



8.14 CODES OF CONDUCT - YOUNG PLAYERS/COACHES/OFFICIALS/PARENTS /VOLUNTEERS

- 8.14.1 Adherence to good practices, aligned with open communication between coaches, officials, volunteers, parents, children and young people should ensure that a safe and enjoyable environment is established and sustained. **The duty of care commences from the point of receipt of the child to the point of return to the parent/guardian and the duty of care is non-transferable.**

Codes of Conduct are included below and MUST be adopted by all clubs. Additions can be added specific to individual clubs as necessary.

It is advised that the player/parent/club official should sign to confirm their agreement to abide by the Codes of Conduct. A copy of the agreement should be held by the club. Any person refusing to sign their agreement to abide by their relevant Code of Conduct will not be allowed to register.

8.14.2 Code of Conduct – Children / Young People

SIH-UK is fully committed to safeguarding and promoting the wellbeing of all its members. The organisation believes that it is important that players, coaches, officials, volunteers and parents associated with clubs should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of a club with **Name and Position**.

All SIH-UK clubs and teams should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment. As a member of SIH-UK you are expected to abide by the following junior code of conduct:

Children / young people are expected to:

1. Be loyal and give their friends a second chance
2. Be friendly and particularly welcoming to new members
3. Be supportive and committed to other team members, offer comfort when required
4. Keep yourself safe
5. Report inappropriate behaviour or risky situations for youth members
6. Play fairly and be trustworthy
7. Respect officials and accept decisions
8. Show appropriate loyalty and be gracious in defeat
9. Respect opponents
10. Not cheat or be violent and aggressive
11. Make your club a fun place to be
12. Keep within the defined boundary of the playing/coaching area
13. Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions
14. Show respect to other youth players/leaders and show team spirit
15. Take care of equipment owned by the club
16. Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity
17. Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting
18. Not get involved in inappropriate peer pressure and push others into something they do not want to do
19. Refrain from bullying or persistent use of rough and dangerous play
20. Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late
21. Wear suitable kit; helmet, neck guard (U18), chest harness, elbow and leg guards, jock and gloves – for training and match sessions, as agreed with the coach/team manager
22. Pay any fees for training or events promptly



23. Not smoke on club premises or whilst representing the club at competitions
24. Not consume alcohol or drugs of any kind on the club premises or whilst representing the club

Children / young people have the right to:

- Be safe and happy in their chosen activity
- Be listened to
- Be respected and treated fairly
- Privacy
- Enjoy your sport in a protective environment
- Be referred to professional help if needed
- Be protected from abuse by other member or outside sources
- Participate on an equal basis, appropriate to their ability
- Experience competition and the desire to win
- Be believed
- Ask for help

Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the designated person. Persistent misbehaviour will result in dismissal from the club and the sport. Parents will be informed at all stages.

8.14.3 Code of Conduct – Coaches

SIH-UK is fully committed to safeguarding and promoting the wellbeing of all its members. The organisation believes that it is important that players, coaches, officials, volunteers and parents associated with clubs should, at all times, show respect and understanding for the safety and welfare of others. Therefore, coaches are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of a club with **Name and Position**.

All SIH-UK clubs and teams should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment. As a member of SIH-UK you are expected to abide by the following code of conduct:

Coaches are expected to:

1. Ensure the safety of all children by careful supervision, proper pre-planning of coaching sessions, using safe methods at all times.
2. Consider the wellbeing and safety of participants before the development of performance.
3. Encourage and guide participants to accept responsibility for their own performance and behaviour.
4. Treat all young people equally and ensure they feel valued. Have no favourites.
5. Encourage all children not to discriminate on the grounds of religious beliefs, racial origin, gender, socio-economic background or lack of ability.
6. Group players according to age, height, skill and physical maturity whenever possible.
7. Teach the players that rules of the game are mutual agreements which no-one should evade or break.
8. Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
9. Ensure that equipment and facilities meet safety standards and are appropriate for the age and ability of the players.
10. Take into consideration the maturity level of the players when scheduling times and durations of practices and competitions
11. Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward.
12. Be positive, approachable and offer praise to promote the objectives of the club at all times.
13. Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book.



Parents will be informed.

