



## **Colchester Harriers**

### **Track Rules and Etiquette, Codes of Conduct**

**(in addition to those laid down in the Club Constitution).**

We politely ask that you familiarise yourself with the agreed set of track rules and etiquette to ensure your safety and enjoyment.

- Lanes 1 & 2 – Endurance (including faster and longer speed endurance sessions 400/800m runners)
- Lane 3 – Buffer lane
- Lanes 4-7 sprints (including sprint drills)
- Lane 8 – spare / hurdles
- Walk back recoveries must be done off the track or lane 8 if free.
- Straight after reps, step off the track to continue the recovery period.
- Athletes never walk across the in-field at any time to get from one side to the other.
- Be aware at all times when on the track or just crossing over. Use common sense at all times. Adults please set a good example for our youngsters to follow.
- We have young children that use the track at the same time as the adults. Everyone needs to be respectful of this and refrain from spitting on the track or swearing.
- All athletes are required to dress appropriately so as not to cause offence to other track users' - a minimum of shorts and vest/crop top are required during training sessions
- Athletes refrain from running clockwise on the track during busy sessions
- Respect other coaches and other athletes at all times.
- The wearing of headphones is prohibited at all times whilst during training.

# Codes of Conduct for Members of Colchester Harriers Athletics Club

## Junior members (aged 10 – 18)

As a child or young person under 18 years, I have 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.

**As a young athlete, I will respect the code of conduct and I will:**

- be friendly and supportive to other athletes
- keep myself safe
- tell my coach if I am 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 my coach and officials
- take care of equipment owned or provided by the club or training facility
- 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 athletes, coaches or practitioners
- keep to agreed timings for all club activities
- tell my parents/carers where I am or if I'm going to be late
- not use my mobile phone during training, competitions or in changing rooms
- not carry or consume alcohol or illegal substances while training or competing in athletics
- use safe transport or travel arrangements.

**BREACH OF THE CODE OF CONDUCT** I understand that if I do not follow the code, action can be taken by my club and I may:

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

Additionally, my club will always tell my parents/carers if I breach the code of conduct.

## **Parents and Carers of Junior Members**

As a responsible parent/carer of an athlete aged under 18, I will:

- abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures
- abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures
- demonstrate respectful behaviour at all times
- set a good example and encourage my child to learn the rules of the sport and compete within them at all times
- help my child to recognise good performance and not just results
- make athletics fun
- never force my child to take part in sport if they do not want to
- never punish or belittle my 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 my child, or offering a service connected to athletics such as physiotherapy, massage or nutritional advice
- know exactly where my child will be and who they will be with at all times
- assume responsibility for safe transportation of my child to and from training and competition
- return any necessary written consent forms to the club/team manager or appropriate person, including next of kin details, health and medical requirements before my child goes to any away events or trips
- provide any necessary medical information and medication that my child needs for training or trips away
- report any concerns about my child's (or any other child's) welfare to the Club Welfare Officer or National 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 athletes, coaches or practitioners.

**GOOD SPECTATOR BEHAVIOUR** I understand that inappropriate pressure on children and poor behaviour of adult spectators can sometimes make children drop out of sport. I accept that this code promotes good spectator behaviour, and understand that if I verbally abuse children, coaches or officials, action will be taken.

**BREACH OF THE CODE OF CONDUCT** I understand that if I do not follow the code, action can be taken by my club and I may:

- be asked to apologise for my behaviour
- receive a verbal or written warning from the club committee/HCAF
- be suspended from attending club training sessions and events
- be suspended from the club
- be required to leave the club.

## **Withdrawal of Coaching**

Athletics like many sports requires commitment from the athlete and club. Colchester Harriers operates a waiting list for new members wishing to receive coaching and believes that athletes not showing the necessary commitment should lose the right to coaching to allow people on the waiting list to receive the same opportunities.

Examples of grounds for withdrawing coaching are as follows

- Persistent or severe rule breaking
- Poor attendance i.e. failing to attend training at least 50% of the time within any six week period. Exceptions will include
  - Injuries. E.g. the club has requested the athlete to rest, although the athlete must provide progress updates at least once per month
  - Notified absences. E.g. holidays, school commitments. Note that persistent use of notified absences for other clubs or sports may be treated as a lack of commitment to Colchester Harriers and lead to a loss of rights to receive coaching
- Failure to compete for club
  - Athletics is a competitive sport and the coaches train the athletes to improve the club as a whole. The club provides a number of competitions suitable for all abilities and expects all athletes to compete at least three times during a season

In most cases athletes will receive a written warning first, although for severe cases coaching will be withdrawn with immediate effect.

