



[www.conac.org.uk](http://www.conac.org.uk)

## **Code of Conduct**

This document sets out the club's expectations in respect of officials, athletes and supporters. Membership of and association with City of Norwich AC (CoNAC) is deemed to include an acceptance of this Code of Conduct.

The latest version of this document is displayed at [www.conac.org.uk](http://www.conac.org.uk) - the club's official website.

### **The club will:**

- Ensure that all coaches and volunteers hold appropriate qualifications.
- Adopt national policies and codes of conduct in relation to athlete welfare.
- Ensure that club officers and volunteers act responsibly and set a good example to all members.
- Appoint a designated welfare officer to act as first point of contact in cases of concern about athlete welfare - contact details will be provided on the club's website and notice boards.
- Carry out its duty within relevant legislation and government guidelines, as well as recommendations and guidelines from UK Athletics.
- Treat all members equally and fairly, regardless of race, religion or gender.
- Deal with any matters that breach this Code of Conduct in accordance with the club's Disciplinary Procedure (please send an email to [info@conac.org.uk](mailto:info@conac.org.uk) if you would like a copy).

### **As a member of CoNAC you must:**

- Treat others with respect and fairness.
- Ensure that your behaviour during training, participating in sport or travelling to & from meetings and events is dignified and does not cause offence to others.
- Remember that you are a representative and ambassador of the club at all times - as such, the club as a whole may be judged by your actions as an individual.
- Anticipate your own needs, be organised and on time. Provide a signed consent form to the club when required to do so and update your contact details should they change.
- Consider the implications of withdrawing from a commitment to compete, and the impact that that will have on the team. If withdrawal from an event is unavoidable, you must contact your team manager at least 48 hours before the event.
- Be courteous to other competitors, officials and coaching staff at all times.
- Alert your team manager to any conflict or dispute occurring at an event, so that they can take this matter up on your behalf or advise you on a course of action.
- Show patience with others and respect diversity and ability.



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- Inform your coach if you are receiving coaching elsewhere, have sustained an injury or are in receipt of any medical treatment.
- Notify a responsible adult if you have to go somewhere whilst attending training or attending an event.
- Not respond to someone seeking personal information other than that directly associated with your athletics - for example, issues about home or school life, financial details etc.
- Refrain from engaging in any communication with the press or via the internet which seeks to criticise other athletes, club members, officials or event organisers. If a member has a grievance, this should be taken up with a club official in the first instance (this does not prevent contacting external enforcement authorities, if deemed necessary).
- Observe and promote the agreed Track Etiquette at all times - please go to [www.conac.org.uk](http://www.conac.org.uk) to read the latest version.
- In the case of junior athletes, never accept offers of accommodation or transport without the consent of your parent or carer.
- Use only safe transport and travel arrangements.
- Not engage in destructive behaviour at events. You must leave venues as you would wish to find them. Clear up your own rubbish and dispose of it properly.
- Accept guidance from event officials regarding safety and behaviour.
- Never use abusive language or physical aggression of any kind at events, or deliberately distract others whilst they are competing.
- Never become involved in alcohol abuse, drug abuse, solvent abuse or under age smoking.
- Never become involved in illegal or irresponsible behaviour.
- Never become involved in verbal, physical, mental intimidation or acts of bullying. This includes the inappropriate use of text messages, posting adverse comments on internet message boards and all other electronic media.
- Uphold the same values away from sport as you do when engaged in sport.
- Promptly pay your membership fees, travel fees and any other dues to the club when asked to do so.
- Accept that photographs and recorded images will be taken at club training sessions & competitions for use on the club's website and in other publications.

### **All Coaches and Team Managers must:**

- Ensure the well-being and safety of athletes at all times.
- Develop an appropriate relationship with athletes and their parents / guardians where appropriate.
- Make sure all activities are appropriate to the age, experience and ability of those taking part.
- Promote the positive aspects of the sport (eg fair play).



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- Display high standards of behaviour and appearance.
- Follow guidelines as laid down by UK Athletics, England Athletics and CoNAC from time to time.
- Observe and promote the agreed Track Etiquette at all times - please go to [www.conac.org.uk](http://www.conac.org.uk) to read the latest version.
- Never try to recruit athletes who are already receiving coaching elsewhere.
- Never condone rule violations, rough play, the use of prohibitive substance or inappropriate behaviour and language.

### **All supporters must:**

- Remember that officials are there to ensure the smooth and safe running of an event. Any grievance during an event (such as a disputed decision) should be taken up with the appropriate CoNAC team manager (if in attendance). For individual competitions, contact the clerk of either track or field events (whichever is applicable). Supporters should never challenge individual track or field judges directly.
- Never enter the area of the track or field whilst a competition is being held, without the express permission of an official. This could lead to disqualification of the competitor.
- Not engage in verbal abuse of competitors, coaches or officials. You should uphold the same high standards of conduct as expected from CoNAC members and set an example to others.
- Report instances of unsatisfactory conduct to club officials.
- Feel free to offer your support to all athletes in an event; including taking the opportunity to offer help officiate with track or field events.
- Remember that the club make lose points at events where it cannot fulfil its obligation to provide a certain number of volunteer officials.