14. Report accidents or incidents of alleged abuse or poor practice to the designated person.
15. Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
16. Not administer First Aid involving the removing of children's clothing unless in the presence of others.
17. Have access to telephone for immediate contact to emergency services if required.
18. Foster team work to ensure the safety of youth members in their care.
19. Ensure the rights and responsibilities of youth members are enforced.
20. Not abuse members physically, emotionally or sexually.
21. Not engage in a sexual relationship with a young person for whom they are responsible
22. Maintain confidentiality about sensitive information.
23. Respect and listen to the opinions of young people.
24. Take time to explain coaching techniques to ensure they are clearly understood.
25. Develop an appropriate working relationship with participants, based on mutual trust and respect.
26. Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
27. Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
28. Never condone rule violations, rough play or the use of prohibited substances.
29. Discourage the taking of any performance enhancing drugs and ensure that players are aware of banned substances.
30. Inform the parents/carers if they believe that a player is taking any form of illegal drugs
31. Not spend excessive amounts of time alone with children excluded in exceptional circumstances
32. Never take children to their home
33. Hold appropriate valid qualifications and insurance cover.
34. Make the sport/activity fun.

Coaches have the right to:

- Access on-going training and information on all aspects of leading/managing activities for children/young people, particularly on Safeguarding.
- Support in the reporting of suspected abuse.
- Access to professional support services.
- Fair and equitable treatment by the governing body/club.
- Be protected from abuse by children/young people, other adult members and parents.
- Not to be left vulnerable when working with children.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/sport.

Dismissals can be appealed by the coach with final decisions taken by the club committee or referred to SIH-UK as per the disciplinary procedures in *Chapter 5: Discipline*.

Emergency action and first aid

All coaches should be prepared with an action plan in the event of an emergency and be aware of First Aid Procedures.

8.14.4 Code of Conduct – Managers

SIH-UK is fully committed to safeguarding and promoting the wellbeing of all its members. The organisation believes that it is important that players, coaches, officials, volunteers and parents associated with clubs should, at all times, show respect and understanding for the safety and welfare of others. Therefore, managers are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of a club with **Name** and **Position**.



Scottish Ice Hockey - UK



All SIH-UK clubs and teams should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment. As a member of SIH-UK you are expected to abide by the following code of conduct:

Managers are expected to:

1. Abide by the club rules and Constitution
2. Make sure he/she knows where their teams are playing, who they will be playing against and allocating team strips to the players
3. Prepare team sheets for every game and submit game sheets for home games
4. Pay referees for home games
5. Issue club rules to all members along with the Training Policies and codes of conduct, if not already issued at registration
6. Collect fees for members who do not pay either electronically or by standing order. If a member has not paid their fees by the club's due date, they shall not be allowed access to the ice. The club treasurer will inform Managers of members whose subscriptions fees remain outstanding and the Manager shall not allow the member entry to the ice.
7. Issue minutes of meetings to their members or if unable to, will provide the email addresses to the club secretary in order that they can be issued.
8. Conduct themselves in a manner which does not bring the club into disrepute. This includes but is not limited to abusive behaviour, drunkenness, swearing and being disorderly. Any breaches of this will be dealt with under the Disciplinary Procedure.
9. Pass on complaints regarding the ice issues to the Head Coach immediately and shall not try to deal with them themselves. The Head Coach has more experience with on-ice matters and can deal with them appropriately
10. Try to deal with off-ice complaints as soon as they arise and the committee does not need to be informed unless the matter cannot be resolved. If this is the case, the Secretary should be emailed as soon as possible.
11. Sign and abide by the club rules along with the code of conduct to ensure the smooth running of the club.
12. Have parental consent forms available at all times in the event of a member requiring medical treatment.

Managers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for children/young people, particularly on Safeguarding.
- Support in the reporting of suspected abuse.
- Access to professional support services.
- Fair and equitable treatment by the governing body/club.
- Be protected from abuse by children/young people, other adult members and parents.
- Not to be left vulnerable when working with children.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/sport.

Dismissals can be appealed by the manager with final decisions taken by the club committee or referred to SIH-UK as per the disciplinary procedures in *Chapter 5: Discipline*.

8.14.5 Code of Conduct – Volunteers

SIH-UK is fully committed to safeguarding and promoting the wellbeing of all its members. The organisation believes that it is important that players, coaches, officials, volunteers and parents associated with clubs should, at all times, show respect and understanding for the safety and welfare of others. Therefore, volunteers are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of a club with **Name and Position**.

