



High Elm Archers

Codes of Conduct

Introduction

The Codes of Conduct for High Elm Archers (HEA) is a set of guidelines and expectations that outline the behaviour and standards expected of participants, coaches, officials, volunteers, parents/guardians/carers and visitors involved in Archery at HEA.

Every club member and anyone undertaking a relevant role must agree to abide by the codes of conduct when they join the club as part of the club application process.

Responsibility, Honesty, Integrity, Respect, Safety and Accountability

What Are The Codes?

The purpose of a code is to clarify:

- what behaviours are acceptable and unacceptable
- the standards of practice expected
- the basis for challenging and improving practice.

The codes are therefore a guide for individuals to think about, and monitor, how they, and others, conduct themselves in their roles. The codes let everyone know what they can expect from the club, coaches and volunteers, but also what standard of behaviour is expected from club members, archers, parents/carers and visitors.

The codes are a tool for continuous improvement. They can be used prior to or during training sessions, at club or team meetings, and must form part of new member inductions.

The codes are an important part of monitoring and improving the behaviour and practice of our members. When a club member does not meet the expectations set out in the codes, disciplinary or performance management action may be taken by the club.

Adopting and communicating clear codes of conduct is an important element in delivering the standards for child wellbeing and protection in sport.

Children And Young People (Under 18 Years)

Children and young people have their own codes of conduct and should be clear about the club's expectations in terms of acceptable behaviour and conduct. It can be beneficial to ask children to discuss and agree what the consequences of breaking these codes should be for them. This could be done at the start of the year, or as part of a training event.

Club Safeguarding Code Of Conduct

Everyone connected with HEA is expected to abide by the Child Safeguarding Policy and Procedures and the Adult Safeguarding Policy and Procedures. Every committee member has a responsibility to implement and communicate the codes of conduct, as well as relevant policies and processes which link to the codes.

The Safeguarding section of the HEA website contains the documents listed below.

- Child Safeguarding Policy and Procedures
- Adult Safeguarding Policy and Procedures
- Codes of Conduct
- Procedures for managing safeguarding concerns

ALSO

The club should undertake the following:

- Provide a minimum of one Safeguarding\Welfare Officer
- Ensure that all coaches and volunteers are recruited safely and are operating appropriately within the club environment (i.e. that coaches hold appropriate up-to-date qualifications and licences, have undertaken a satisfactory criminal record check, and are adhering to the safeguarding policies, terms and conditions of their licence and the relevant codes of conduct)
- Ensure that coaches and club officers attend the (relevant to their position) recommended safeguarding training every three years
- Adopt an induction process for new members that includes agreeing and signing up to the codes of conduct, safeguarding policies, discipline policy, anti-bullying policies and other relevant information
- Liaise appropriately with parents/carers, coaches and other relevant people to ensure that good practice is maintained
- Maintain a register of safeguarding training attended and criminal record checks completed relevant to club members
- Ensure that contact details of Welfare\Safeguarding Officer and relevant agencies are on club websites and made available to anyone who requires them
- Ensure that club officers and volunteers act responsibly and set an example to others, especially younger members
- Respect the rights, dignity and worth of every club member and others involved in archery
- Develop an environment that promotes the wellbeing and safety of archers above other considerations, including that of development of performance
- Consistently promote positive aspects of archery such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Accept that all office bearers and committee members have a responsibility for safeguarding children's wellbeing and protecting them from harm, and are prepared to respond to any concerns of abuse or poor practice
- Challenge and change poor practice
- **Promote an environment where all concerns can be raised without fear of victimisation or reprisal**

CODE OF CONDUCT: SENIOR ARCHERS (over 18years of age)

A responsible archer will:

- respect the rights of every archer, coach, technical official and others involved in archery and treat everyone equitably
- participate within the rules of the sport, respect decisions of coaches and officials, and demonstrate respect towards fellow archers
- consistently promote positive aspects of the sport and never condone rule violations or the use of prohibited substances
- anticipate and be responsible for their own needs, including being organised, having the appropriate equipment and being on time
- act with dignity and display courtesy and good manners towards others, in no way undermine, put down or belittle other archers, coaches or parents
- avoid swearing and abusive language whilst in club venues, at club functions and events.
- never engage in any inappropriate or illegal behaviour
- challenge and report inappropriate behaviour and language by others
- not misuse or abuse sporting equipment and venues

- not carry or consume alcohol or illegal substances while taking part in archery
- maintain strict boundaries between friendship and intimacy with a coach or official
- use safe transport or travel arrangements
- act ethically, professionally and with integrity, and take responsibility for your actions.

CODE OF CONDUCT: CHILDREN AND YOUNG PEOPLE (under 18 years of age)

A child or young person under 18 years, has the right to:

- be safe and protected
- be listened to
- be respected and treated fairly
- be believed
- ask for help
- be coached by someone who has the right qualifications.

