



Club Codes of Conduct

Reviewed and updated November 2018

Jarrow and Hebburn Athletic Club

Code of Conduct for the Club

As a responsible Athletics Club we will:

- Adopt national welfare policies and procedures, adhere to the codes of conduct and respond to any suspected breaches in accordance with our 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 necessary qualifications and have undertaken the appropriate checks, such as Disclosure and Barring Service (DBS) / Disclosure Scotland checks, licences and qualifications in as massage, sports nutrition, and other areas, where applicable.
- Ensure that coaches, technical officials and club officers attend recommended training in welfare and safeguarding and protecting children, as appropriate.
- Liaise appropriately with parents/people with parental responsibility, officials, coaches, sports scientists, national governing bodies and other relevant people or 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 children's services, the police and the NSPCC.
- 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.
- 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.

- Ensure that all personal information is collected, held and used in accordance with the Club's Data Protection policy and the General Data Protection Regulation.

Jarrow and Hebburn Athletic Club

Code of Conduct for Coaches

As a responsible athletics Coach you will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics.
- Place the welfare and safety of the athlete above the development of performance.
- Be appropriately vetted and qualified, including obtaining Disclosure and Barring Service (DBS) checks, update your coaching licence and qualifications as required by UKA, and adhere to the terms of your coaching licence.
- Ensure that activities you 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 from you.
- Never try to recruit, either overtly or covertly, athletes who are already receiving coaching. If approached by an athlete receiving coaching, please 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 or 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.
- Do not exert undue influence to obtain personal benefit or reward.
- A coach **must** strictly maintain a clear boundary between friendship and intimacy with athletes and not conduct inappropriate relationships with athletes. Relationship with athletes can cause problems for other team members, raising

concerns of favouritism and/or victimisation should the relationship later deteriorate.

- In particular, coaches **must not** allow an intimate personal relationship to develop between them and any athlete aged under **18 years**. Any violation of this could result in a coach licence being withdrawn. It is a criminal offence to conduct an intimate relationship with an athlete aged under 16 years. It is also a violation of your coaching licence to form an intimate relationship with a vulnerable adult coached by you, and could also be a criminal offence.
- 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, when participating in or attending any athletics activity, including training/coaching sessions and competition events, you must:

- 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.
- Not use language or engage in behaviour which is demeaning or discriminatory, particularly on the basis of race, religion, gender, sexuality or disability.
- Challenge inappropriate behaviour and language by others.
- Be aware that your attitude and behaviour directly affects the behaviour of athletes under your supervision, especially young athletes.
- Ensure that risks to athletes are minimised when delivering training sessions; taking heed of weather conditions, lighting, visibility and the running surface. When delivering training sessions on streets, particularly during winter, coaches **must** ensure that all athletes wear high visibility or reflective clothing. If athletes turn up for night time sessions without suitable clothing, coaches should provide them with reflective bibs, which will be supplied by the Club.
- Never engage in or encourage any inappropriate or illegal behaviour.
- Avoid destructive behaviour and leave athletics venues and training facilities 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 overly-critical, belittling language or sarcasm, which could undermine an athlete's confidence and 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 certain circumstances, for example when coaching elite young athletes, one-to-one coaching sessions may form part of the required training schedule. In these circumstances, 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 the parent or 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 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.
- Handle all personal information on athletes, club members, parents/carers and others in a manner consistent with the Club's Data Protection and privacy policies.

Jarrow and Hebburn Athletic Club

Code of Conduct for Technical Officials

As a responsible technical official you will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics.
- Place the welfare and safety of the athlete above the development of performance.
- Be appropriately vetted and qualified, including obtaining Disclosure and Barring Service (DBS) checks, update your licence and education as and when required by UKA and adhere to the terms of your 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 you 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 is expected of them and what athletes are entitled to expect from you.
- 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 your interaction with other officials, athletes, coaches and spectators and carry out your duties efficiently and effectively.
- 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 or consume alcoholic beverages whilst officiating, or drink alcohol to the extent that it affects your ability or competence to undertake officiating duties.
- Arrive in good time for the competition, report to the official in charge and be fully prepared for the officiating task that is assigned to you.
- Dress appropriately, to the standard and nature of the competition as outlined by the relevant officials committee.

- Conduct the event in accordance with the rules and regulations, 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 duties and responsibilities.
- Offer guidance and support to less-experienced officials whenever appropriate.
- 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 with vulnerable adults.
- Do not exert undue influence to obtain personal benefit or reward.
- A technical official **must** strictly maintain a clear boundary between friendship and intimacy with athletes and must not conduct inappropriate relationships. Relationships with athletes can cause significant problems for other athletes, coaches and team members, raising concerns of favouritism and/or victimisation should the relationship later deteriorate.
- In particular, technical officials **must not** allow an intimate personal relationship to develop between them and any athlete aged under **18 years**. Any violation of this could result in a technical official's licence being withdrawn. It is a criminal offence to conduct an intimate relationship with an athlete aged under 16 years. It is also a violation of your technical officials licence to form an intimate personal relationship with a vulnerable adult judged or officiated by you, and could also be a criminal offence.
- It is **strongly recommended** that you do not allow intimate relationships to develop between yourself and athletes judged or officiated by you aged over 18 years.

