**Code of Conduct**

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# **Introduction**

Peterhead Athletics Club is a club whose aims are to promote and encourage all aspiring junior and senior athletes from the Peterhead area to participate in athletics and represent the town and local area in competitions locally, regionally and nationally.

The club aims to ensure that:

* all activities are carried out in a safe manner in accordance with Scottish Athletics guidelines;
* all athletes are encouraged and assisted to realise their full athletic potential;

The club will:

* ensure a high standard of management and governance in an inclusive and safe environment;
* be open to anyone interested in the sport regardless of age, sex, disability, ethnicity, nationality, sexual orientation, religion or beliefs;
* respect the rights, dignity and worth of everyone involved in athletics, treating everyone with due consideration and courtesy;
* report any suspected misconduct by members or other people involved in athletics to the appropriate organisation as soon as possible;
* challenge inappropriate behaviour and language by members;
* consistently promote fair play and positive aspects of the sport and never condone rule violations or the use of prohibited or age-inappropriate substances;
* provide members with appropriate training in line with long-term athlete development principles and with the needs of each individual athlete in mind;
* ensure accessible competition for all levels to help all members realise their full athletic potential;
* maintain accurate records of performances and results to recognise the achievements of members;
* provide and support opportunities for members to compete and participate at the highest possible level from local to national and international levels.

This code of conduct applies to all club members (and parents of junior members), club officials, coaches and volunteers. Membership of the club is based on the requirement to comply with this code, and any person who fails to comply may be subject to disciplinary action and possible expulsion at the discretion of a disciplinary panel made up of selected committee members. Therefore each member (coach, official, athlete, volunteer, and parent of junior member) will be required to acknowledge their awareness and understanding of the code of conduct, and must declare their compliance with the code of conduct as it relates to their role in the club organisation.

# **Senior Club member**

As a senior club member, I will:

* respect the rights, dignity and worth of everyone involved in athletics, treating everyone with consideration and courtesy;
* always maintain a clear boundary between friendship and intimacy with other members and avoid all inappropriate relationships;
* report any accidental injury, distress, misunderstanding or misinterpretation to parents/carers and club welfare officer as soon as possible;
* alert the club welfare officer, coaches, and / or officials if I see any activity, condition, equipment set-up or actions by others that appears to be hazardous or unsafe and could lead to
  + injury to anyone involved, or
  + damage to equipment;
* report any suspected misconduct by other coaches or other people involved in athletics to the club welfare officer as soon as possible;
* never engage in any inappropriate or illegal behaviour;
* never carry or consume alcohol or drugs in the course of club activities;
* avoid swearing, abusive language and irresponsible behaviour including behaviour that is dangerous to myself or others, acts of violence, bullying, harassment, physical and /or sexual abuse;
* cooperate fully with technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists, and representatives of the governing body at all times;
* avoid destructive behaviour, and leave athletics venues and equipment as found;
* not carry dangerous items such as knives;
* never exert undue influence to obtain personal benefit or reward;
* act with dignity, courtesy, and good manners;
* uphold the values of sportsmanship on and off the sporting field;
* consistently promote positive aspects of the sport and never condone rule violations or the use of prohibited or age-inappropriate substances;
* use athletics equipment carefully and correctly;
* anticipate and be responsible for my own needs including being organised, having the appropriate equipment, and being on time;
* never place undue pressure on children to train or compete;
* assume responsibility for safe transportation to and from training and competition;
* ensure that the club has a contact name and number for use in the event of an emergency;
* inform my coach of any other coaching that I am seeking or receiving.
* show commitment to my training, and follow the coaches advise / instructions
* arrive on time for training and be organised and ready for the session
* co-operate fully with the coaches and officials who are present
* treat other athletes, coaches, officials and other club members with respect and consideration

# **Junior Club member / Parent or Guardian of Junior member**

As a junior club member, I will:

* notify a responsible adult if I must go somewhere (why, where, and when you will return);
* never accept lifts in cars or invitations into homes on my own without the prior knowledge and consent of my parent/carer;
* report to my coach if someone seeks private and personal information about me;
* thank the coaches and officials who enable me to participate in athletics;
* inform my coach of any other coaching that I am seeking or receiving.
* alert the club welfare officer, coaches, and / or officials if I see any activity, condition, equipment set-up or actions by others that appears to be hazardous or unsafe and could lead to
  + injury to anyone involved or
  + damage to equipment;
* show commitment to my training, and follow the coaches advise / instructions
* arrive on time for training and be organised and ready for the session
* co-operate fully with the coaches and officials who are present
* treat other athletes, coaches, officials and other club members with respect and consideration

As a responsible parent/guardian of a junior club member, I will:

* always know where my child is and who they are with;
* ensure that the club has a current contact name and number for use in emergencies;
* never make assumptions about my child’s safety;
* inform my child’s coach or team manager of any illness or disability that must be considered for athletic performance;
* provide any medication that my child requires and discuss / agree with club the responsibility for administering medication. (If necessary, a written consent from the parent / guardian should be provided to the club to enable coaches / officials to administer medication);
* complete and return any necessary written consent forms to the appropriate club representative before my child goes to any away events or trips;
* check the qualifications and licences of people who are coaching or managing my child or offering a service connected to athletics, e.g. physiotherapy, massage, nutritional advice;
* attend training sessions and competitions when possible;
* be aware that my attitude and behaviour directly affects the behaviour of my child and other young athletes;
* ensure that my child does not take valuable items to training or competition;
* alert the club welfare officer, coaches, and / or officials if I see any activity, condition, equipment set-up or actions by others that appears to be hazardous or unsafe and could lead to
  + injury to anyone involved or
  + damage to equipment;

