

Code of Conduct & Grievance and Disciplinary Policy

Code of Conduct

When you attend training and events, we expect you to act in a sensible way, be responsible for your own behaviour and do as coaches and officials ask. Hyde Park Harriers is your club and we'd like you to make the most of what we offer, but not at the expense of others.

Principles

The purpose of this Code of Conduct is to uphold standards of ethical behaviour for leaders, coaches and athletes. The components of ethical behaviour are: integrity, responsibility, competence and confidentiality.

It complements, but does not supersede, the Codes of Practice and stated welfare policies of UK Athletics or the British Triathlon Federation, and has been written to reflect the particular character of Hyde Park Harriers.

Club members participating in coached group sessions or receiving personal coaching from the club's qualified coaches will be deemed to have accepted the Code and those of UK Athletics, and to endorse and subscribe to the principles and responsibilities embodied in them.

The athlete-coach relationship is a two-way relationship where the athlete's well-being comes first. The core of the relationship is a mutual commitment by both the athlete and coach, to the sport in general and to athletics training in particular.

Coaches and athletes agree that participating in, or continuing a training session, is a decision that can only be made by each individual athlete. Coaches will not exert undue pressure on athletes, beyond reasonable encouragement. Bullying, use of critical language and sarcasm, or otherwise undermining any athlete's self-esteem are totally unacceptable.

Coaches will treat everyone whom they are coaching or who is participating in a coached session with equal dignity and respect, irrespective of their ability, gender, age, ethnic origin, religion, sexual orientation, disability or political persuasion.

Athletes and leaders and coaches will treat each other with mutual trust and respect.

The leader/coach may collect personal information about an athlete in order to help them achieve their goals. The leader/coach and athlete must reach agreement on what will be considered confidential and the coach must respect that agreement.

Roles and Responsibilities

Hyde Park Harriers' leaders and coaches will:

- Respect the rights, dignity and worth of every athlete, regardless of background or ability;
- Place the welfare and safety of the athlete above the development of performance;
- Challenge inappropriate behaviour or language by others;
- Never put themselves in a position where exploitation or abuse of vulnerable athletes could occur or could have been thought to have occurred;
- Ensure that they are properly qualified for activities that they lead/coach and update their licence and education as and when required by UK Athletics;
- Whilst in a coaching role, strictly observe a clear boundary between friendship and intimacy with athletes;
- Never try to recruit, either covertly or overtly, athletes who are already receiving coaching;
- Turn up in good time for each session and/or ensure that there is adequate cover for each session provided, or adequate notice of cancellation;
- In advance, clarify the content and purpose of a particular session;
- Lead sessions with enthusiasm and to the best of their abilities, consistently promoting the positive aspects of the sport (e.g. health and social benefits and fair play) and never condoning rule violations or use of prohibited or harmful substances, such as tobacco, narcotics and performance-enhancing drugs;
- Act as a good role model by consistently displaying good standards of behaviour, appearance and safe training practice in their own training;
- Always ask the athlete's permission and explain the reason why before touching the athlete;
- Cooperate fully with other colleagues (e.g. other coaches, officials, team managers, doctors, physiotherapists, governing bodies) in the best interests of the athlete;
- Listen and be sensitive to athletes' concerns and make them a primary concern when prescribing the training session;
- Make clear the limits of their commitment, and any reasons why they may refuse to coach any particular athlete;
- Invite and listen to feedback from the athletes they are coaching;
- Recognise and accept when it is in the athlete's interest to refer athletes to other, more qualified coaches or other specialists for advice; and
- Report any suspected misconduct by other coaches to the appropriate authorities (the Club's Committee, UK Athletics, police, as appropriate).

