



Leeds and Bradford Triathlon Club Coaches Code of Conduct 2007

Principles of the Code of Ethics and Conduct

Leeds and Bradford Triathlon Club (LBT) expects all coaches to conform to ethical standards in a number of areas. These areas are clearly laid out in this document and it is imperative that all coaches have read and understood this code before working with any group of athletes.

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LBT has a duty to its members to provide guidelines within which its coaches work. This will ensure that all those involved within the sport are acting in the best interests of the athletes at all times. It is important that the expected standards of ethical behavior in coaching practice are public and maintained; therefore this document will be available to view on the LBT website. It is recommended that athletes attending any LBT coached session, whether members or guests are aware of the Coaches Code of Conduct.

Introduction

The role of the coach within LBT is important; he or she is responsible for the development of individuals and group of individuals within LBT. The coach is their mentor, the confidante and teacher, therefore must demonstrate exemplary behavior at all times. The coach also has to maintain this level of behavior when dealing with parents, assistant coaches and other club members. Therefore, to become an LBT Coach, you must accept and work to the guidelines within this document, which set out your responsibilities to LBT members, other coaches and guests of the club.

Procedures are in place to deal with any situation that could arise where a coach's application of the 'Coaches Code of Conduct' may be called into question. Should such a situation occur it shall be considered in an objective and confidential manner.

Sports publications detailing and providing guidance relating to good conduct include Sport Coach UK's 'Code of Ethic and Conduct for Sport Coaches', 'Working with Children', 'The Coach in Action' and 'Protecting Children'. LBT Coaches must have completed their Child Protection training.

Equity

LBT Club is committed to respect the rights of every member and guest, and treat all as equals within the context of their activity and ability. This is regardless of age, ethnic origin, gender, religion, sexual orientation, cultural background or political affiliation. The club expect their coaches to uphold the same principles at all times.

LBT Coaches have a duty of care to ensure that any activity under their supervision is free from any form of non-equitable behavior.

Personal Standards

Personal appearance is of great importance when coaching, and although individual taste will affect differences in appearance, the coach has a responsibility to look clean and project an image of functional efficiency at all times.

- Coaches should never smoke while coaching.
- Coaches must not chew gum, eat sweets, etc, while coaching.
- Coaches should never coach under the influence of alcohol under any circumstances.
- Coaches should not use profanities during coaching sessions.

It is recommended that coaches should:

- Consistently project a favourable image of the sport and of coaching to the athletes they are working with, their parents/families/guardians, officials, spectators and the general public.
- Encourage athletes to work within Discipline Guidelines contained within LBT Members Code of Conduct
- Make sure that the level of activity carried out by the athlete is suitable for their age, strength, maturity and the ability of each individual athlete.
- Encourage appropriate behavior from the athletes during both training and competition.
- Encourage the athletes to abide by the rules of the sport. All athletes should be encouraged to uphold the spirit of the sport.
- Make a positive effort to educate the athletes as to the improper use of substances that are on the sport's banned drugs and substances list.
- Help the athletes to deal with victory and defeat in a sporting manner and encourage them to treat other athletes with due respect at all times.

Relationships

LBT Coaches have a responsibility to set and uphold the boundaries between working relationships and friendship between themselves and the athletes. This is especially important when the athlete is a young person. Therefore:

- Coaches should be concerned at all times with the safety and well being of the athlete and maintain a sensible balance between performance and the emotional, physical, social and developmental needs of the athletes.
- If any part of the coaching process requires physical contact between coach and athlete, coaches must ensure that no action on their part could be seen as inappropriate. It is essential that all coaches are aware and adhere to the British Triathlon guidelines with regard to such situations.

- As the relationship between coach and athlete is based heavily on trust, LBT coaches are required to provide proof of experience and qualification.
- Coaches will undoubtedly build up strong relationships with athletes and in some cases will travel and reside with them during the course of competition. At no time is a coach to use this privilege position to place undue pressure or exert influence over athletes to gain personal benefit for themselves or the club.
- Coaches will in the course of a working relationship, gather information about athletes. It is important that an appropriate degree of confidentiality is maintained and that personal information is not divulged, without the express permission of the athlete.