As a responsible technical official, 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.
- Not use language or engage in behaviour which is demeaning or discriminatory, particularly on the basis of race, religion, gender, sexuality or disability.
- Challenge inappropriate behaviour and language by others.

- Never engage in any inappropriate or illegal behaviour.
- Avoid destructive behaviour and leave athletics venues and training facilities 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, technical officials should follow these guidelines on best practice, in particular with young athletes or vulnerable adults

- Avoid overly-critical, belittling language or sarcasm, which could undermine an athlete's confidence and self-esteem.
- Avoid spending time alone with young athletes, unless clearly in the view of others.
- 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 athletes to an independent life outside of athletics.
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and Club/Regional/National or UKA Welfare officer as soon as possible.
- 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.
- Handle all personal information on athletes, club members, parents/carers and others in a manner consistent with the Club's Data Protection and privacy policies.

Jarrow and Hebburn Athletic Club

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.
- 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.
- Be appreciative and thank the coaches, officials and volunteers 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, abusive language and irresponsible behaviour, including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse.
- Not use language or engage in behaviour which is demeaning or discriminatory, particularly on the basis of race, religion, gender, sexuality or disability.
- Challenge inappropriate behaviour and language by others.
- Never engage in any inappropriate or illegal behaviour.
- Avoid destructive behaviour and leave athletics venues and training facilities 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.
- Wear high visibility vests or reflective clothing whilst running or training on the streets at night, or during low-light conditions, particularly during winter. Reflective bibs are available from the club house and will be provided by your coach. The Club accepts no liability for members who are injured as a result of not wearing appropriate clothing whilst training.
- Remember that you do not have right of way on the public footpath, so please give way to other pedestrians.

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 (Including why you have to go, where you are going and when you will return).
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- Do not respond if someone seeks information from you unrelated to athletics, such as personal information and information about your private or social life.
- 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.
- Ensure your Club membership and England Athletics information is kept up to date and that you inform the Club of any changes to your club affiliation, contact details, emergency contact information and medical conditions.
- Members who do not acknowledge the rules of the club will be given a verbal warning, followed by a written warning, followed by suspension or even exclusion if the situation is deemed to be serious.

Jarrow and Hebburn Athletic Club

Code of Conduct for Parents and People with Parental Responsibility

As a responsible parent/person with parental responsibility or other supporter you will:

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved 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 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.
- Check the licenses and qualifications of people who are coaching your child or offering a service connected to athletics, such as physiotherapy, massage or nutritional advice.
- Never place undue pressure on children to perform, participate or compete.
- Encourage your child and take an active interest in their participation in athletics.
- Attend your child's training sessions or competitions whenever possible.
- Know exactly where your child will be and who they will be with at all times. Never make assumptions about your child's safety.
- Ensure that your child does not take any unnecessary valuable items to training or competition. The Club will not be held liable for their loss or damage.
- Inform your child's coach or team manager of any illness or disability that needs to be taken into consideration for athletic performance.
- Provide any necessary medication that your child needs for the duration of trips.
- Assume responsibility for safe transportation 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 your child goes to any away events or trips.
- Report any concerns you have about your child's or any other child's welfare to the Club Welfare Officer, Regional, National or UKA Welfare Officers. (This does not affect your right to contact your local children's services or the Police if you feel it is necessary).

- Be appreciative and thank the coaches, officials and volunteers who enable your child to participate in athletics.

As a responsible parent/person with parental responsibility or other supporters of a young 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, abusive language and irresponsible behaviour, including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse.
- Not use language or engage in behaviour which is demeaning or discriminatory, particularly on the basis of race, religion, gender, sexuality or disability.
- Challenge inappropriate behaviour and language by others.
- Be aware that your attitude and behaviour directly affects the behaviour of your child and other young athletes.
- Avoid destructive behaviour and leave athletics venues and training facilities as you find them.
- Never engage in any inappropriate or illegal behaviour.
- Not carry or consume alcohol to excess and/or illegal substances.
- Not carry any items that can be dangerous to yourself or to others, excluding athletics equipment used in the course of your child's athletics activity.
- Ensure your child's Club membership and England Athletics information is kept up to date and that you inform the Club of any changes to their club affiliation, contact details, emergency contact information and medical conditions.

Jarrow and Hebburn Athletic Club

Code of Conduct for Team Managers

As a responsible Team Manager you will:

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved 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 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.
- Act with dignity and display courtesy and good manners towards others.
- Avoid swearing, abusive language and irresponsible behaviour, including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse.
- Not use language or engage in behaviour which is demeaning or discriminatory, particularly on the basis of race, religion, gender, sexuality or disability.
- Challenge inappropriate behaviour and language by others.
- Avoid destructive behaviour and leave athletics venues and training facilities as you find them.
- Never engage in any inappropriate or illegal behaviour.
- Not carry or consume alcohol to excess and/or illegal substances.
- Not carry any items that can be dangerous to yourself or to others excluding athletics equipment used in the course of the athletics activity.

