



North Shields Polytechnic Club

Coaches Welcome Pack and Code of Conduct

Thank you for choosing North Shields Polytechnic as your athletic club it is great to have new coaches and I thank you for volunteering to help at the club

Some people you need to be familiar with at the club are the coaching coordinators and the welfare offices they are

- **Chris Mole** Coaching Coordinator –for any problems/queries you may have with coaching or for more information about coaching courses/resources contact chris.mole@btinternet.com
- Welfare officer - **Bruce Robertson**, if you have any problems with athletes / parents or other coaches please contact Bruce as soon as possible. Bruce can be contacted on *mobile* 07806791393 email bruce@brucerobertsonfitness.co.uk

Coaches at NSP are required to carry out the following admin procedures.

- Have read England Athletics Guidelines for dealing with an incident (see below)
- Know where the first aid kit is located or have first aid bum bag with you (see below)
- Have completed a risk assessment form for track or venue(s) where training is to take place.
- Take a register of athletes and have any current medical conditions and emergency contacts noted.
- Ensure a ratio of 1 coach to 12 young athletes is maintained
- Have a training session planned that takes into account weather conditions.

As a valued member of NSP we would like to ensure that we help you in any way we can.

This may take the form of

- Funding additional coaching courses.
- Flagging workshops or LCDP courses that may be relevant.
- Providing mentoring from senior coaches and the coaching coordinator.
- Rewarding coaches that go the extra mile at regional awards ceremonies.

England Athletics guidelines for dealing with an incident/accident.

- Stay calm but act swiftly and observe the situation
- Is there danger of further injuries?
- Listen to what the injured person is saying
- Alert the first-aider who should take the appropriate action for minor injuries
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/carer.
- Complete and incident/accident report form.

First Aid

The first aid box and defibrillator is located on the club shop counter. The club shop is always managed during club training times. There are two spare first aid boxes in the kitchen. First aid waist pouches are available for anyone to carry. These can be found in the office.



Code of Conduct for Coaches

Please read the England Athletics Code of conduct listed below

As a responsible athletics Coach you 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 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 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
 - Do not exert undue influence to obtain personal benefit or reward
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- A coach **MUST** strictly maintain a clear boundary between friendship and intimacy with athletes and do 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.

- In particular, you **MUST NOT** allow an intimate personal relationship to develop between yourself 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 your coaching licence to form an intimate personal relationship with a vulnerable adult coached by you.
- 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 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
- Challenge inappropriate behaviour and language by others
- Be aware that your 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 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 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 yourself 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 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 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

Important

This code is a framework within which the club members must work. It is a series of guidelines and instruction which members are required to abide by. By joining North Shields Polytechnic you also agree to these codes of conduct.