Safety

LBT Coaches have a responsibility to make sure that athletes have a safe environment to train in.

- Coaches must complete a register of attendance for every session.
- Athlete contact details, name, address, emergency contact details and other relevant details such as medical conditions or health requirements should be readily available during every session.
- If an accident or incident occurs coaches must follow the steps laid out by LBT and/or in the British Triathlon Health and Safety Guidelines for coaching triathlon.
- Coaches must carry out their work in keeping with the regular and approved practice adopted by the club and laid out by British Triathlon Health and Safety Guidelines for coaching triathlon.
- LBT coaches delivering recognised LBT sessions within the guidelines of their BTA qualifications are covered by the BTA insurance. It is strongly recommended that coaches check that they have adequate insurance to cover their coaching as laid out in the British Triathlon Health and Safety Guidelines for coaching triathlon.
- It is essential that coaches do not attempt to coach techniques or skills that have not been covered in their specific level of coach award qualification. Any attempt to do so will invalidate their insurance cover.
- It is recommended that any activities carried out by coaches should be suitable for the age, maturity, strength and ability of the athlete.
- When coaching triathletes under the age of 18 years, it is recommended that each athlete obtain a form signed by a parent or guardian given permission to attend coached sessions, that this is verified by the coach and arrangements for travel to and from sessions are always checked with the athlete and parent or guardian.
- Coaches have a responsibility to protect children from any form of abuse during training sessions whilst in their care.

Expectations

- LBT coaches have a responsibility to maintain the appropriate documentation and/or records as required by the club and a duty to provide such documentation and/or records when requested.
- LBT coaches have no individual intellectual property rights to sessions delivered on behalf of the club and any material, documentation or record kept on behalf of LBT must be made available, for the collective use of the club coach structure.

- LBT coaches will receive payment for delivering LBT sessions in line with the agreed club payment scheme, subject to receipt of the appropriate documentation within the agreed timescale.
- It is up to each individual to ensure that any monies earned during coaching should be declared to the Inland Revenue in line with current taxation laws.
- LBT coaches in receipt of an award, advancement or financial support from the club must honour the terms and agreement as laid out by the club, prior to receiving payment for any sessions delivered or assisting.

Competency and the British Triathlon Qualification to Coach

- LBT's Coaches must have verified proof of qualification and must confine themselves to carrying out sessions in accordance with the experience gained, whilst obtaining their highest qualification.
- LBT Coaches are encouraged to take responsibility for their own continuous professional development, making the most of opportunities offered to them through LBT or other sources.
- LBT Coaches are encouraged to be objective about their coaching ability. If at any time they feel concerned about their ability to coach at a certain level, or about their effectiveness in a certain situations, then they are requested to raise their concerns with the LBT head coach, the coach coordinator or the LBT committee, who are tasked to provide constructive support and help.

Complaints Procedure

Anyone wishing to make a complaint about any coach working within or on behalf of LBT in the context of these guidelines must follow the set procedure.

- Report the matter to the Coaching Coordinator in the first instance.
- Report the matter to the main LBT Committee.
- Report the matter to British Triathlon/Triathlon England.
- If the complaint involves a minor, a report should also be made to the LBT Welfare Officer or BTA Child Protection Officer.
- On receipt of a complaint, procedural guidelines will be issued to all parties in line with the LBT or British Triathlon complaints procedure.

For further information or for any queries concerning the 'Coach's Code of Conduct' please contact:

Fiona Hoare, LBT 2007 Coaching Coordinator, sw014i0732_2 at blueyonder.co.uk
Francis Riley, LBT 2007 Chairman, francisriley at hotmail.co.uk

Please note: the @ character should replace "at" within the email address; this necessary step is to reduce the amount of junk mail reaching the above via blind trawling scripts.