



UK SPORTS ASSOCIATION
FOR PEOPLE WITH LEARNING DISABILITY

CODE OF CONDUCT & GOOD PRACTICE GUIDE

FOR GB STAFF & VOLUNTEERS

CODE OF CONDUCT AND GOOD PRACTICE GUIDE

FOR ALL GB STAFF

The purpose of this document is to establish as clearly as possible, a set of guidelines and procedures and policies for those directly involved in or associated with Team GB as a staff member at any level. This includes personal escorts. This policy is specifically aimed at circumstances where Team GB are “away” at competition – ie. where travel and overnight accommodation are required. However, the Code should be followed at any event or situation where an individual is likely to be seen or has a formal role as a GB staff member.

This Code is relevant to staff members only and includes any volunteers in those roles. A separate Athlete Code is in effect.

Definitions and Terms of Reference

“Team GB” - A Squad comprising athletes and staff from across the UK, formed as part of the UKSA selection process and managed by UKSA.

“Team Manager” - refers to the traditional position of Head of the Delegation for that particular Squad and/or event. In the event where there are more than one Home Country teams attending an event, Team Managers may be appointed for each Team. The Team Manager is responsible for the overall running management of the Squad whilst away and is the key liaison in preparation for the trip between the Squad and UKSA. A GB Team Manager will be selected on an event by event basis by the relevant Sports Selection Committee as part of the overall selection process.

“Head Coach” - in the event of a multi disciplined event, a Head Coach for the whole Squad may be appointed. The post holder has overall responsibility for the other coaches that may be appointed to a Squad including those that may be appointed to serve a particular purpose within a multi disciplined event. The Head Coach will advise the Team Manager on technical matters and will take responsibility in that area. However, the Head Coach is expected to defer to the authority and decisions made by the “Team Manager” in any other matter which in any way relates to the overall management of the Squad. A GB Head Coach will be selected on an event by event basis by the relevant Sports Selection Committee in conjunction with the selected Team Manager as part of the overall selection process.

“Coach” – in the event of a multi disciplined event a coach for each event may be, if deemed appropriate by the SSC, may be appointed in each discipline. The SSC reserves the right to appoint a multi disciplined coach to perform a number of duties across events. A Coach is expected to defer to the authority and decisions made by the Head Coach in

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matters of technical merit and/or to the authority and decisions made by the Team Manager.

“Team Support Officer” – person appointed to provide pastoral support to Squad and perform a number of other tasks as deemed appropriate by the SSC and Team Manager. This person will not have any coaching role. A Team Support Officer is expected to defer to the authority and decisions made by the Team Manager and takes direction from that Team Manager on the nature of their role.

“Personal Escort” – person invited by the SSC where the SSC determine there is a need, to provide one to one support to an athlete on a GB Squad. This person does not have a coaching role. A Personal Escort is expected to defer to the authority and decisions made by the Team Manager and takes direction from that Team Manager whilst part of the GB Squad.

“Staff” – when used within this document is referring to and includes all of the above positions.

Any person involved in a GB Squad at any level, or any person wishing to be considered for any position on a GB Squad at any level is required to sign and agree to the Code of Conduct.

Once the form at the end of this document is signed, the individual is confirming that they have read this document and/or had its contents explained to them and that they fully understand what is required of them in a GB role. It also confirms that the individual accepts his or her appointment and selection to the Squad on the basis of the terms and conditions set out in conjunction with that of their Home Country Association.

If an individual does not sign the Code of Conduct they cannot be selected, appointed or invited to join Team GB.