In addition, Team Managers should follow these guidelines on best practice, in particular with young athletes and vulnerable adults

- Take reasonable care in all circumstances of any athlete under 18 years who is at an event without a parent or person with parental responsibility.
- Provide the appropriate ratio of staff for the age and ability for athletes travelling away from home. The recommended ratio is one adult to ten children.
- Provide staff of the same sex to undertake chaperoning duties.

- Check that all volunteers have undergone the appropriate recruitment and selection checks, including Disclosure and Barring Service (DBS) checks, and have undertaken the appropriate training, including safeguarding awareness.
- Notify all parents/people with parental responsibility/carers of athletes under 18 years of the times and venues of any competitions and the appropriate contact phone numbers.
- Ensure that written consent has been obtained from all persons with parental responsibility for athletes under 18 years prior to the competition.
- Liaise with the parents/person with parental responsibility of an athlete under 18 years if the athlete becomes involved in an accident, or serious breach of health and safety, or discipline, whilst under your care.
- Comply with welfare policies and procedures and any local authority or school procedures, or any other policies and procedures that might apply to a particular venue, group of athletes, or competition.
- Report any suspected misconduct by coaches, technical officials or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible.
- Handle all personal information on team members, athletes, parents/carers, volunteers and others in a manner consistent with the Club's Data Protection and privacy policies.

Jarrow and Hebburn Athletic Club

Code of Conduct for Contractors, Employees, Volunteers or Track Managers

You will:

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved 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 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.
- 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.
- Not use language or engage in behaviour which is demeaning or discriminatory, particularly on the basis of race, religion, gender, sexuality or disability.
- Challenge inappropriate behaviour and language by others.
- Avoid destructive behaviour and leave athletics venues and training facilities as you find them.
- Never engage in any inappropriate or illegal behaviour.
- Not carry or consume alcohol to excess and/or illegal substances.
- Not carry any items that can be dangerous to yourself or to others, excluding athletics equipment used in the course of your athletic activity
- Ensure that all risk assessment and health and safety policies and procedures are adhered to and the safety of the athlete or any other participant in athletics is put first.
- Report any suspected misconduct by coaches, technical officials, or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible
- Handle all personal information on athletes, parents/carers, volunteers and others in a manner consistent with the Club's Data Protection and privacy policies.

Jarrow and Hebburn Athletic Club

Code of Conduct for Medical Officers, Physiotherapists, Masseurs and other professionally-qualified people acting on behalf of the Club

You will:

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved 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 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.
- Hold the required, relevant and up-to-date qualifications in your field.
- Work within the ethical and professional guidelines of your governing, regulating or qualifying body.
- Act in the best interests of your patient, including through referral to other professionals if necessary, and not offer or provide any treatment which you are not appropriately qualified or trained to deliver.
- Ensure you have parental consent before advising, assisting or treating athletes aged under 18 years.
- 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.
- Not use language or engage in behaviour which is demeaning or discriminatory, particularly on the basis of race, religion, gender, sexuality or disability.
- Challenge inappropriate behaviour and language by others.
- Not carry or consume alcohol to excess and/or illegal substances.
- Never engage in any inappropriate or illegal behaviour.
- Handle all personal information on your patients in a manner consistent with the Club's Data Protection and privacy policies.

Jarrow and Hebburn Athletic Club

Club Welfare Officer Details

Welfare Officer: Claire O'Halloran
Email : Claireohalloran@sky.com
Phone 07716 588 309

Welfare Officer 2: Position vacant
Email:
Phone:

The Welfare Officer(s) will:

- Oversee matters that arise in relation to the health, well being and safety of club members, and have an understanding of the most appropriate way to manage and respond to them.
- Support and advise Club officers and the Committee on implementing UKA and EA welfare policies and procedures.
- Ensure that all Club coaches, officials and volunteers have completed Disclosure and Barring Service (DBS) checks, as required, and assist in this process.
- Report any concerns about child abuse to the relevant local children's services or police immediately. If the Club Welfare Officer is not available, the person with concerns should report the matter to local children's services or police themselves.
- Report any concerns about child abuse to both the UKA Welfare Officer and England Athletics Welfare Officer, and inform them what action has been taken.
- Inform the EA Welfare Officer about any concerns regarding misconduct, which are not related to child abuse.
- Be responsible for the promotion of the Club Code of Conduct to members, coaches, parents and others associated with the Club, and help ensure these codes are adhered to.
- Signpost and provide advice to the Committee and Club officials on any activities, training and initiatives that could support the health and well being of Club members.
- Deal with all welfare matters with discretion and confidentiality, except where the situation requires you to share information with the relevant local authorities, child protection officers, police and national governing bodies, and other Club officials.