



Code of Conduct for Team Managers and Assistants

The Team Managers primary role is to organise participation of athletes, in athletics league teams, should they wish to do so, as part of the process of individual development through achievement of athletic potential. This role accepts that the athletes' welfare, safety and long-term interests are of greater importance than short term athletic considerations. To fulfil this role, the Team Manager must behave in an ethical manner with respect to the following points:

As a responsible Team Manager you will:

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally, regardless of background or ability as set out in the UKA and C&C Equity Policy. This includes respecting the right for freedom from physical or sexual harassment and advances. Team managers must strictly maintain a clear boundary between friendship and intimacy with athletes.
Team managers should avoid being alone with any young athlete, especially in a car, and ensure that parents know where their team group will be going, and the likely time schedule. If possible, arrange for another adult to travel with you and the team group.
- Remember that everyone has a right to an independent life outside athletics, including the team manager. If an athlete has other commitments, the team manager should not exert undue pressure on the athlete to change those arrangements. Conversely, the club and the team manager have a reasonable expectation that athletes should make themselves available for team selection as frequently as possible, and this should be explained to all new athletes.
- Have a responsibility to work actively with coaches to ensure the best competitive pathway for those athletes under their charge. The needs of the athlete must be put before the needs of the club.
- Must ensure that any team transport arranged is safe and complies with legal requirements. In the case of coaches booked by the club through commercial coach operators, this can be regarded as a given. Other transport such as minibuses and private cars must comply with legal standards and have appropriate insurance cover.
- Must be familiar with and respect the Rules of Competition in the latest UKA rule-book, as well as any additional rules applied by leagues or organisers. This should extend to the spirit as well as to the letter of the rules, in the interest of fairness between all athletes irrespective of their club. Particular reference should be made to the rules of competition regarding specific age-groups.
- Must exhibit an active respect for Athletics Officials, by accepting the ability of the Officials to ensure that competitions are conducted fairly and according to the established rules.
- Must acknowledge that other clubs have an equal right to desire the success of their athletes - competing within the rules. Observation and criticisms should not be made in public.
- If necessary make protests regarding a race result or an attempt in a field event, this should be lodged with the appropriate Referee immediately the incident occurs. Often it is not possible to take retrospective action when the protest is made later, due to lack of evidence. The protest should be made only to the Referee, in a polite manner, and the Referee's decision is final – please accept it.



- Should never solicit, either overtly or covertly, athletes who are already members of another club. If approached by a member of another club, to join C&C, give the athlete details of how to make contact with the club via the website, or with a senior club official, who will ensure that the first claim registration process is followed.
- 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 the best interests of the athlete.
- 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.
- Act with dignity and display courtesy and good manners towards others.
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse.
- Challenge inappropriate behaviour and language by others.
- Avoid destructive behaviour and leave athletics venues as you find them.
- Never engage in any inappropriate or illegal behaviour.
- Not carry or consume alcohol to excess and/or illegal substances.
- Not carry any items that can be dangerous to yourself or to others excluding athletics equipment used in the course of the athletics activity.
- Agree to and adhere to Cambridge and Coleridge Social Media Policy.

In addition, Team Managers should follow these guidelines on best practice, in particular with young athletes and vulnerable adults

- Take reasonable care in all circumstances of any athlete under 18 years who is at an event without a parent or person with parental responsibility both at the venue, and until they are collected upon returning to the agreed pick-up point. In event of any accident or breach of discipline, it is the Team Managers' responsibility to liaise with young athletes' parents/person with parental responsibility.
- Provide the appropriate ratio of staff for the age and ability for athletes travelling away from home. The recommended ratio is one adult to ten children.
- Provide staff of the same sex to undertake chaperoning duties.
- Check that all volunteers have been through the appropriate recruitment and selection checks and have attended the appropriate training e.g. DBS and safeguarding awareness.
- Notify all parents/people with parental responsibility/carers of athletes under 18 years of the times and venues of any competitions and the appropriate contact telephone numbers.
- Ensure that written consent has been obtained from all persons with parental responsibility for athletes under 18 years prior to the competition.
- Liaise with the parents/person with parental responsibility of an athlete under 18 years if the athlete becomes involved in an accident or serious breach of health and safety or discipline whilst under your care.
- Comply with welfare policies and procedures and any local authority or school procedures or any other policies and procedures that might apply to a particular venue, group of athletes, or competition.



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A Charitable Incorporated Organisation
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- Report any suspected misconduct by coaches, technical officials or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

This document is based on the English Athletics Code of Conduct for Team Managers and Assistants