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A BEHAVIOUR AND PERSONAL CONDUCT

1. Staff behaviour and personal conduct should at all times be of a high standard and reflect favourably on the sport, the GB Squad, UKSA and their relevant Home Country Association.
2. Language in public or other group situations must always be appropriate and socially acceptable. Individuals are expected to maintain absolute professionalism at all times.
3. Staff should work respectfully with each other, athletes and other people whom they encounter at all times.
4. Any behaviour that in any way undermines these principles or in any way tarnishes the reputation of the GB Squad, UKSA or the Home Country Association will not be accepted

B SMOKING

1. UKSA is opposed to smoking in any forum – smoking seriously damages your health and could kill you.
2. All staff should refrain from smoking in public, whilst wearing official GB competition or kit (including any item which carries the Team GB logo), whilst en route, prior to, during or following a scheduled competition, training session or team activity or wherever they have been asked by the Team Manager not to smoke.
3. Staff members may be permitted to smoke in private or at *appropriate* social functions but as advised by the Team Manager.

C CONSUMPTION OF ALCOHOL

1. Staff should not consume alcohol whilst en route, prior to, during training or actual competition.
2. Alcohol consumed by staff during social events, formal or informal, or at a time when they are “off duty” should be done so in absolute moderation and only with the specific consent of the Team Manager.
3. Athletes are not permitted to consume alcohol prior to or during their competition

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schedule and as directed by their GB Team Manager for that event or competition.

4. No-one under the age of 18 years is permitted to consume alcohol at any time whilst with Team GB and is subject to the laws of the UK.
5. In addition if the country to which the GB Team has travelled prohibits those of any other age from consuming alcohol then the GB Team should abide by the laws of that country also.
6. Any guidance or directive given by a GB Team Manager about non-consumption of alcohol in any situation whilst away with Team GB should be strictly adhered to by staff at all times.

D PERSONAL APPEARANCE

1. Each Squad member is representing Great Britain at every level and should therefore dress appropriately to that role in each given circumstance. Squad and competition kit as issued by UKSA shall be worn as directed by the Team Manager when competing and training, when assembling or travelling, at official team functions or on other occasions as notified by the Team Manager or UKSA.
2. UKSA will determine and advise the Team Manager on the dress code for Team GB for each event. The views of the Team Manager will be taken into consideration. The exact dress code for a given situation and event will be determined, wherever possible, before a Team departs. Whilst away the dress code will be managed and if appropriate to the circumstances, changed by the Team Manager only.
3. Examples of appropriate dress codes are:

Formal functions	-	suit and tie/smart skirt and blouse
Evening dinner	-	smartly dressed – no jeans/trainers
Daywear	-	GB kit/polos
Travel	-	Black/navy bottoms with GB polos
Competition wear	-	GB kit
Relaxation time	-	Casual, respectable, appropriate clothing

E ATTENDANCE

1. Staff are expected to use the transport and accommodation organised by UKSA as part of the overall Team arrangements.

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2. Staff are expected to attend all activities of Team GB, unless an alternative is agreed with the Team Manager and/or UKSA.
3. Staff are expected to attend all parades, meetings and other functions or activities involving Team GB as directed by the Team Manager and/or UKSA unless an alternative has been agreed with the Team Manager and/or UKSA.
4. The Team Manager is expected to delegate attendance at meetings to the most appropriate member of the Squad. Eg. Technical meetings should be attended by the Head Coach and/or Team Manager etc.
5. Whilst attending meetings, staff are expected to uphold the views of UKSA in their GB role and conduct themselves in those meetings as professional British ambassadors. A full report of their attendance at that meeting, discussions and any outcomes should be included within the Post Event Team Managers Report.
6. All staff are expected to be punctual and if any curfew has been sent for whatever reasons, it should be respected.
7. Whilst assembling, travelling and throughout the duration of the trip, staff should inform the Team Manager of their whereabouts and work within the directives given by the Team Manager at all times.

F ILLEGAL & PERFORMANCE DRUGS/SUBSTANCES

1. The use of illegal drugs and substances as defined by the laws of Great Britain and the Country in which Team GB is visiting are strictly prohibited. This prohibition extends to any illegal drug or substance even though it may not appear on the official WADA banned list of enhancing performance drugs.

