

**POLICIES 2015-2016**

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## Health & Safety Policy

**Sedgefield Squash Club is committed to providing a safe environment for players and visitors to the club. The Club Committee is responsible for providing this safe environment and for complying with relevant health and safety legislation. It will accomplish this in the following ways:**

- The Club agrees to inform all employees, volunteers, visitors and contractors of the Health and Safety Policy, a copy of which will be prominently displayed on the notice board
- Health and Safety will be an agenda item at every Squash Club Committee meeting
- The Committee will nominate a named Health and Safety officer for the club
- The Club will communicate with members on any health and safety issues
- Suitable and sufficient risk assessments will be undertaken to identify the level of risk to the health and safety of all members and visitors. Preventative measures will be taken to eliminate or reduce risks where appropriate
- The Club will maintain its buildings and premises ensuring adequate lighting, heating, ventilation, sanitary facilities, and cleanliness
- The Club will provide a first aid box with contents regularly checked and readily accessible. An emergency phone will also be provided and maintained
- Fire risk assessments will be carried out focusing on the safety in the case of fire. Fire exits will be clearly labelled.
- A no smoking policy is in place throughout the Club

The club recognises that where it lacks the internal resources to comply with this policy it will call on external agencies and experts to provide specialist advice

This policy will be reviewed and approved or amended annually by the Committee

## Equity Policy Statement

### **Sedgefield Squash Club**

- Is responsible for ensuring that all those who wish to participate in the game of squash are treated fairly and on an equal basis.
- Will ensure that all participants involved in all aspects of the game of squash, will be given equal opportunity irrespective of age, gender, marital status, sexual orientation, ethnic origin, disability or religious persuasion.

### **The England Squash & Squash 57 Equal Opportunities Policy adopted by this club will be consistently applied to:**

- The recruitment, training and/or assessment of staff, coaches, and officials (whether employed, self-employed or volunteer).
- The provision of training courses and assessment of candidates for various awards provided by England Squash.
- The terms and conditions of an individual (in relation to training and promotion as well as salary, holidays, sickness and pension arrangements).
- The selection, recruitment and training of players.
- Any disciplinary matter.
- The content, production and distribution of all publicity material used by the Club and/or England Squash (e.g. use of photographs or language which may imply any bias and/or stereotyping).

## Child and Vulnerable Persons Protection Policy

### **Policy Aims:**

Sedgefield Squash Club has a duty of care to safeguard all children or vulnerable persons involved in the club, from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Sedgefield Squash Club will ensure the safety and protection of all children involved in the club through adherence to

- the Child Protection guidelines and code of practice adopted by the club
- England Squash and Squash 57 safeguarding and Protecting Young People Policy and guidelines

The aim of this Policy is to promote good practice:

- providing children, young people and vulnerable persons with appropriate safety and protection whilst in the care of Sedgefield Squash Club
- allow all staff /volunteers to make informed and confident responses to specific issues.

A child is defined as a person under the age of 18 (The Children Act 1989).

A vulnerable adult is someone aged 18 or over, who is, or may be, in need of community services due to age, illness or a mental or physical disability, or unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation (Definition from the Department of Health 2002)

### **Policy**

Sedgefield Squash Club will ensure that:

- Everyone is treated with respect.
- all people, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- Activities take place in a safe and secure environment
- the welfare of a child or vulnerable person is paramount
- The club has a named Child Protection Officer who is appointed by the Committee
- Adults who work with young people are checked and cleared through the Criminal Records Bureau.
- Opportunities exist for young people and parents/primary carers to talk to us about any concerns they may have.
- Young people and parents/primary carers feel comfortable and confident enough to discuss attitudes and behaviours they do not like.
- Adults associated with Sedgefield Squash Club will take appropriate action when young people or parents/primary carers express concern about abuse.
- all staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer.
- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- the appropriate authorities or charities are advised about any allegation/suspicion or claims regarding poor practice (e.g. Social services, England Squash and Squash 57, Police, The NSPCC, Childline).
- It is not the responsibility of anyone working in Sedgefield Squash Club in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities
- Information about an alleged abuse will be shared on a "need to know" basis and treated in the strictest confidence.
- The alleged abusers right to confidentiality will also be upheld
- Through the adoption of good practice measures, the opportunity for abuse to occur within, or as a result of the clubs activities, is minimised

## **CHILD PROTECTION – GOOD PRACTICE GUIDELINES**

### **Promoting good practice**

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the club activity having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club activity organiser must work with the appropriate agencies to ensure the child receives the required support.

