



TUNBRIDGE WELLS HOCKEY CLUB

Founded 1898



Code of Conduct for Coaches, Volunteers and Officials

Principles of the Code of Ethics and Conduct

Tunbridge Wells Hockey Club expects all coaches, volunteers and officials 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, volunteers and officials have read and understood this code before working with any group of performers.

Contents

- Introduction
- Personal Standards
- Relationships
- Equity
- Safety
- Expectations
- Competency and Tunbridge Wells Hockey Club
- Complaints Procedure
- Terms of Reference

Tunbridge Wells Hockey Club has a duty to its members to provide guidelines within which its hockey coaches, volunteers and officials work. Thus ensuring that all those involved within the game are acting in the best interests of the players at all times.



Introduction

Hockey is one of the most popular sports for young people. It is important therefore that all who take part are exposed to positive experiences and protected from negative ones.

The role of the coach within the sport is a very important one. The coach is any person who is responsible for the development of an individual or group of individuals within a specific sport. As well as the sporting development the coach is also tasked with the all round development of the player, or group of players, within the sporting context.

The coach is the mentor, the confidante and the teacher, and therefore must demonstrate exemplary behaviour at all times. The coach also has to maintain this level of behaviour when dealing with parents, assistant coaches, volunteers and officials, managers and other personnel involved in the sport.

Coaches, volunteers and officials are expected to read and apply the Tunbridge Wells Hockey Club's 'Child Protection Policy Document'.

Sports publications detailing and providing guidance relating to good conduct include sport coach UK's 'Code of Ethic and Conduct for Sport Coaches, volunteers and officials', 'Working with Children', 'The Coach in Action' and 'Protecting Children'.

Coaches, volunteers and officials who accept and work to the guidelines within this document are accepting their responsibility to the players they coach and their families, to other colleagues within the sport, and to Tunbridge Wells Hockey Club their employer as a coach.

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

The following sections set out the overriding principles that coaches, volunteers and officials are expected to adhere to, so as to ensure that taking part in hockey is a positive and worthwhile experience for all.



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.
- If the Coach is provided with kit by Tunbridge Wells Hockey Club, then it is expected that such kit will be worn when coaching members of Tunbridge Wells Hockey Club.
- Coaches, volunteers and officials should never smoke while coaching or volunteering or officiating.
- Coaches, volunteers and officials must not chew gum while coaching or volunteering or officiating.
- Coaches, volunteers and officials should never coach under the influence of alcohol under any circumstances.
- Coaches, volunteers and officials should avoid using profanities during coaching or volunteering or officiating sessions.

It is recommended that coaches, volunteers and officials should:

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



Relationships

- Coaches, volunteers and officials have a responsibility to set and uphold the boundaries between a working relationship and friendship between themselves and the performers. This is especially important when the performer is a young person.
- It is recommended that coaches, volunteers and officials should be concerned at all times with the safety and well being of the performers. There should be a sensible balance between performance and the emotional, physical, social and developmental needs of the performers.
- If any part of the coaching or volunteering or officiating process requires physical contact between coach and performers, it is recommended that coaches, volunteers and officials ensure that no action on their part could be seen as inappropriate. It is essential that all coaches, volunteers and officials are aware and adhere to the Tunbridge Wells Hockey Club guidelines with regard to such situations.
- The relationship between coach and performer is based heavily on trust it is important that all coaches, volunteers and officials can offer proof of experience and qualification.
- Coaches, volunteers and officials will undoubtedly build up strong relationships with performers, and in some cases may travel and reside with them during the course of competition. At no time is a coach to use this privilege to place undue pressure or exert influence over performers to gain personal benefit for themselves or their club.
- Coaches, volunteers and officials will, in the course of a working relationship, gather much information about performers. It is important that an appropriate degree of confidentiality is maintained and that personal information is not divulged without the permission of the performer. At times coaches, volunteers and officials will be asked to provide relevant information concerning a player's performance and development and an agreement must be made between the coach and the performer with regard to the passing on of such information.

Equity

- It is recommended that coaches, volunteers and officials respect the rights of every human being they work with, and treat all as equals within the context of their activity and ability. This must be regardless of age, ethnic origin, gender, religion, sexual orientation, cultural background or political affiliation.
- Coaches, volunteers and officials should try and ensure that any activity under their supervision is free from any form of non-equitable behaviour.



Safety

- Coaches, volunteers and officials have a responsibility to make sure that performers have a safe environment to work and play within.
- If an accident occurs it is recommended that coaches, volunteers and officials follow the steps laid out in the Tunbridge Wells Hockey Club Health and Safety Procedures.
- Coaches, volunteers and officials have a responsibility to protect children from any form of abuse during training sessions, competition and whilst in their care.
- It is recommended that coaches, volunteers and officials carry out their work in keeping with the regular and approved practice adopted and laid out by England Hockey.
- It is strongly recommended that coaches, volunteers and officials arrange adequate insurance to cover their coaching or volunteering or officiating practice.
- It is recommended that any activities carried out by coaches, volunteers and officials should be suitable for the age, maturity, strength and ability of the performer.
- It is essential that coaches, volunteers and officials 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.
- All coaches and assistants are to carry fully charged mobile phones while training and at matches.

Expectations

- Coaches, volunteers and officials should clarify the level of commitment expected from performers at the outset of any agreement. Details should include number and length of sessions, attendance at matches or competition, fees and method of payment. In the same respect, the performers/employers should state the expectation of the outcome of the coaching or volunteering or officiating.
- If some form of written agreement acceptable to all parties is drawn up at the beginning of any coaching or volunteering or officiating undertaken, then both parties are expected to adhere to that agreement.
- It is recommended that coaches, volunteers and officials declare any other coaching or volunteering or officiating commitments they already have before working with new partners.
- Coaches, volunteers and officials who start to experience conflict between obligation to their performers and to other parties (i.e. NGB) must make all parties aware of the conflict in an attempt to solve it.

- A separate agreement will be signed by both parties where coaches, volunteers and officials are to receive payment for their work/time.
- It is up to each individual to ensure that any monies earned during coaching or volunteering or officiating should be declared to the Inland Revenue in line with current taxation laws.

Competency and Tunbridge Wells Hockey Club

- Competency to coach will be verified through the proof of qualification and will not be inferred from evidence of prior experience.
- It is recommended that coaches, volunteers and officials confine themselves to carrying out sessions in accordance with the experience gained whilst obtaining their highest qualification.
- It is important that coaches, volunteers and officials take responsibility for their own continuous professional development, making the most of opportunities offered to them through the association or other education agencies.
- It is important for coaches, volunteers and officials to be objective about their coaching or volunteering or officiating ability. If at any time they feel concerned about their ability to coach at a certain level, or about their effectiveness in a certain situation it is up to them to find help or withdraw if necessary.
- Tunbridge Wells Hockey Club will provide assistance to all coaches, volunteers and officials such that they can undergo continuous professional development, and so improve their worth to the Club.

Complaints Procedure

Anyone wishing to make a complaint about any person acting in the capacity of hockey coach, leader, volunteer or official within the context of these guidelines must follow the set procedure.

- 1** Report the matter to Tunbridge Wells Hockey Club.
- 2** If the complaint involves a minor a report should also be made to the Police and Social Service.
- 3** On receipt of a complaint procedural guidelines will be issued to all parties.

Terms of Reference within the Document

Professional this does not necessarily imply a paid position or person, but refers to the coach or volunteer or official in their role.

Employer refers to Tunbridge Wells Hockey Club, who have commissioned the person to do the coaching or volunteering or officiating, this could be paid or unpaid.