G ANTI DOPING PROCEDURES

1. Staff are expected to familiarise themselves with anti doping control procedures prior to departure in case of need to accompany an athlete whilst away at competition.
2. Staff are expected to maintain the highest levels of confidentiality at all times in these matters at all times. Should the circumstance arise where staff accompany an athlete to doping controls, that staff member is expected to act diligently,

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professionally and ensure a full report is provided to the Team Manager for inclusion in his or her final report to UKSA.

H MEDICATION

1. Staff are expected to provide details of any medication they may be taking to UKSA on request. The information will be treated in strictest confidence and provided to the Team Manager responsible for the Squad on a need to know basis only. Accurate and up to date information is imperative to ensure that staff safety and wellbeing is safely handled in case of any incident whilst away.

I ACCOMMODATION

1. Accommodation arranged by UKSA as part of Squad arrangements should be used at all times, including adhering to room allocations.
2. At no time must anyone extra be accommodated in an athletes' room.
3. At no time, should staff share a room with an athlete *unless* there is an appropriate family relationship which has been brought to the attention of UKSA and the Team Manager at the commencement of the trip preparations.
4. Staff sharing rooms with another staff member, or athletes with another athlete, must be of single gender unless there are appropriate family relationships, the detail of which has been brought to UKSA's and the Team Managers attention in writing at the commencement of the trip preparations.
5. Staff should at no time enter and remain in the room of another staff member of the opposite gender unless in the context of I) 3 and I) 4 above.
6. Staff should ensure that junior athletes (under 18 years) do not share a room with an athlete over 18. Exceptions to this rule may be made if, in the reasonable opinion of UKSA, there is sufficient evidence prior to departure to justify an alternative arrangement which is promotes more appropriately the best interests of the junior athlete whilst away. In the event of an unforeseen circumstance arising whilst away, which in the reasonable opinion of the Team Manager seriously undermines the safety of the junior athlete, the Team Manager may exercise his or her discretion. Any situation of this kind must be reported fully to UKSA at the earliest opportunity.

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7. Staff should not permit athletes to enter and remain in the room of another athlete unaccompanied at any time where the other athlete is of the opposite gender and/or who is under 18 years.
8. Staff may not be accompanied by family members or associate unless that family member or associate has been appointed or invited by UKSA to a specific role within the GB Squad.

The following is a statement of **good practice** for GB Staff and Squads whilst away and should be implicitly followed wherever reasonably practicable to do so.

9. Staff entering the room of an athlete:
 - i) If the athlete is of the opposite gender and/or under 18 years, it is recommended that the staff member should be, wherever possible, accompanied by another member of staff of the athletes' gender. Where this is impossible, it is recommended that another athlete of the athletes' gender should attend.
 - ii) If the athlete is of the same gender and/or 18 years, it is recommended that no less than 3 people are present in the room at any one time.
 - iii) Where it is impossible, for exceptional reasons, for example in the case of extreme emergency, for a staff member to be accompanied as outlined in i) and ii) above, the room door should remain open at all times. Additionally, the following must be carried out:
 - a) The Team Manager, at the very earliest opportunity should be informed of the reasons for entering the athlete's room. In the case of the Team Manager entering the room, the next most senior member of staff should be informed.
 - b) A record of the incident should be kept by the Team Manager.
 - c) The record should be passed to UKSA as part of the Team Managers post event report, or if deemed a matter of urgency, by the Team Manager, or where appropriate the next most senior member of staff, UKSA informed immediately.

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J MEDIA & PHOTOGRAPHY

1. Staff are expected to work within the UKSA Photography policy at all times and as far as is reasonably practicable to do so, ensure that athletes comply with the policy also.
2. Staff are expected to defer to the Team Manager any media queries or interview requests whilst at competition. The Team Manager is expected to consult with UKSA on all matters relating to this.
3. If making comment or conducting interviews, staff are expected to all times refer to GB matters and uphold the principles of UKSA and the GB Squad.
4. The Team Manager is expected to retain a record of Press Interest, comment and/or interviews given and provide detail to UKSA at the earliest opportunity.