### **Good practice guidelines**

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and their parents should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance in sport.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars.

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## **Practices to be avoided**

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- avoid spending time alone with children away from others
  - avoid taking or dropping off a child to an event or activity.
- Practices never to be sanctioned

The following should never be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- fail to act upon and record any allegations made by a child
- do things of a personal nature for children or disabled adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised.

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

## **Incidents that must be reported/recorded**

If any of the following occur you should report this immediately to the appropriate officer and record the incident. You should also ensure the parents of the child are informed:

- if you accidentally hurt a player
- if he/she seems distressed in any manner
- if a player appears to be sexually aroused by your actions
- if a player misunderstands or misinterprets something you have done.

## **Use of photographic/filming equipment at sporting events**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All clubs should be vigilant and any concerns should be reported to the Club Child Protection Officer.

Videoing as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and their consent obtained, and such films should be stored safely.

## **Recruitment and training of staff and volunteers**

Sedgefield Squash Club recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

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- All volunteers/staff should register with England Squash and Squash 57
  - Consent should be obtained from an applicant to seek information from the Criminal Records Bureau.
  - Evidence of identity (passport or driving licence with photo).
  - A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
  - Their qualifications should be substantiated.
  - The job requirements and responsibilities should be clarified.
  - Child protection procedures are explained and training needs are identified.
  - They should sign up to and understand the clubs codes of conduct and Child Protection policy.
- Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely effectively with children.

Sedgefield Squash Club requires:

- Coaching staff to attend a recognised 3-hour good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Non-coaching staff and volunteers to complete a recognised awareness training on child protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to gain a national first aid training (where necessary).
- Attend update training when necessary. Information about meeting training needs can be obtained from Sports Coach UK, the NSPCC, and the Sport Council.

## **Responding to allegations or suspicions**

It is not the responsibility of anyone working in Sedgefield Squash Club in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

Sedgefield Squash Club will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

## **Reporting concerns about poor practice**

If, following consideration, the allegation is clearly about poor practice the designated Club Child Protection Officer will deal with it as a misconduct issue.

If the allegation is about poor practice by the Club Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant England Squash and Squash 57 officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

## **Reporting concerns about suspected abuse**

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Club Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The Club Child Protection Officer will refer the allegation to the social services department who may involve the police.

The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

The Club Child Protection Officer should also notify the relevant (Sport Governing Body) officer who in turn will inform the (Sport Governing Body) Child Protection Officer who will deal with any media enquiries.

If the Club Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the club Chairman or in his/her absence the England Squash and Squash 57 Child Protection Officer who will refer the allegation to Social Services.

## **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- the Club Child Protection Officer
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services/police
- the England Squash and Racketball Child Protection Officer

Seek social services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

## **Enquiries and further action**

Internal enquiries and possible suspension

The Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries the Club Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled.

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Club Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse

Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.



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The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bacp.co.uk, Internet: www.bacp.co.uk .

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

## Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

## **Bullying**

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Club Child Protection Officer or the school (wherever the bullying is occurring).

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.
- Most 'low level' incidents will be dealt with at the time by coaches and volunteers. However, if the bullying is severe (e.g. a serious assault), or if it persists despite efforts to deal with it, incidents should be referred to the designated/Club Child Protection Officer as in "responding to suspicions or allegations" above.

## **Reporting concerns outside the immediate sporting environment (e.g. a parent or carer)**

Report your concerns to the Club Child Protection Officer, who should contact social services or the police as soon as possible.

