**Appendix 2**

**Template Code of Conduct for Member Federations**

*This Code of Conduct is a generic template which may be adapted by an MF to their specific needs. Where a point has been marked with an \* this is optional and can be removed if it is considered to be unnecessary for the Member Federations requirements.*

This Code of Conduct is a clear statement of the commitment by [Member Federation] to everyone of its values, the expected standards of behaviour and integrity of their staff, coaches (by which we mean all athlete support staff), officials, volunteers or all those associated with athletics including those running [Member Federation].

The following rules apply to **everyone** associated with athletics:

* Respect everyone, value everyone’s worth and treat everyone with dignity. Celebrate difference and promote inclusion. Treat everyone equally and avoid having “favourites”.
* Discrimination against anyone on the basis of race, colour, gender identity, sexual orientation, age, disability, religion, ethnicity, marital status, beliefs or socioeconomic status is unacceptable and will not be tolerated.
* Co-operate with everyone involved in athletics and promote an environment free from harassment, abuse and exploitation.
* Zero tolerance of the use of any prohibited substance to enhance performance. Promote clean competition and report any suspected prohibited drug use to the appropriate authority.
* Listen to those reporting concerns and report those concerns, misconduct or injuries to the appropriate person swiftly.
* Comply with [Member Federation]’s safeguarding policy and other rules and policies of the [Member Federation].
* Lead by example, behave appropriately and be a good role model particularly when in charge of children.

*MF to decide if to include the following in any Code of Conduct or indeed include any further examples of behaviours the MF would like to encourage or prohibit.*

* \*Challenge those who do not obey the rules or behave inappropriately.
* \*Listen courteously to those who are teaching, coaching or providing advice, support or guidance.
* \*Smoking and consuming alcohol should be avoided when attending athletics events, particularly when responsible for children or supporting athletes professionally.
* \*Be responsible for one’s own behaviour, conduct and actions. Be punctual, well prepared and correctly equipped.
* \*Follow the instructions of coaches (by which we mean all athlete support staff), officials, managers and other volunteers.
* \*Be appreciative of everyone’s time, effort and skills. Encourage and support everyone’s athletic endeavours.

**Coaches and other athlete support staff**

* Be appropriately qualified with any background criminal checks completed.
* Coaching should always be age appropriate and meet the needs of the athlete in terms of experience and ability.
* There must always be a suitable number of coaches, appropriate to the number and age of athletes involved, in a training session or event.
* It is not appropriate to allow an intimate relationship to develop between coaches and athletes. Strict boundaries between a coach and an athlete should be maintained; if this is allowed to blur it causes difficulties for both individuals as well as teammates and others in the community.
* An intimate relationship between a coach (or any other athlete support staff or adult) and an athlete under the age of 18 may be illegal [this will depend on the law in the Member Federation country] and should never be allowed to develop.
* It is strongly recommended that coaches and officials are not allowed to develop intimate relationships between themselves and/or athletes over 18 years of age.
* Avoid being alone with a child athlete; do not take them in a car on their own; do not take them to a coach’s home; do not share a bedroom with a child.
* If it is necessary when training a child-athlete to touch them, an explanation must be given to them and they must be asked for their consent before the coach touches them. If possible, the child's parents, designated care-givers or another responsible adult should be involved in this discussion.
* If it is necessary to supervise changing areas, then adults should do so in same-sex pairs.

*The following are examples which and MF may wish to include in a code of conduct. An MF is to decide whether to include the following in any Code of Conduct or indeed include any further examples of behaviours the MF would like to encourage or prohibit.*

* \*Ensure equipment is s properly maintained and that athletes are aware of their responsibility for ensuring their own safety. Make sure athletes are taught how to manage dangerous athletics equipment and always follow these rules.
* \*Make sure athletes understand the expectations coaches have of them as well as what they, as athletes, can expect to receive from coaches.
* \*If a coach is asked by an athlete, who is already being coached by someone else, to provide further coaching, it is correct to contact that coach to discuss the matter.
* \*Encourage good working relationships based on mutual respect and trust with all athletes.
* \*Avoid being critical, demeaning or sarcastic or acting in a way which might affect an athlete’s self-esteem.

**Athletes**

* Maintain strict relationship boundaries with a coach or any other adult associated with athletics. It is not appropriate to allow a relationship to develop between a coach or an official (or indeed any other athlete support staff) and an athlete.
* Always report any concerns, injuries, misconduct or distress to the appropriate person in the club or to a parent or carer.

*MF to decide if to include the following in any Code of Conduct or indeed include any further examples of behaviours the MF would like to encourage or prohibit.*

* **\***Be aware of how to handle dangerous athletics equipment.
* \*Keep coaches informed if it is necessary to leave an athletics training session or event before it is completed.
* \*Know the rules of competition, follow them, play fairly and pursue athletic excellence.
* \*Uphold the values of sportsmanship - fairness, respect and generosity towards others - on and off the field of play.

**Parents and carers of athletes**

* Inform the appropriate individuals of any relevant medical information about your child.
* Attend your child’s athletics training or events where possible and take an active interest.
* Be positive and encourage; be aware that your attitude and behaviour affect your child and other children’s attitudes.
* Know where your child is and who they are with at all times.
* Avoid asking a coach to give your child a lift in a coaches’ car, particularly if there is no other athlete joining.
* Avoid allowing your child to visit a coach’s house unless a parent or carer is also present.

*MF to decide if to include the following in any Code of Conduct or indeed include any further examples of behaviours the MF would like to encourage or prohibit.*

* **\***Be pro-active with your child’s athletics participation; check the qualification of coaches, club policies and any other professionals your child is involved with such as medical professionals or team managers.
* \*Inform coaches or volunteers if your child will be absent from training or events.
* \*Make sure coaches are aware of any other coaching your child is receiving as a matter or courtesy as well as to ensure that all coaches can provide your child with the best support between them.