## **CODE OF CONDUCT: SENIOR ATHLETES (18 +)**

As a responsible athlete, I will:

- abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures
- abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures
- respect the rights of every athlete, coach, technical official and others involved in athletics and treat everyone equitably
- uphold the same sporting values away from sport as I do when I am engaged in athletics
- participate within the rules of the sport, respect decisions of coaches and officials, and demonstrate respect towards fellow athletes
- cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in my best interests and those of other athletes
- consistently promote positive aspects of the sport and never condone rule violations or the use of prohibited substances
- anticipate and be responsible for my own needs, including being organised, having the appropriate equipment and being on time
- inform my coach of any other coaching that I am seeking or receiving
- act with dignity and display courtesy and good manners towards others
- in no way undermine, put down or belittle other athletes, coaches or practitioners
- avoid swearing and abusive language whilst in athletic venues, at club functions and events, or when as part of a team/squad
- 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 training or competing in athletics
- 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.

### **BREACH OF THE CODE OF CONDUCT**

I understand that if I do not follow the code, action can be taken by my club and I may:

- be asked to apologise for my behaviour
- receive a verbal warning from my coach

- receive a verbal or written warning from the club committee
- be suspended from attending club training sessions
- be suspended from the club
- be required to leave the club.

## **Athlete-Coach agreement**

**Name of Coach (Block letters)**

**Signature of Coach**

**Date**

**Name of Parent/Guardian (Block letters)**

**Signature of Parent/Guardian**

**Date**

**Name of Athlete (Block letters)**

**Signature of Athlete**

**Date**

# **Code of Conduct for Club Coaches, Team Managers, Officials and Volunteers**

## **CODE OF CONDUCT: COACHES**

Coaches play a crucial role in the development of athletics and in the lives of the athletes they coach. They have a unique position of trust in athletics 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 athletes, 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**

As a responsible athletics coach, I will:

- abide by the terms of my UKA coaching licence
- abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures
- abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures
- keep my professional knowledge and skills up to date, be appropriately qualified for the activities I lead, and renew my coach licence as and when required by UKA
- ensure I have obtained an acceptable criminal record check (DBS/Disclosure Scotland/Access NI) (a licence will not be issued to anyone who does not have an acceptable criminal records certificate or who refuses to share the certificate with UKA/the HCAF when required)
- ensure that activities I direct, or guide, are appropriate for the age, maturity, experience and ability of the individual athlete
- be aware of the current national and international regulations on anti-doping in sport. I will not assist, support or ignore practices, policies or procedures that contravene national or international anti-doping regulations

- never try to recruit, either overtly or covertly, athletes who are already receiving coaching. (If approached by an athlete receiving coaching, refer them immediately to the coach currently providing coaching support)
- in circumstances where I need to demonstrate a technique through physical contact, always provide an explanation and seek consent before touching the athlete (never touch an athlete 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 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.

## **RESPONSIBILITIES – PERSONAL STANDARDS**

As a responsible athletics coach, I 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
- never engage in the massage of an athlete under the age of 18 years. I understand that I require an up-to-date and recognised qualification in sports massage or another relevant qualification from a recognised body or authority to engage in the massage of an athlete over 18 years
- 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 my attitude and behaviour directly affects the behaviour of athletes under my supervision
- avoid swearing, abusive language and irresponsible or illegal behaviour, including behaviour that is dangerous to me or others, acts of violence, bullying, harassment, and physical and sexual abuse
- avoid destructive behaviour and leave athletics venues as I find them
- not carry or consume alcohol or illegal substances while coaching or attending events directly linked to coaching
- avoid carrying any items that could be dangerous to me or others, excluding athletics equipment used in the course of my athletics activity
- challenge inappropriate behaviour and language by others and report any suspected misconduct by other coaches or other people involved in athletics to the club, HCAF/UKA Safeguarding Team as soon as possible
- act ethically, professionally and with integrity, and take responsibility for your actions.

## **RIGHTS**

As a responsible athletics coach, I 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 athlete and treat everyone equally, regardless of background or ability



- **make the athlete's health and welfare my primary and overriding concern**
- respect the athlete's right to self-determination when deciding who they are coached by
- respect the right of all 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
- 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 athletes and groups that I lead / manage – including those
- behaviours towards other athletes or groups of athletes.

## **CODES OF CONDUCT**

### **RELATIONSHIPS**

As a responsible athletics coach, I will:

- 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 me
- develop healthy and appropriate working relationships with athletes 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 athlete who is an adult at risk coached by me or under my supervision. A violation of this code may result in a coach licence being permanently withdrawn
- not use my 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 athletes I 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 training venue
- never take young athletes (under 18) alone in my vehicle
- never invite a young athlete (under 18) alone into my home
- never share a bedroom with a young athlete (under 18).

### **BREACH OF THE CODE OF CONDUCT**

I understand that if I do not follow the code, I may be in breach of the terms and conditions of my

UKA licence and could be subject to disciplinary action and sanction by my club, Home Country Athletics Federation and/or UKA and that as a consequence of such disciplinary action the following sanctions may be imposed – I may:

- receive a verbal warning
- receive a written warning
- be monitored by another coach
- be required to attend supplementary training
- be suspended by the club/HCAF/UKA
- be required to leave or be dismissed by the club/HCAF/UKA
- have my UKA coaching licence withdrawn
- be referred to DBS/Disclosure Scotland/AccessNI.

## **CODE OF CONDUCT: TECHNICAL OFFICIALS**

Officials play a vital role in the preparation and delivery of safe and high-quality athletics events. The code of conduct for officials reflects the required standards of personal and professional conduct in that role.

### **Responsibilities – Professional Standards**

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

### **Responsibilities – Personal Standards**

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

### **Rights**

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

### **Relationships**

Officials must develop positive relationships with participants (and others) based on openness, honesty, mutual trust and respect.

## **RESPONSIBILITIES – PROFESSIONAL STANDARDS**

- As a responsible technical official, I will:
- abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures
- abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures
- keep my professional knowledge and skills up to date, be appropriately qualified and renew my licence as and when required by UKA
- work in a spirit of cooperation with other officials and not interfere with their responsibilities
- offer guidance and support to less experienced officials whenever appropriate
- report any accidental injury, distress, misunderstanding or misinterpretation to the parents/ carers and club/regional/national or UKA Safeguarding Officer as soon as possible
- challenge and report any inappropriate behaviour or suspected misconduct by other technical officials, coaches or other people involved in athletics to a club (where relevant), HCAF or UKA as soon as possible.

### **RESPONSIBILITIES – PERSONAL STANDARDS**

As a responsible technical official, I will:

- never smoke or consume alcohol whilst involved on officiating duties
- be fully prepared for the officiating task that is assigned to me

### **CODES OF CONDUCT**

- dress appropriately and to the standard and nature of the competition, as outlined by the relevant officials' committee
- arrive in good time for the competition and report to the official in charge
- 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
- avoid swearing and critical, abusive language or irresponsible behaviour, including behaviour that is dangerous to me or others, acts of violence, bullying, harassment and physical and sexual abuse
- avoid destructive behaviour and leave athletics venues as I find them
- avoid carrying any items that could be dangerous to me or others, excluding athletics equipment used in the course of my athletics activity
- always explain why and ask for consent before touching an athlete
- work in same-sex pairs if supervising changing areas.

### **RIGHTS**

As a responsible technical official, I will:

- respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally
- officiate without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference
- act with dignity and display courtesy and good manners towards others
- in no way undermine, put down or belittle other officials, athletes, coaches or practitioners
- ensure the welfare and safety of the athletes under my supervision
- not exert undue influence to obtain personal benefit or reward

- conduct the event in accordance with the rules and with due respect to the rights and welfare of the athletes.

## **RELATIONSHIPS**

As a responsible technical official, I will:

- 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 me as a technical official
- encourage and guide athletes to accept responsibility for their own performance and behaviour cooperate fully with others involved in the sport such as other technical officials, competition providers/organisers, team managers, coaches and representatives of the governing body in the provision of fair and equitable conditions for the conduct of athletics events under the relevant rules of competition
- act in a decisive, objective but friendly manner in my interaction with other officials, athletes, coaches and spectators, and carry out my duties in an efficient and non-abrasive manner

## **CODES OF CONDUCT**

develop healthy and appropriate working relationships with athletes 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 technical official 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 athlete who is an adult at risk. A violation of this code may result in a technical official licence being permanently withdrawn

not use my position as a technical official to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or nonverbal communication) with athletes who are aged over 18 years. In certain circumstances a violation of this code may result in a technical official licence being permanently withdrawn

avoid spending time alone with young athletes (under 18) unless clearly in the view of other adults

never take young athletes (under 18) alone in my vehicle 4.11 never invite a young athlete (under 18) alone into my home

never share a bedroom with a young athlete (under 18).

## **BREACH OF THE CODE OF CONDUCT**

I understand that if I do not follow the code, the following sanctions may be taken by a club (where relevant), a Home Country Athletics Federation and/or UKA. I may:

- receive receive a verbal warning • receive a written warning
- be required to attend supplementary safeguarding training
- be suspended by a club (where relevant)/HCAF/UKA
- be required to leave or be dismissed by a club (where relevant) /HCAF/UKA
- have my UKA technical official's licence withdrawn
- be referred to DBS/Disclosure Scotland/AccessNI. Print name .

## **CODE OF CONDUCT: VOLUNTEERS (EXCLUDING LICENSED COACHES AND TECHNICAL OFFICIALS)**

Volunteers are the lifeblood of athletics and they play a crucial role in clubs and at events. Some volunteers will be more involved in a club or event than others and responsibilities will vary, but regardless of the role, there is a need for all volunteers to recognise and understand that there are shared standards of behaviour to which they must comply, and which are in place to protect all participants and promote participation for fun and enjoyment.

As a responsible volunteer, I will:

- abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures
- abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures
- ensure that where my role requires, I have obtained an acceptable criminal record check (DBS/ Disclosure Scotland/Access NI) (Access to particular roles will be denied to anyone who does not have an acceptable criminal record check or who refuses to share the certificate with UKA or the HCAF when required)
- ensure that activities I arrange or support are appropriate for the age, maturity, experience and ability of the individuals involved
- cooperate fully with others involved in the sport such as coaches, technical officials, team managers and representatives of the governing body
- in no way undermine, put down or belittle other officials, athletes, coaches or practitioners
- 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
- never engage in the massage of an athlete under the age of 18 years. I understand that I require an up-to-date and recognised qualification in sports massage or another relevant qualification from a recognised body or authority to engage in the massage of an athlete over 18 years
- follow the relevant guidance on social media use and not post on social media any content which is inappropriate or offensive

- avoid swearing, abusive language and irresponsible or illegal behaviour, including behaviour that is dangerous to me or others, acts of violence, bullying, harassment and physical and sexual abuse
- avoid destructive behaviour and leave athletics venues as I find them
- not carry or consume alcohol or illegal substances while volunteering in athletics
- avoid carrying any items that could be dangerous to me or others, excluding athletics equipment used in the course of my athletics activity
- challenge inappropriate behaviour and language by others and report any suspected misconduct by other coaches or other people involved in athletics to the club, HCAF/UKA Safeguarding Team as soon as possible
- volunteer my time without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference
- respect the rights, dignity and worth of every person and treat everyone equally, regardless of background or ability
- report any accidental injury, distress, misunderstanding or misinterpretation to the Club Welfare Officer as soon as possible
- never exert undue influence to obtain personal benefit or reward
- develop healthy and appropriate working relationships with athletes and other volunteers based on mutual trust and respect, especially with anyone 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 anyone under 18 years of age
- 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 who is an adult at risk coached by me or under my supervision
- not use my position as a volunteer 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 athletes under my supervision who are aged over 18 years
- avoid spending time alone with young athletes (under 18) unless clearly in the view of other adults
- never take young athletes (under 18) alone in my vehicle
- never invite a young athlete (under 18) alone into my home
- never share a bedroom with a young athlete (under 18).

## **BREACH OF THE CODE OF CONDUCT**

I understand that if I do not follow the code, I may be subject to disciplinary action and sanction by my club, HCAF and/or UKA. I may:

- receive a verbal warning

- receive a written warning
- be required to attend training
- be suspended by the club/HCAF/UKA
- be required to leave or be dismissed by the club/HCAF/UKA.