The athlete will:

- Accept responsibility for their own behaviour and performance in training and in competition;
- Treat others with fairness and respect, showing patience with others and respecting diversity;
- Act in a dignified manner and not bring the sport or the club into disrepute;
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical or sexual abuse;
- Participate in sessions with enthusiasm and to the best of their abilities;
- Inform their coach of any other coaching they are receiving;
- Follow the leader's and/or coach's instructions, including taking responsibility for reading the briefings and risk assessment for the session;
- Turn up in good time for the start of the session with suitable footwear and gear, and with adequate arrangements for post-training re-hydration and nutrition;
- Let the leader or coach know of any factors liable to have an impact on their ability to train or compete or their long-term health (e.g. wellness or health issues, medication, injury, illness, impending or recent competition, work or home pressures);
- Avoid destructive behaviour and leave athletics venues or training locations as you find them;
- Challenge anyone whose behaviour falls below these standards and those of UKA/BTF Welfare policies;
- Report any suspected misconduct by other coaches to the Club's Committee in the first instance;
- Give feedback to the coach on how the session felt for them and whether there are any consequential problems;
- Take personal responsibility for warming up before the session and cooling down including stretching after the session;
- Show appreciation to those throughout the club who help them participate in athletics, including the coaches;
- 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 place undue pressure on children to perform, participate or compete.

Violation of the Code

Leaders, coaches or athletes wishing to allege breaches of the code should, in the first instance, contact a member of the Committee.

Grievance Procedure

We understand that most participants in athletics are volunteers and they participate because they want to. However, there are certain standards of behaviour that we expect from our club members. Unfortunately there may be occasions when these behavioural standards are not reached. In these circumstances, we provide below Hyde Park Harriers' Grievance Procedure to ensure that any issues are dealt with fairly and appropriately.

Step one

If you have a grievance that involves another member (including coaches, volunteers, committee members etc.), you should first of all try to resolve the matter by speaking directly with the other member about the matter, if possible. The discussion should be conducted with courtesy and to reach a resolution as soon as possible.

Step two

If you do not wish to discuss the matter directly with the other member or would like additional assistance, you can contact the Committee, who can investigate and assist in the matter. To the extent that you can, please complete the incident report form on the club's website so that there is a record of the incident and evidence to investigate further.

Step three

The Committee will assign someone who will investigate the matter as soon as practicable. If the grievance is against an individual, such individual may be invited to respond to the grievance at the earliest opportunity. In seeking to resolve the grievance, the assigned committee member may request more time to investigate, suspend the investigation or defer the decision if more information is required.

Step four

After the investigation is completed, the assigned committee member shall inform you and all relevant parties on how the matter should be settled, updating the Committee on the matter and related settlement at the next earliest Committee meeting.

If you are dissatisfied with the settlement/resolution provided by the Committee, you may request that the Committee re-review the matter. In the event that the matter involves a person on the Committee, that individual shall excuse themselves from the review process.

If the settlement/resolution involves disciplining or excluding a member from the Club's membership, such a decision must be made in accordance with the Club Rules on Disciplinary Procedure.

Disciplinary Procedures

Section 12 of the Club's Constitution sets out the below procedure for disciplinary measures which will be followed according to this policy.

The Club shall not tolerate the physical or mental abuse, harassment, discrimination or defamation of any of its Members during, or subsequent to, Club Events. Any Member may be disciplined or excluded from membership of the Club if their conduct has been, or is likely to be, prejudicial to the interests of the Club. Exclusion will be agreed by resolution of a majority of at least two thirds of those present and voting at a properly convened Committee Meeting and at which no fewer than three of the total voting members of the Committee shall be present.

Such Member shall have one month's clear notice of the Committee Meeting sent to them, together with details of the case against them. The Member shall be entitled to attend the Meeting and be heard in defence, but shall not be entitled to be present at the voting or take part in the proceedings other than as the Committee shall permit. If the Member is a member of the Committee, they shall not be entitled to vote.

Any Member disciplined or excluded from the Club for disciplinary reasons may lodge an appeal with the Committee and shall thereupon have the right to demand that the matter be referred to three arbitrators: one chosen by the Committee, one chosen and paid for by the aggrieved party and one by the two arbitrators. In the event that the first two arbitrators fail to agree on a third, the third arbitrator shall be appointed by UK Athletics Ltd. Such arbitrators shall have the power by their award to annul the disciplinary action or exclusion, or to annul it subject to the performance of any condition, which the arbitrators may think fit to impose.