



Leeds Adel Hockey Club Code of Conduct: Coaches & Volunteers

This code of conduct has been adapted from the England Hockey Code of Conduct for Coaches and applies to all coaches of Leeds Adel Hockey Club. It is important that all coaches at the club maintain the expected standards of ethical behaviour in coaching practice.

Coaches 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, to Leeds Adel Hockey Club as a coach.

Personal Standards

- Personal appearance is of great importance when coaching, the coach has a responsibility to look clean and project an image of functional efficiency at all times.
- Coaches should never smoke while coaching.
- Coaches must not chew gum while coaching.
- Coaches should never coach under the influence of alcohol under any circumstances.
- Coaches should avoid using profanities during coaching sessions.

It is recommended that coaches should:

- 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

- The Coaches has 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.
- The coaches 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 process requires physical contact between coach and performers, it is recommended that coaches ensure that no action on their part could be seen as inappropriate. It is essential that all coaches are aware and adhere to the England Hockey guidelines with regard to such situations.



Leeds Adel Hockey Club

Code of Conduct: Coaches & Volunteers

- As the relationship between coach and performer is based heavily on trust it is important that all coaches can offer proof of experience and qualification.
- Coaches will undoubtedly build up strong relationships with performers, and in some cases will 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.
- The Coach 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 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.

Safety

- The Coach has a responsibility to make sure that performers have a safe environment to work and play within.
- If an accident occurs it is recommended that coach follows the guidelines set out in the clubs accident and emergency procedures.
- The Coach has a responsibility to protect children from any form of abuse during training sessions, competition and whilst in their care.
- It is strongly recommended that coaches arrange adequate insurance to cover their coaching practice.
- It is recommended that any activities carried out by coach should be suitable for the age, maturity, strength and ability of the performer.
- It is essential that coaches 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.

Expectations

- The Coach 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.
- It is strongly recommended that some form of written agreement acceptable to all parties is drawn up at the beginning of any coaching undertaken.
- It is recommended that coaches declare any other coaching commitments they already have before working with new partners.



Leeds Adel Hockey Club

Code of Conduct: Coaches & Volunteers

- Coaches 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.
- To receive payment for coaching coaches must complete the coach payment application form at the last training session in the month for sign-off by any of the captains from the teams you coach. The team captain should then bring this form to the committee meeting on the first Monday of the following month and a cheque will be issued to them for you. You should ensure that you obtain your payment from the person who authorises your form the first training session of every month.
- It is up to each individual to ensure that any monies earned during coaching should be declared to the Inland Revenue in line with current taxation laws.

Equity

- The Coach must respect the rights of every player 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.
- The Coach should try and ensure that any activity under their supervision is free from any form of non-equitable behaviour.

Competency and the England Hockey Coach License

- Coaches must provide proof of their qualification and competency to coach at the outset of any agreement.
- It is recommended that coaches confine themselves to carrying out sessions in accordance with the experience gained whilst obtaining their highest qualification.
- It is recommended that the coach is able to recognise when to pass performers onto a higher team. It is important that coaches have the performers' best interests at heart at all times.
- It is important that coaches take responsibility for their own continuous professional development, making the most of opportunities offered to them through England Hockey or other education agencies.
- It is important for coaches to be objective about their coaching 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.

Complaints Procedure

Anyone wishing to make a complaint about any person acting in the capacity of hockey coach at Leeds Adel Hockey Club within the context of these guidelines must follow the set procedure

1. Report the matter to a member of the Executive Committee
2. If the complaint involves a minor a report should also be made to the Club Welfare Officer
3. On receipt of a complaint procedural guidelines will be issued to all parties