If the Club Child Protection Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.

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Social Services and the Club Child Protection Officer will decide how to involve the parents/carers.

The Club Child Protection Officer should also report the incident to the Club Governing Body. The Governing Body should ascertain whether or not the person/s involved in the incident play a role in Sedgefield Squash Club and act accordingly.

Maintain confidentiality on a need to know basis only.

## **Providing information to police or social services**

Information about suspected abuse must be accurate and a detailed record should always be made at the time of the disclosure/concern. It should include the following:

- The child's name, age and date of birth of the child.
  - The child's home address and telephone number.
  - Whether or not the person making the report is expressing their own concerns or those of someone else.
  - The nature of the allegation. Include dates, times, any special factors and other relevant information.
  - Make a clear distinction between what is fact, opinion or hearsay.
  - A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
  - Details of witnesses to the incidents.
  - The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
  - Have the parents been contacted?
  - If so what has been said?
  - Has anyone else been consulted? If so record details.
  - If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
  - Has anyone been alleged to be the abuser? Record details.
  - Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.
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If you have any concerns about a child or young person call the NSPCC on 0800 800 5000, text 88858 or visit [www.nspcc.org.uk](http://www.nspcc.org.uk) for immediate advice

## **Photography and Video Policy – Junior Members**

Sedgefield Squash Club may wish, on occasion, to take or use images of its junior members for the following purposes:

- To promote the clubs activities or celebrate achievements to help increase participation
- To take video footage of juniors playing squash as a coaching tool

The club is aware that use of images on websites or social media, can have a potential to put a child at risk of abuse. However the club does not advocate the banning of photography or video coaching, but instead will ensure that appropriate safeguards are put in place to prevent any images being used for inappropriate purposes.

Therefore the club adopts the following measures for use of photography or video at the club, or associated events, which may include junior members or participants:

1. Photography for publication purposes is only permitted by committee members or registered club coaches
2. If a parent wishes to take photos which will include children other than their own, at any club event, they must first request permission from a Committee member
3. Photographs are used to promote the positive aspects of the club, or sport and therefore any images taken will be in this context
4. No photographs will be taken unless the child is made aware at the time of this activity
5. No photographs or video footage will be taken of children, where a parent has indicated on a consent form that they do not want their child's image taken or used
6. The club will not use the names of children next to photos on the website or other social media unless a specific request is made to the parent
7. Images will be only be taken of children in suitable dress / kit
8. Before any image is put on the club website or Facebook page, consideration will be given as to whether this image is appropriate, or if it could inadvertently put the child at any risk
9. Videoing of children will only be used as an aid to coaching by club coaches. At the end of a coaching session, any video footage of juniors will be erased by the coach
10. Before any video footage is taken, the persons being videoed will be asked for permission and explained what the purpose of the video is and where it may be used

The club adopts the good practice guidelines for photography and video, issued by the Child Protection in Sport Unit

## Social Media Policy

### **Introduction**

The dawn of social media has allowed people to communicate with each other in online environments. This allows them to share interests; information or friends (eg FaceBook and MySpace). Social media is now frequently utilised by businesses and organisations to promote their messages, events and products, depending on the rules of the particular social media tool.

Social media tools include, but are not limited to:

- Social networking sites such as Face book and MySpace
- Video and photo sharing websites like Flickr and YouTube
- Micro-blogging sites like Twitter
- Weblogs, including personal blogs, or blogs hosted by traditional media publications
- Forums and discussion boards such as Whirlpool, Yahoo! Groups or Google groups
- Online encyclopaedias such as Wikipedia
- Web sites that allow individual users or companies to use publishing tools eg. comments on news sites

### **Purpose**

The purpose of this policy is to ensure:-

- that Sedgefield Squash Club is not exposed to legal and governance risks;
- that the reputation of the Club is not adversely affected
- that material of a hateful, threatening or discriminatory nature is not published
- to protect children and junior members from on-line threats
- that users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the Club.