# **Volunteer**

As a volunteer, I will

* ensure that relevant risk assessment procedures are complied with;
* put the safety of athletes first;
* offer an encouraging and positive environment;
* use appropriate language and behaviour;
* show respect, courtesy and consideration in my dealings with others;
* comply with the above whenever near athletics events, whether on or off duty;
* alert the club welfare officer, coaches, and / or officials if I see any activity, condition, equipment set-up or actions by others that appears to be hazardous or unsafe and could lead to
  + injury to anyone involved or
  + damage to equipment;

# **Coach**

As a responsible coach, I will:

* place the welfare and safety of the athlete above the development of performance;
* ensure I am appropriately qualified and CRB/Disclosure Scotland cleared;
* ensure my coaching licence is up to date and valid
* ensure all coaching sessions have been suitably planned and risk assessed to mitigate any risks or hazards to as low as reasonably practicable
* ensure all activities are carried out in a safe manner and take immediate and appropriate action if anyone makes me aware of unsafe or hazardous activities, conditions, equipment set-up, or actions.
* keep a current emergency contact register for the athletes I coach;
* never allow an intimate personal relationship to develop between myself and any athlete aged under 18 years or any vulnerable adult;
* ensure that parents/carers give consent before taking a young athlete away from the usual training venue;
* avoid spending time alone with young athletes unless clearly in the view of others;
* obtain parental/guardian consent if individual coaching sessions are required;
* inform parents/guardians of the venue for training and provide an emergency contact number;
* avoid taking young athletes alone in my car;
* never invite a young athlete alone into my home;
* never share a bedroom with a child;
* work in same-sex pairs if supervising changing areas;
* agree with athletes and parents/guardians what is expected of them and what athletes are entitled to expect from me;
* request consent before touching an athlete and explain why it may be required;
* ensure athletes accept responsibility for their own performance and behaviour;
* ensure activities are appropriate for the age, maturity, experience, and ability of the individual athlete;
* ensure equipment is handled in a correct and safe manner;
* avoid overly-critical language or actions which could undermine an athlete’s self-esteem;
* never recruit, overtly or covertly, athletes who are already receiving coaching and if approached by an athlete consult immediately with their current coach;
* try to observe a recommended maximum ratio of 1 coach to 12 athletes at a training session.

# **Official**

As a track, field or road race official, I will:

* respect the rights, dignity, and worth of every club member and treat everyone with due courtesy and consideration, regardless of background or ability;
* encourage and guide athletes to accept and take responsibility for their own behaviour and performance;
* ensure all activities are carried out in a safe manner and raise awareness to competition organisers, club officials, coaches, team managers, etc of any potentially unsafe or hazardous activities, conditions, equipment set-up, or actions.
* ensure my officials licence is valid and up to date,
* at the outset, clarify with athletes (and where appropriate their parents / guardians) exactly what is expected of them and what athletes are entitled to expect from me;
* co-operate with other officials, competition organisers, coaches, team managers etcetera in the provision of fair and equitable conditions for the conduct of athletic events under the relevant rules of competition, thereby offering all participants every opportunity to achieve their own personal goals and aspirations;
* act in a decisive, but friendly, manner in my interaction with other officials, competitors, coaches, and spectators, respecting the rights of others;
* consistently promote fair play and positive aspects of the sport, and never condone rule violations or the use of prohibited or age-inappropriate substances;
* develop appropriate working relationships with athletes, especially under-18s, based on mutual trust and respect;
* strictly maintain a clear boundary between friendship and intimacy with athletes and not conduct inappropriate relationships with athletes;
* never do something for an athlete that they can do for themselves;
* avoid overly-critical language or actions that could undermine an athlete's self-esteem;
* not spend time alone with a young athlete unless clearly in view of others;
* avoid taking a young athlete alone in my car;
* never invite a young athlete alone to my home;
* never share a bedroom with a child;
* request consent before touching an athlete and explain why it may be required;
* work in same-sex pairs when supervising changing areas;
* ensure that parents/guardians know about and have approved in advance if I take a young athlete away from the competitive venue;
* respect the right of young athletes to an independent life outside athletics;
* challenge inappropriate behaviour or language by others
* report any suspected misconduct by other officials, coaches, or athletics personnel
* report any accidental injury, distress, misunderstanding or misinterpretation to parents / guardians and club welfare officer as soon as possible
* keep up to date with any changes in the relevant competition rules and seek the advice of others if the need arises;
* never smoke whilst officiating or consume alcoholic beverages so soon before competition that it affects my competence, or prior to the end of officiating duties for the day;
* dress appropriately for the standard and nature of the competition as outlined by the relevant officials committee
* be fully prepared for any task that is assigned to me;
* arrive in good time for the competition and report immediately to the officials in charge;
* conduct the event according to the rules, with welfare of the athlete in mind, and carry out my assignments in an efficient and non-abrasive manner;
* work in a spirit of cooperation with other officials and not interfere in any way with their responsibilities;
* extend the benefit of my experience to less experienced officials whenever the opportunity arises;
* when requested, give evaluations objectively, disregarding personal relationships;
* act in a manner that will bring credit to the athletics community and myself, both within and outside the competition arena and / or area;