their cars
  - for any significant travel arrangements e.g. overnight stays
- Maintain a safe and appropriate distance from players. It is not appropriate for staff or volunteers to have an intimate relationship with a young person (even if they are over the age of consent) or vulnerable adult with whom they work.
- At no time is a coach to use the proximity of their professional relationship with their performer to place undue pressure or exert influence over performers to gain personal benefit for themselves or their club
- Coaches should maintain appropriate confidentiality, and not divulge personal information about their performer, without their permission. The exception to this is where there is a child protection or POVA (Protection of Vulnerable Adults) issue, and then concerns should be passed to the appropriate individual within the club.
- At times coaches will be asked to provide relevant information concerning a player's performance and development and an agreement must be made between the coach and the performer with regard to the passing on of such information

#### **PART 4: SAFETY**

Coaches should:

- Ensure that the environment in which their performers are competing, practicing or training is safe.
- Recognise the developmental needs and capacity of the child and do not risk sacrificing welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will.

## APPENDIX 12a: CODE OF CONDUCT (COACHES)

- If an accident should occur the coach follows procedures identified in the 'Guidelines for Dealing with an Incident or Accident'. They must also keep a written record of any injury that occurs, along with details of any treatment given.
- Secure written parental consent for the club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Coaches have a responsibility to protect children and vulnerable adults from any form of abuse during training sessions, competition and whilst in their care. This means complying with the organisations Welfare and Safeguarding Policy.
- Coaches should arrange adequate insurance to cover their coaching practice (inclusive of public and personal liability insurance).

### **PART 5: EQUITY**

- Coaches must respect the rights of each performer, and treat all as equals within the context of their activity and ability. This must be regardless of age, ethnic origin, gender, religion, sexual orientation, cultural background or political affiliation
- Coaches should ensure that any activity under their supervision is free from any form of non-equitable behaviour, exhibited by both other coaches and other performers within the session

### **PART 6: USE OF INFORMATION TECHNOLOGY AS A MEANS OF CONTACT**

Coaches should:

- always contact their athletes (where that athlete is under 18 years old) via their parent/guardian. This means:

#### *MOBILE PHONES:*

- Coaches at no time and under no circumstances should contact athletes they coach via text message.

- Coaches at no time and under no circumstances should contact athletes they coach by phoning them on the athlete's personal mobile phone.

*SOCIAL NETWORKING SITES/WEBSITES/CHAT ROOMS:*

- Coaches should not accept invites from athletes to be their friends or contacts on social networking sites (i.e. Facebook, Bebo, Flickr, MySpace, etc).
- Coaches should not send invites to athletes through social networking sites, inviting them to become their friends or contacts.
- Coaches should not put pictures of their athletes on their own personal social networking sites or on personal websites.
- Coaches should not attempt to make contact with athletes through website chat rooms.

*WEB MESSENGER SERVICES:*

- Coaches should not use web messenger services to contact athletes, and should not have athlete's web messenger contact details within their contacts list.
- Coaches should not use email as a means by which to contact their athletes (unless explicit permission has been provided by the athlete's parents/guardians to do so).