### **Scope**

This policy covers the use of social networking applications by Club Members, Committee Members and by partners or other third parties on behalf of the Club. These groups are referred to collectively as 'Club representatives' for brevity.

The requirements of this policy apply to all uses of social networking applications which are used for any Club related purpose and regardless of how the applications are hosted. They must also be considered where Club representatives are contributing in an official capacity to social networking applications provided by external organisations.

All Club representatives should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, data protection and Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation. They must also operate in line with other Club policies, particularly the Child and Vulnerable Persons Protection Policy and the Equity Policy

The Policy does NOT apply to personal use when no reference or inference is made to Sedgefield Squash Club, related issues or its members.

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## **The Clubs use of Social Media**

The use of social media by the Club to achieve its business aims will be overseen by the Committee. The Committee will be responsible for delegating authority to a restricted number of social media administrators within the Club

Members must NOT set up social media networks relating to the Club without the consultation and permission of the Committee

Guidelines for delegated social media administrators are as follows:

- a) Social media administrators may only comment on topics within their own area of responsibility and only if they have delegated authority to do so.
- b) Social media administrators should ensure any club related content that is published, is factually accurate and compliant with Club policies
- c) Social media administrators should not reveal confidential or commercially sensitive information about the Club.
- d) If anyone receives an unwanted or threatening comment or approach in social media in relation to the Club or its activities, they should report it to the Committee
- e) A Disclaimer advising users of this policy will be included on all Club social media sites.

## **Terms of Use**

Social networking applications:-

- a) Must not be used to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the Club into disrepute.
- b) Must not be used for the promotion of personal interests, commercial ventures or personal campaigns.
- c) Must not compromise the safety and wellbeing of juniors
- d) Must not be used in an abusive or hateful manner.
- e) Must not breach the Clubs Equity policy.
- f) It is also important to ensure that club members and other users of online services know when a social networking application is being used for official Club purposes.

**To assist with this, all Club representatives must adhere to the following requirements:**

- a) Where social networking applications are being managed by Club representatives, appropriate feedback and complaints information must be published in a prominent place which is easily accessible to other users.
- b) The use of the Clubs logo and other branding elements should be used where appropriate to indicate the Clubs support. The logo should not be used on social networking applications which are unrelated to or are not representative of the Clubs official position.

Club representatives should ensure that any contributions they make are professional and uphold the reputation of the Club

## Code Of Conduct For Coaches

### **General**

Coaches qualified through England Squash, who are involved in coaching in association with England Squash, or who are employed directly or indirectly through England Squash, or its constituent counties for the purpose of coaching activities, shall adhere at all times to standards of personal and professional behaviour which reflect credit on themselves, their employers or the National Governing body.

It is impossible to specify precisely all those activities that could be deemed prejudicial to those standards. The following paragraphs provide an indication of the types of incident that are likely to be considered as breaches of the code of conduct

### **Public Criticism of Colleagues**

Coaches shall refrain from public criticism of other coaches in the Association. Public, in this context, means criticism expressed in any branch of the media, or in a lecture or seminar. Any such criticism of a member shall be regarded as a prima facie breach of this code and may be subject to disciplinary action.

### **Competition**

A coach is responsible to fellow coaches and players and should not under any circumstances solicit away business from any other coach or club.

### **Advertising**

A coach should ensure that any advertising is accurate and professionally restrained. Permission to display advertising should be sought from any other coaches at the club.

### **Co-operation**

A coach should communicate and cooperate with medical and ancillary practitioners in the diagnosis, treatment and management of their players medical and psychological problems.

### **Confidentiality**

Coaches must not divulge confidential information relating to a performer unless express approval by the performer has been obtained. In the storage and disposal of personal records, coaches should be aware of the requirements of the Data Protection Act. An individual performer must be allowed reasonable access to their personal records held by a coach.

