



## BLACKHEATH & BROMLEY HARRIERS AC

# CODE OF CONDUCT – TEAM MANAGERS & CHAPERONES

### INTRODUCTION

Blackheath & Bromley Harriers Athletics Club ('The Club') recognizes that Team Managers and Chaperones play a crucial role in the Club and at events. Without them, many of these events could not take place. As a responsible person representing the Club and being entrusted with the welfare of Club athletes, there is a need to recognise and understand that there are shared standards of behaviour to which they must comply, and which are in place to protect all participants and promote participation for fun and enjoyment, as well as competitive success. There is also a need to recognise and understand that these are volunteers who give freely of substantial amounts of their time for the benefit of the athletes in their teams and that, overall, they are not professionals and are performing their roles to the best of their ability given their knowledge and experience.

### SCOPE AND DEFINITIONS

**Team Manager:** is the designated individual responsible for organizing, selecting, supervising, and supporting athletes during Club competitions and events. Their duties include coordinating logistics (travel, accommodation, schedules), promoting compliance with safeguarding and welfare standards, acting as the primary point of contact for athletes, parents, and officials, and maintaining discipline and promoting safety throughout the event, it being acknowledged that they cannot be everywhere at all times and athletes have responsibility to observe their own code of conduct (and any other requirements relating to the particular event) . Team Managers represent the Club and are responsible for upholding its values and Code of Conduct.

**Chaperone:** is an appointed adult who supports the welfare and supervision of young athletes during Club activities, competitions, and travel. Their primary role is to assist the Team Manager(s) in promoting the safety, well-being, and appropriate conduct of athletes, particularly those under 18. Chaperones help with practical tasks such as monitoring athletes, accompanying them during travel or at venues, and maintaining safeguarding standards. They must act responsibly, uphold the Club's Code of Conduct, and not assume coaching duties unless specifically qualified and authorized to do so.

## **OUR AIMS**

It is the Club's aim to: -

- ❖ Ensure reasonable standards of duty of care to all members and volunteers of the Club during their participation in Club activities and at events.
- ❖ Provide an environment conducive to the enjoyment of the sport of athletics.
- ❖ To ensure the Club's reputation is upheld to the highest standards.

## **RESPONSIBILITIES**

As a responsible team manager/chaperone you will: -

- abide by the UKA and HCAF Code of Conduct for Volunteers in all material respects; failure to comply may result in removal from their role and/or disciplinary action.  
<https://www.englandathletics.org/clubhub/resource/codes-of-conduct/>
- abide by all club policies for Club Volunteers in all material respects, including but not limited to the privacy and social media policies
- act in *loco parentis* (in place of a parent) for any athletes below the age of 18 at events (subject to appropriate consent having been obtained from parents/guardians)
- take all reasonable steps to look after young athletes' personal safety at event venues
- notify all parents/guardians of athletes under 18 of the times and venues of any competitions and of appropriate contact telephone numbers
- keep a checklist of athletes traveling on coaches organised by the Club to ensure all athletes are accounted for before leaving any location
- take all reasonable steps to contact young athletes' parents/guardians if they become involved in an accident or a serious breach of safety or discipline while under your care.
- Take additional steps for overnight trips, such as ensuring that written, informative and signed consent and code of conduct forms have been collected from all participants' parents/guardians in advance of a competition. Details include next of kin and contact details, medical conditions such as allergies, and ensure that relevant medication is supplied for the child for the duration of the event.