All SIH-UK clubs and teams should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment. As a member of SIH-UK you are expected to abide by the following code of conduct:



Volunteers are expected to:

1. Treat all young people equally and ensure they feel valued. Have no favourites.
2. Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
3. Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
4. Appreciate the efforts of all young people. Never exert undue influence over players to obtain personal benefit or reward.
5. Be positive, approachable and offer praise to promote the objectives of the club at all times.
6. Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.
7. Report accidents or incidents of alleged abuse or poor practice to the designated person.
8. Have access to telephone for immediate contact to emergency services if required.
9. Ensure the rights and responsibilities of youth members are enforced.
10. Not abuse members physically, emotionally or sexually.
11. Not engage in a sexual relationship with a young person for whom they are responsible
12. Maintain confidentiality about sensitive information.
13. Respect and listen to the opinions of young people.
14. Develop an appropriate working relationship with participants, based on mutual trust and respect.
15. Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
16. Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
17. Not spend excessive amounts of time alone with children excluded in exceptional circumstances
18. Never take children to their home on their own
19. Not administer First Aid involving the removing of children's clothing unless in the presence of others.
20. Make the sport/activity fun.

Volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Support in the reporting of suspected abuse.
- Access to professional support services.
- Fair and equitable treatment by the governing body/club.
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the club/sport.

Dismissals can be appealed by the manager with final decisions taken by the club committee or referred to SIH-UK as per the disciplinary procedures in *Chapter 5: Discipline*.

8.14.6 Code of Conduct – Parents/Carers

SIH-UK is fully committed to safeguarding and promoting the wellbeing of all its members. The organisation believes that it is important that players, coaches, officials, volunteers and parents associated with clubs should, at all times, show respect and understanding for the safety and welfare of others. Therefore, volunteers are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of a club with **Name** and **Position**.



Scottish Ice Hockey - UK



All SIH-UK clubs and teams should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment. Parents/Carers are expected to abide by the following code of conduct:

Parents/Carers are expected to:

1. Positively reinforce their child and show an interest in their chosen activity.
2. Not to place their child under pressure or push them into activities they do not want to do.
3. Complete and return the Registration, Medical and Consent Form pertaining to their child's participation with "Name of Club, Team or Event" (see parental consent).
4. Deliver and collect their child punctually before and after sessions/games/events.
5. Ensure their child has clothing appropriate to the weather conditions
6. Ensure that proper sportswear and protective equipment are worn. Any child not in possession of the fundamental requirements will not be permitted to participate.
7. Detail any relevant medical concerns or conditions pertaining to their child on the registration/consent form. Any changes in the state of the child's health should be reported to the coach/manager/event staff prior to the activity.
8. To inform the organiser prior to the activity starting if their child is to be collected early.
9. Encourage their child to play by the rules, and teach them that they can only do their best.
10. Turn defeat into victory by helping their child work towards skill improvement and good sportsmanship
11. Behave responsibly at the rink side; never ridicule or yell at their child for making a mistake or losing a competition; not to embarrass their child.
12. Recognise that verbal abuse or unsportsmanlike conduct, from a parent at any time in their home ice rink or at an away venue is unacceptable.
13. Show appreciation and support for the coach/club/event staff and for the opposition.
14. Ensure their child is punctual.
15. Be realistic and supportive.
16. Ensure their child has appropriate showering equipment, plus adequate food and drink.
17. Accept the official's judgment and do not attempt to access the ice surface
18. Actively provide feedback via the Manager. To bring any issues to the attention of the coaches, approach the Manager after the match or training session. Ensure that the player is not present at such discussions.
19. Ensure that their child plays in a safe and healthy environment. Support a sports environment that is free of alcohol, drugs or tobacco and refrain from their use at all youth sports events.
20. Promote their child's participation in playing sport for fun.

As a parents/carer you have the right to:

- Know your child is safe.
- Be informed of problems or concerns relating to your children.
- Be informed if your child is injured.
- Have your consent sought for issue such as trips or photography.
- Contribute to decisions within the club.
- Have any concerns you have about any aspect of your child's welfare listened to responded to.

Any breaches of this code of conduct will be dealt with immediately by a Club official. Persistent concerns or breaches will result in a parent being asked not to attend games if their attendance is considered detrimental to the welfare of young participants.

The ultimate action should a parent/carer continue to breach the code of behaviour may be the club officials regrettably asking the parent/carer not to attend games and/or training and club activities and asking the child to leave the session, event or club.