### **Abuse of Privilege**

A coach must not attempt to exert undue influence over a player in order to obtain personal benefit or reward

### **Misrepresentation**

Coaches must ensure they do not in any way misrepresent their qualifications, affiliations, or personal competence to any client, or in any publication, broadcast, lecture, or seminar. Misrepresentation will be regarded as a serious breach of the code.

### **Criminal Convictions**

Members of England Squash and Squash 57 must report any alleged criminal offence to the NGB at the earliest convenience. Any convictions of a squash coach by a court of law are capable of reflecting adversely on England Squash and Squash 57 and its members. Cases of a minor personal

nature are unlikely to be regarded as breaches of the code but all reported cases will be considered.

## **Safety**

Coaches have a responsibility to ensure the safety of players

All reasonable steps should be taken to establish a safe working environment and practices. The activity being undertaken should be suitable for the age, experience and ability of the players. Coaches should be adequately protected with third party insurance, which covers them if a player is injured while in their charge.

If they have other coaches who work under their direction or take work for them in their absence, they should be protected with adequate Employers Liability Insurance.

## **Competence**

Coaches shall only practise in those fields of the sport where they have been trained and are recognised by the governing body.

Coaches should regularly seek ways of increasing their professional knowledge.

Coaches have a responsibility to their players and themselves to maintain effectiveness.

## **Personal Misconduct**

Personal misconduct by coaches may give rise to disciplinary action by England Squash and Squash 57. Such conduct is deemed to be misconduct or gross misconduct; even if such conduct does not give rise to disciplinary proceedings directly by an employer other than England Squash and Squash 57, or lead to conviction in a court of law.

The following examples are not exhaustive or exclusive:

Misconduct:                   Bad timekeeping  
                                      Unreasonable or unexplained absence  
                                      Lack of application  
                                      Damage to property or equipment

Gross misconduct:       Theft  
                                      Falsification of reports or accounts  
                                      Breach of confidentiality  
                                      Violence  
                                      Indecency  
                                      Any form of child abuse

## **Disciplinary Procedure**

The willing and active cooperation of all squash coaches in accepting certain standards is essential if the status of coaches engaged in squash activities is to be raised in England. The procedures detailed below will be used in the handling of all disciplinary matters concerning squash coaches acting under the umbrella of England Squash and Squash 57.

The exact nature of the offence will determine the appropriate course of action in any particular situation. All coaches will be treated impartially and no acts of favouritism or discrimination will be permitted.

- A squash coach will render themselves liable to disciplinary action if the Code of Ethics and Conduct for coaches is continually breached
- The coach will be informed of the nature of the breach as laid against them as soon as possible and will have the opportunity and the right to state their case before any decision regarding the appropriate disciplinary action is taken.

- When the facts have been established and the responsibility is clear, disciplinary action can comprise of one of the following:
  - Verbal warning
  - Written warning
  - Termination of coach status with England Squash

## **Adjudication**

Any breach or suspected breach of this code will be considered by the NCC, who will if necessary report the matter to the Executive Committee.

Any coach making a complaint must first notify the coach or club in writing of the nature of the complaint. A copy of this letter and any reply received must be sent to the NCC when making the complaint.



## Code of Conduct For Referees

England Squash & Racketball qualified referees will aspire to the highest standards of experience and conduct required by the sport at all levels. Failure to do so could result in disciplinary action being taken by, or on behalf of, the England Squash and Squash 57 referees subcommittee.

### **Rules**

The rules of squash are framed to ensure the safety of the players, the right result of each rally, and the elimination of any actions likely to bring the game into disrepute. The duties of a referee are defined in the rules and it is implied that each official will keep their knowledge and interpretation of the rules up to date. This shall be verified and monitored by assessment at appropriate intervals and records kept.

### **Physical Condition**

Referees must be in good physical condition, having normal or good corrected vision and hearing. No alcohol or drugs are permitted while on duty or in the hours immediately preceding duty.