K OTHER MATTERS

1. Staff are expected to work within and adhere to the additional UKSA Guidance Notes provided to the Squad and in particular Team Manager for any relevant GB trip away.

L BREACHES OF CODE AND SANCTIONS

1. Breaches of the Code of Conduct shall be dealt with in the first instance by the Team Manager whilst away by investigating and instigating appropriate interim measures.
2. The Team Manager is required to keep a contemporaneous note of any incident and report to UKSA at the most appropriate opportunity and certainly no later than through the medium of the Post Event Report.
3. In the case of a breach of Code of Conduct by the Team Manager, the incident should be reported by the next most senior staff member to the National Director of the UK Sports Association at the very earliest opportunity.
4. UKSA shall take such further action as is deemed necessary.
5. Once reported all incidents will be reviewed by the National Director and an appropriate course of action recommended to the UKSA Board of Directors taking into account the laws of the Governing Body for the Sport.

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6. Details of any breach will remain on that individual's record, together with a record of action taken and outcomes.
7. UKSA shall deem what is the most appropriate course of action and sanctions given the circumstances and taking into account the laws of the Governing Body of Sport
8. Sanctions imposed will be commensurate with the seriousness of the breach and in line with penalties provided for by the relevant Governing Body of Sport, any International Organisation involved, the relevant Home Country Association and the UK Sports Association.
9. In the case of a formal complaint, the UKSA Complaints Policy will be used.

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STATEMENT OF COMMITMENT

1. The UK Sports Association agrees to consult in advance with the Team Manager, GB Squads and Head Coach on matters of programme, planning .
2. The UK Sports Association undertakes to inform, with adequate notice, the Team and staff, of all relevant competitions and training programme details, plus procedures and criteria for selection.
3. The UK Sports Association undertakes to do all that is reasonably practicable and within its powers, giving due regard to resources, all that is required to prepare, plan and support staff and athletes in Team GB.

The UK Sports Association expects the following commitment from athletes and staff:

4. Adherence to their relevant Home Country pathways and protocol to participation in National Championships.
5. Participation in other major national events designated for selection purposes.
6. Participation in training camps and Team/Squad meetings.
7. Participation in international and other representative events for which selected by UKSA.
8. Participation in agreed and approved testing/monitoring programmes, including regular provision of information on training status and competitive performances.
9. Notification to UKSA and whilst away to the Team Manager, of any relevant health or fitness condition, which may affect their involvement in a squad or in the case of an athlete any anticipated performance objectives in a competition for which the athlete is involved.
10. Adequate notification to UKSA and/or the Team Manager of any factor which may necessitate the individual having to withdraw or decline involvement in part of a GB Team programme for which they are selected or potentially eligible for selection. (eg. education, employment, or previous commitments.)
11. Willingness to attend, wherever possible, any promotional or public relation projects on behalf of the UK Sports Association.

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12. Willingness to adopt, develop, sustain and demonstrate a “positive attitude” towards personal and team objectives in training, competition, social and formal situations.
13. Willingness to co-operate with other Team members and staff in training and competition to achieve team objectives.
14. Willingness to work positively with UKSA and within UKSA policy and procedure for the overall benefit of the GB Squad and progression of sport for people with learning disability.

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STAFF ACCEPTANCE AND AGREEMENT

I have retained a copy of the Code of Conduct and Commitment issued by the UK Sports Association.

I confirm that I have read this document or had its contents explained to me and that I understand and accept what is required of me.

Signed

Print Name

Date Telephone

Address

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Please return this page only to:

**UK Sports Association, 1st Floor, 12 City Forum, 250 City Road, London
EC1V 2PU. (tel: 0207 490 3057)**

You should keep the remainder of the document for your records.