A young archer will respect the code of conduct and will:

- be friendly and supportive to other archers
- keep themselves safe
- tell their coach if they are ill or injured
- report inappropriate behaviour or risky situations to an adult
- compete fairly and respect other athletes and officials
- respect the rules of my club
- behave and listen to all instructions from the coach and officials
- take care of equipment owned or provided by the club
- not use bad language or take part in inappropriate or illegal behaviour
- not bully anyone or pressure them to do things they do not want to, including online
- in no way undermine, put down or belittle other archers, coaches, parents or visitors
- keep to agreed timings for all club activities
- tell their parents/carers where they are or if they are going to be late
- not use their mobile phone during archery sessions
- not carry or consume alcohol or illegal substances while on club premises
- use safe transport or travel arrangements.

CODE OF CONDUCT: COACHES

Coaches play a crucial role in the development of archers. They have a unique position of trust in club and the need for coaches to understand and act on their responsibilities is vital, as is the need to promote participation for fun and enjoyment. The code of conduct for coaches reflects the principles of good coaching practice.

Responsibilities – Professional Standards

To maximise the benefits and minimise the risks to archers, coaches must attain an appropriate level of competence through qualifications, and a commitment to ongoing training to ensure safe and correct practice.

Responsibilities – Personal Standards

Coaches must demonstrate proper personal behaviour and conduct at all times.

Rights

Coaches must respect and champion the rights of every individual to participate in sport and physical activity.

Relationships

Coaches must develop a positive relationship with their participants (and others) based on openness, honesty, mutual trust and respect.

RESPONSIBILITIES – PROFESSIONAL STANDARDS

A responsible archery coach will:

- abide by the terms of my coaching licence
- keep their professional knowledge and skills up to date, be appropriately qualified for the activities they lead, and renew their coach licence as and when required
- ensure they have obtained an acceptable criminal record check (DBS) (a licence would not be issued to anyone who does not have an acceptable criminal records certificate or who refuses to share the certificate when required)
- ensure that activities they direct, or guide, are appropriate for the age, maturity, experience and ability of the individual archer
- be aware of the current national and international regulations on anti-doping in sport. They will not assist, support or ignore practices, policies or procedures that contravene national or international anti-doping regulations
- in circumstances where they need to demonstrate a technique through physical contact, they will always provide an explanation and seek consent before touching the archer (never touch an archer aged under 18 to demonstrate a technique without another adult being present)
- observe the recommended national guidance on coach/athlete ratios
- cooperate fully with others involved in the sport of archery, in the best interests of the archer.

RESPONSIBILITIES – PERSONAL STANDARDS

A responsible archery coach, will:

- consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or adopt or encourage the use of prohibited or age-inappropriate substances or techniques
- follow the relevant guidance for coaches on social media use and not post on social media any content which is inappropriate or offensive
- be aware that their attitude and behaviour directly affects the behaviour of archers under their supervision
- avoid swearing, abusive language and irresponsible or illegal behaviour, including behaviour that is dangerous to themselves or others, acts of violence, bullying, harassment, and physical and sexual abuse
- avoid destructive behaviour and leave archery venues as I find them
- not carry or consume alcohol or illegal substances while coaching or attending events directly linked to coaching
- challenge inappropriate behaviour and language by others and report any suspected misconduct by other coaches or other people involved in archery, to the clubs Safeguarding officer as soon as possible
- act ethically, professionally and with integrity, and take responsibility for their actions.

RIGHTS

A responsible archery coach, will:

- provide coaching services without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference

- respect the rights, dignity and worth of every archer and treat everyone equally, regardless of background or ability
- make the athlete's health and welfare their primary and overriding concern
- respect the athlete's right to self-determination when deciding who they are coached by
- report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and club Safeguarding Officer as soon as possible
- never exert undue influence to obtain personal benefit or reward
- in no way undermine, put down or belittle other coaches or practitioners, or allow those behaviours to exist within the archers and groups that they lead/manage

RELATIONSHIPS

A responsible archery coach, will:

- at the outset, clarify with archers (and where appropriate, with parents or carers) exactly what it is that is expected of them and what archers are entitled to expect from them
- develop healthy and appropriate working relationships with archers based on mutual trust and respect, especially with those athletes under 18 years or who are adults at risk
- never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with an athlete under 18 years of age. A violation of this code may result in a coach licence being permanently withdrawn
- never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with an archer who is an adult at risk coached by them or under their supervision. A violation of this code may result in a coach licence being permanently withdrawn
- not use their position as a licensed coach to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with archers that they coach who are aged over 18 years. In certain circumstances a violation of this code may result in a coach licence being permanently withdrawn
- avoid spending time alone with young athletes (under 18) unless clearly in the view of other adults
- ensure that parents/carers know and have given consent before taking a young athlete (under 18) away from the usual archery venue
- never take young athletes (under 18) alone in their vehicle
- never invite a young athlete (under 18) alone into their home
- never share a bedroom with a young athlete (under 18).