### **Preparedness**

Referees should be:

**PUNCTUAL** – be present normally 30 minutes before scheduled start time, complete with writing and timing equipment

**PRESENTABLE** – wearing England Squash and Squash 57 sweater, shirt and tie, official polo shirt or sponsors polo shirt, grey or dark blue trousers / skirt, smart shoes (no trainers or sandals) for all England Squash and Squash 57 events unless required to adopt other clothing by the sponsor / climate.

**PERSISTENT** – liaising with the tournament desk continuously during and to the end of each session for which they have been appointed. Referees may not leave the tournament premises without the agreement of the tournament referee.

**POLITE** – being courteous to players, spectators and officials at all times

### **Impartiality**

Referees should:

- Not bet on events in which they are involved
- Declare any conflict of interest due to relationship or friendship with specific players
- Advise the tournament referee of any past problems with specific players
- Carry out, or submit to assessments without fear, favour or undue influence

### **General Conduct**

Referees should:

- Immediately inform the tournament referee if they are unable to attend an agreed session or are likely to be late
- Report breaches of the Code of Conduct, Rule 17, by players or officials, to the tournament referee
- Refrain from public criticism of fellow officials, players, organisers, sponsors or events that may bring the game into disrepute
- Confer with the tournament referee before commenting on sensitive issues to the media
- Whether working or not at an event, referees are expected to conduct themselves in an appropriate manner which would not be seen to bring their qualification as a referee into disrepute
- No referee shall take on formal instruction, such as coaching or instruction in the rules, unless

- properly qualified to do so
- As a matter of courtesy, referees are invited to inform England Squash & Squash 57 of any requests they receive to officiate other than from England Squash, or for England Squash sanctioned events or within their own country

## **Breaches of Referees Code**

It is the responsibility of all officials to notify England Squash & Squash 57 of any matters that substantially breach this code

Disciplinary matters will be dealt with by, or through the England Squash & Squash 57 referees subcommittee

## **Code of Conduct For Volunteers**

The essence of good ethical conduct and practice is summarised below. All volunteers must:

- Complete an England Squash and Squash 57 Personal Disclosure Form and return it to the Club Child Officer
- Consider the well-being and safety of participants before the development of performance
- Develop an appropriate working relationship with performers, based upon mutual trust and respect
- Make sure all activities are appropriate to the age, ability, and experience of those taking part
- Promote the positive aspects of the sport (eg fair play)
- Display consistently high standards of behaviour and appearance
- Follow all guidelines laid down by England Squash & Squash 57 and the club
- Never exert undue influence over performers to obtain personal benefit or reward
- Never condone rule violations, rough play, or the use of prohibitive substances
- Encourage performers to value their performances and not just results

## **Code Of Conduct For Parents and Guardians**

- Encourage your child to learn the rules and play within them
- Discourage unfair play and arguing with officials
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Set a good example by recognising fair play and applauding the good performances of all
- Never punish or belittle a child for losing or making mistakes
- Publically accept officials judgements
- Support your childs involvement and help them enjoy their sport
- Use correct and proper language at all times

## Code of Conduct For Juniors

Sedgefield Squash Club is fully committed to safeguarding and promoting the well-being of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club, 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 have with the Club Child Protection Officer.

As a member of Sedgefield Squash Club you are expected to abide by the following Junior Club rules:

- All members must play within the rules and respect officials and their decisions
- All members must respect opponents
- Members should keep to agreed timings for training and competitions or inform their coach or team managers if they are going to be late
- Members must wear suitable kit for training and match sessions, as agreed with the coach. This must include clean non-marking court shoes
- Members must pay any fees for training or events promptly
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club

## **Incident and Accident Procedure**

Guidelines for dealing with an incident or accident:

- Stay calm, but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying
- Alert the first aider who should take the appropriate action for minor injuries
- In the event of an injury requiring specialist treatment, call the emergency services
- Deal with the rest of the group and ensure they are adequately supervised
- Do not move someone with major injuries. Wait for the emergency medics
- Contact the injured persons parent / guardian
- Complete an incident / accident form