



Code of Conduct for Coaches, Officials, Team Managers and Volunteers

CAC codes of conduct are based upon and within the spirit of the UKA & Cornwall Sports Partnership (CSP) Codes of Conduct and Equity/Welfare Statements; these are available for viewing – CAC codes on club website, notice boards and membership material, UKA & CSP codes from CAC reception or club secretaries or on CAC notice board.

Coaches and Officials will keep their CRB up to date, sign their UKA licences and update their education and licences, as and when required by UKA. Any volunteers will keep their CRB up to date and should be working clearly under the direct supervision of an appropriately qualified person as defined by UKA in the case of coaching or officiating. For UKA Level 1 Coaches (Leader/ Assistant Coach) this is UKA Coach Level 2 (Coach) or above. For UKA Level 1 Official, this is UKA Official level 2 or above.

Team Managers and Volunteers, if different to above, will also keep their CRB up to date, as per UKA policy.

It is CAC policy that club officers in all the above roles will work towards attending a Child Protection Workshop and First Aid courses (possibly Sports First Aid)

As a responsible coach, volunteer, official or administrator, you will:-

- Respect the rights, dignity and worth of every athlete and treat everyone equally regardless of background or ability. View the CAC/UKA and CSP Equity Statements and Codes of Conduct and updates, as appropriate. Sign CAC form regarding receipt and acceptance of 'CAC Codes of Conduct and Athlete Welfare Policy' and receipt of the same and receipt of UKA and CSP 'Codes of Conduct and Welfare Policy'.
- Place the welfare and safety of the athlete above the development of performance. Not to exert undue influence to gain personal benefit or reward.
- Ensure there is a balance between the development of performance and the all round personal development of the athlete. Respect the right of athletes to an independent life outside athletics. Aid the athlete in their experience for life skills through athletics; achieving, striving, coping with set-backs, setting and reviewing goals.
- Be responsible for the safety of the athletes in your care. Equipment and conditions within the working environment should be checked in accordance with usage and guidelines including CAC risk assessments. Not to encourage athletes to train or compete on an injury. Ensure that training and advice is appropriate to the age, development and experience of the athlete.
- Cooperate fully with other colleagues in the best interest of the athlete.

- Develop relationships with athletes (and parents/carers in the case of young athletes) as appropriate working relationships based on mutual trust and respect. Ensuring the athlete knows what is expected of them in joining CAC and what they can expect from CAC.
- Make athletics fun, enjoyable, positive to athletes for all round fitness and friendly competition/ rivalry; promoting fair play and good sportsmanship including the knowledge of the rules of competition. Not condone the use of prohibited substances inside or outside athletics, or age inappropriate substances in the case of young athletes.
- Not to attempt to condone the open or hidden recruitment of athletes from other clubs or coaches. In the case of an approach by an athlete already being coached, then the existing coach should be consulted.
- When representing CAC at meetings (for example at Leagues, CAA, DAN, etc.) & elsewhere, members will make it clear if views expressed on topics are personal, rather than made from CAC policy & viewpoints.
- Recognise that sharing confidential information of CAC members may be required in dealing with emergency treatment or with child protection matters in the case of young athletes/ or in planning and carrying out CAC athletics activity of training, competing and supporting activities.
- Display consistently high standards of appearance, behaviour and actions and encourage the same in your athletes. Challenge inappropriate behaviour in athletes or club officials and volunteers or others and report as necessary to a CAC Welfare Secretary, for the club to take action in line with its disciplinary procedure, or to outside agencies.
- Ensure you are appropriately qualified and up to date for the activities in which you are involved.
- Encourage and guide athletes to accept and take responsibility for their own behaviour and performance, giving them as much autonomy as possible in order that these areas can be developed. Limit handling to only that which is regarded as good coaching practice and seek athlete's permission. In the case of young athletes, the consent of the parent/carer must also be obtained relating to any specific differences in handling required in training/participation and for meeting any specific care needs.
- Not leave yourself exposed to questioning by spending time alone with young athletes - unless in the view of others- or alone in your own home, or in your car transporting them alone. See CAC membership form for parents/carers written permission to use own car to transport young athletes or seek it yourself.
- Ensure parents/ carers have given permission to take a young athlete away from usual training venue or to go to a competition.

- Become aware of current child protection issues. Attend a Child Protection Workshop & First Aid Course (possibly sports first aid).
- Report any accidental injury of athletes to parents/ carers and in the case of young athletes to either CAC Welfare Secretary, Mandy Sinden or Simon Vage, and log it in the accident book if it occurs at Carn Brea. With young athletes gain parent/ carer consent in writing to act 'in loco parentis' for emergency first aid or other medical treatment and make best efforts to make contact with parents/ carers in line with information provided on the membership form and information on long term medical conditions and medications, including information on CAC plaster policy.
- Ensure that CAC photographic/video policy is being followed and parents/ carers, in the case of young athletes, have signed on the membership form for such use.
- Ensure that both male and female CAC officers, or volunteers, are present when taking mixed teams/ groups to competitions/ venues.
- Consult with and report to either CAC Welfare Secretary, Mandy Sinden or Simon Vage, regarding any concerns or issues with welfare matters of members and of child protection issues with young athletes. Mandy can be contacted on 01326 562597, or by email at scarrycoach@aol.com or Simon Vage on 07720 715152 or by email at dunmonian@aol.com
- Consult with and produce appropriate evidence to Alan Rowling or Becky Vage, CAC Verifiers, at the time of CRB renewal- currently 3 years under UKA codes of practice, tied to coach/official licence. Consult with Pete Robins, CAC Coaching Secretary regarding coach licence or Ben Penberthy, CACA Officials Secretary, regarding officials licence.