CODE OF CONDUCT: PARENTS/GUARDIANS/CARERS

As a responsible parent/guardian/carer of an archer aged under 18, they should:

- demonstrate respectful behaviour at all times
- set a good example and encourage their child to learn the rules of the sport and compete within them at all times
- help their child to recognise good performance and not just results
- make archery fun
- never force their child to take part in sport if they do not want to
- never punish or belittle their child for losing or making mistakes
- use correct and appropriate language at all times
- check the qualifications and licences of people who are coaching or managing their child
- know exactly where their child will be and who they will be with at all times

- assume responsibility for safe transportation of their child to and from training and competition
- provide any necessary medical information and medication that their child needs for archery sessions
- report any concerns about their child's (or any other child's) welfare to the Club Safeguarding/Welfare Officer. (This does not affect your right to contact your local Social Services or the Police if you feel it is necessary)
- in no way undermine, put down or belittle archers, coaches or parents.

GOOD SPECTATOR BEHAVIOUR

Parents/Guardians/Carers must understand that inappropriate pressure on children and poor behaviour of adult spectators can sometimes make children drop out of sport. They must accept that this code promotes good spectator behaviour, and understand that if they verbally abuse children, coaches or officials, action will be taken.

CLUB SAFEGUARDING OFFICER ROLES AND RESPONSIBILITIES

A Club Safeguarding Officer with the support of the Club Committee has the responsibility to:

- Implement effective Child Safeguarding Policy and Procedures
- Implement effective Adult Safeguarding Policy and Procedures
- Promote safeguarding at the club and encourage good practice
- Respond appropriately to safeguarding concerns
- Regularly report to the club's committee on safeguarding matters
- Ensure that members of the club/volunteers/staff who are working with children and/or adults at risk are recruited safely and in line with legal requirements
- Make sure all members, parents/carers and visitors are aware of:
 - How to contact the Safeguarding Officer
 - The clubs codes of conduct
 - How to respond to safeguarding concerns
- Deal effectively with breaches of the codes of conduct, poor practice, or allegations of abuse
- Keep up to date with developments in safeguarding
- Attend the relevant safeguarding courses as the Safeguarding Officer
- Complete a criminal record check through the relevant procedures
- Liaise with the statutory agencies if/when required.

The Club Committee (Secretary) will:

- Maintain records of safeguarding training attended by club members
- Maintain records of club coaches and officials' licences and criminal record checks
- Maintain confidential records of reported safeguarding concerns and action taken

PHOTOGRAPHY AND VIDEO RECORDING

High Elm Archers does not prohibit the use of photographic and video equipment, however anyone taking photographs or making video recordings should note the following rules, particular attention should be given to the rules relating to photography at our outdoor venue.

In line with the recommendations of the HEA Safeguarding Children and Young People Policy, the High Elm Archers request that any person wishing to engage in any video, zoom or close

range photography should register their details with a Club Official before carrying out any such photography.

- If parents/carers have any particular concern about their child/young person being photographed or filmed they should notify a Club Official
- Always check that the subject of any photography/video recording has given their consent to having their image recorded.
- Images should be used appropriately and should be kept for personal use.
- If images are posted to online media e.g. Facebook and Club website, images should not identify individuals, where a subject is named only the subjects first name should be used.
- Extra care should be taken when using photographic equipment near target bosses.
- Outdoors, the following rules are specific to taking photographs/video recording when shooting at the clubs outdoor venue:
 - Photographs/Video recordings should only include club members, and attendees of beginners courses who have given their permission for their image to be recorded.
 - Photographs / video recording of other site users is prohibited.
 - Photographs / video recording should only be taken in the immediate vicinity of the archery range and HEA club container.
 - Images must NOT include buildings and/or other areas of the site not used for archery.

BREACH OF THE CODE OF CONDUCT

Seniors, Juniors and Parents

It must be understood that if a member, parent/guardian or visitor does not follow the code, action can be taken by the club and may result in one or more of the following:

- be asked to apologise for the behaviour
- receive a verbal warning from the coach
- receive a verbal or written warning from the club committee
- be suspended from attending club sessions
- be suspended from the club
- be required to leave the club.

Additionally:

Juniors: the club will always tell parents/carers if a junior breaches the code of conduct.

Coaches

It must be understood that if a coach does not follow the code, they may be in breach of the terms and conditions of their coaching licence and could be subject to disciplinary action and sanction by the club, and that as a consequence of such disciplinary action the following sanctions may be imposed by the club:

- receive a verbal warning
- receive a written warning
- be monitored by another coach
- be required to attend supplementary training
- be suspended by the club
- be required to leave or be dismissed by the club
- have their coaching licence withdrawn
- be referred to DBS.

DOCUMENT CONTROL TABLE			
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