



### **CODE OF CONDUCT – TEAM MANAGER/CHAPERONE**

As a responsible team manager/chaperone you will :

- act in *loco parentis* for any athletes below the age of 18 at events
- look after young athletes' personal safety at event venues
- provide the appropriate ratio of staff for the age and ability of the athletes e.g. a minimum of one adult member of staff for every ten children who may be travelling away from the home venue
- provide staff of the same sex as the athletes i.e. avoid cross-sex chaperoning
- guarantee that all volunteers for an athletics team have been through the appointments process, including self-declaration and Subject Access police check
- collect written evidence that *all* staff and volunteers with responsibility for young athletes from your team have completed appropriate child protection training
- comply with any local Duty of Care and/or Child Protection policies and procedures that might be in place e.g. Local Authority or school procedures that cover particular venues or athlete groups
- notify all parents/carers of athletes under 18 of the times and venues of any competitions and of appropriate contact telephone numbers
- ensure that written, informed consent has been collected from all participants' parents/carers in advance of a competition including next of kin and contact details, and medical conditions such as allergies, and ensure that relevant medication is supplied for the child for the duration of the event
- liaise with young athletes' parents/carers if they become involved in an accident or a serious breach of safety or discipline while under your care