8.14.7 Recommended Good Practice

- (i) Always work in the open when working with children to avoid situations where a coach, official, volunteer or parent/carer and an individual child or protected adult cannot be observed.
- (ii) There should be at least two **responsible adults** present at all times during training sessions. One appropriately qualified coach plus one other responsible adult (preferably one female and one male). The second adult does not have to be a coach but must be aged 18+.
- (iii) Where possible, parents should be responsible for young children in the changing rooms or toilets. If a group of children must be supervised in the changing rooms try to ensure that adults work in pairs to supervise the children.
- (iv) Mixed teams of players should, where possible be accompanied by a male and a female coach / pastoral carer.
- (v) Where residential stays apply increased supervision, care and attention must be adopted (refer to *SIH-UK Child Protection Policy* when taking players on trips).
- (vi) Always place the safety and welfare of the participants as the highest priority.
- (vii) Behave in an exemplary manner and be a role model for excellent behaviour.
- (viii) Keep up to date with your qualifications, knowledge and technical skills.
- (ix) Only work within the level of your competence and qualifications.
- (x) Treat all young people equally, with respect and dignity and put their welfare first, before winning.
- (xi) Recognise the stage of psychological and physical development of the individual and avoid excessive training or competition.
- (xii) Motivate the participants through positive and constructive feedback.
- (xiii) Create a safe environment so that participants can enjoy their activity.
- (xiv) Obtain written consent from parents to act on their behalf if the need arises for the administration of emergency first aid. Consent forms should be obtained from parents/guardians before children commence training.
- (xv) If children have to be transported then a male and female coach/pastoral carer should accompany them.
- (xvi) Request written consent from parents.
- (xvii) Maintain a written record of any incident or injury together with any subsequent treatment and immediately complete an SIH-UK Accident Report or Incident Report form.

8.14.8 Practice to be avoided*

- (i) Spending excessive amounts of time alone with children away from others
- (ii) Sharing a room with a child
- (iii) Making contact or holding discussions with children via social networking sites or texting.

* These practices should be avoided except in emergencies. If cases arise where these situations are unavoidable they should occur with the full knowledge and consent of someone in charge in the organisation and / or the child's parents e.g. a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick up a child at the end of a session.

8.14.9 Practice which should never be condoned

You should never:

- (i) Engage in rough, physical or sexually provocative games.
- (ii) Take children to your home where they will be alone with you.
- (iii) Allow or engage in any form of inappropriate touching.
- (iv) Make sexually suggestive remarks to a child or protected adult - even in fun.
- (v) Allow children to use inappropriate language unchallenged.
- (vi) Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- (vii) Do things of a personal nature for a child or protected adult if they can do it for themselves, unless you have been requested to do so by the parents (do so with the



utmost discretion).

- (viii) Never depart from the premises until you have supervised the safe dispersal of the children.
- (ix) Abuse your privileged position of power or trust with children or protected adults.
- (x) Cause a participant to lose self-esteem by embarrassing, humiliating or undermining the individual
- (xi) Have favourites.
- (xii) Compromise your position by suggesting anything is "your and your player's 'special secret'"

8.14.10 Safe Practice in unforeseen circumstances

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event, signed and dated. Parents should also be informed of the incident:

- If you accidentally hurt a child
- If a child misinterprets something you have said or done.
- If you have to restrain a child (please note: minimum force must only be used).

To protect the children in your care and to protect yourselves against possible allegations of poor practice, coaches must carefully consider their actions and how they might be perceived by an observer.

8.15 SAFE RECRUITMENT POLICY

8.15.1 SIH-UK will take all reasonable steps to ensure unsuitable people are prevented from undertaking regulated work with children. Further, SIH-UK recognise that we have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children within SIH-UK.

8.15.2 This recruitment and selection procedure has two functions. It:

- (i) Provides SIH-UK with an opportunity to assess the suitability of the individual for a particular regulated work role with children.
- (ii) Provides the prospective employee or volunteer with an opportunity to assess the organisation and the opportunities available.

8.15.3 The following recommended procedure will be completed for all positions deemed to be regulated work with children within SIH-UK.

(i) Advertising

All forms of advertising used to recruit and select staff/volunteers for regulated work with children will include the following:

- The aims of SIH-UK and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- Details of SIHA-UK's open and positive stance on child protection. A statement that the position applied for is regulated work with children and will require PVG Scheme membership.

(ii) Pre-application Information

Pre-application information for these positions will be sent to applicants and will include: