

North Down Athletic Club – Code of Conduct for Coaches/Volunteer Helpers

These guidelines have been produced by the Club Committee after consulting with recommendations from SportNI and Athletics NI. They are intended to help all coaches and volunteers working with young people in North Down Athletic Club.

1. Coaches should ensure that the activities they are leading are appropriate to the age, maturity and ability of the athlete. Sessions should include clear progression and coaches should keep a clear record of all session and pre-plan future sessions.
2. Always consider the well-being and safety of athletes before the development of performance.
3. Ensure you are working at a level appropriate to your coaching qualifications and are adequately insured. Follow all guidelines from UK Athletics and Athletics NI.
4. Encourage all athletes to inform you of any injury/illness at the first opportunity whether before, during or after an activity.
5. Coaches/volunteer helpers are representatives of North Down Athletic Club. At competitions, coaches should act in a manner that shows respect to officials, athletes and fellow coaches. Should a coach question the judgement of a competition official, the correct procedure, as set out by Athletics NI should be followed. Coaches should never overtly criticise athletes or officials.
6. No rough or dangerous play, bullying or the use of bad language or inappropriate behaviour should go unchallenged.
7. An 'all inclusive' attitude, irrelevant of ability, should be adopted by coaches/volunteer helpers to ensure all athletes are treated equally.
8. All Coaches/Volunteer helpers should consistently display high standards of personal behaviour (disciplined/committed/time-keeping). They should also refrain from smoking and consuming alcohol during club activities and/or coaching sessions.
9. Always protect yourself from false accusation by:
 - Not spending excessive amounts of time alone with one child away from others
 - Never take children to your home. If you need to drive a child home, they should sit in the back seat of the car.

- Always seek the support of a fellow coach/volunteer helper before administering first aid.

If it should arise that a situation is unavoidable such as having to return a child to his/her home due to an emergency, you should inform a North Down Athletic Club committee member of your intention and/or the person who has parental responsibility for the child.

10. Parental permission is required if travelling to an event and parents should ensure children are collected on time. Where mixed teams are competing away from home they should always be accompanied by at least one male and one female adult coach/volunteer helper.
11. Coaches/volunteer helpers should report suspected abuse as soon as possible to the appropriate designated safeguarding officer (Club Welfare Officer) and maintain total confidentiality in doing so.

“We at North Down Athletic Club will never promise to keep secrets. However, information of a confidential nature will only be communicated on a need to know basis. The welfare of the child will always remain paramount. A full safeguarding statement is displayed and available on the club website for all interested parties to read” (NDAC Committee 2018)

12. If you accidentally hurt or cause distress to a younger athlete or they misinterpret something you have done, report the incident to the designated safeguarding officer (Club Welfare Officer).
13. The only information shared on social media platforms should be that which pertains to club activities/competitions. Adding club members under the age of 18 as ‘friends’ on social media is discouraged.
14. Emergency Action/First Aid – All coaches/volunteer helpers should be prepared with an action plan in the event of an emergency. This will include:
 - Access to first aid equipment
 - Contact numbers for athletes participating in activity
 - Access to a telephone to contact the emergency services.

All emergency events including injuries should be recorded by coaches along with a witness statement if thought necessary.

15. North Down Athletic Club Coaches/volunteer helpers will be supported in their role by ongoing training and information on all aspects of leading/managing activities, particularly on safeguarding.

Signed _____ (Coach/Volunteer helper)

Print _____

Date _____

Please Note the current club welfare officer is Clare Smith. She can be contacted at ndacwelfare@gmail.com