



## White Horse Harriers AC

# Code of Practice for Club Officials and Volunteers

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OXFORDSHIRE  
ATHLETICS  
ASSOCIATION





## DOCUMENT INFORMATION PAGE

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### Document Identity

Document Title	Purpose
Code of Practice for Club Officials and Volunteers	This document details the Club's Code of Practice for Officials and Volunteers when dealing with junior members.

### Document History

Version	Change Description	Author	Date
1.0	Initial draft	Simon Atkin	22 Oct 2008
1.1	Added CRB Disclosure Procedures	Simon Atkin	23 Feb 2009

### Distribution List

Who	When	How
Existing officials and volunteers	When policy agreed by the committee	Available on the website or printed copy on request
New officials and volunteers	When a member becomes a volunteer or official	Available on the website or printed copy on request

### Signoff

Version	Agreed by	Date
1.1	Committee	15 Apr 2009



## CODE OF PRACTICE FOR CLUB OFFICIALS AND VOLUNTEERS

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

- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with athletes and, where appropriate, their parents or carers, based on 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 our sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the UK Athletics, England Athletics and White Horse Harriers Athletics Club.
- Where appropriate, hold relevant valid qualifications and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play, the use of prohibited substances or inappropriate behaviour or language.
- Encourage participants to value their performances and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Agree to undertake a Criminal Records Bureau (CRB) check if they have not already been checked by UK Athletics for a coaching license or similar.



## CRB DISCLOSURE PROCEDURE

To apply for a Criminal Records Bureau (CRB) disclosure check by UK Athletics take the following steps:

- Go to <http://www.uka.org.uk/governance/policies/crb/> and read the information on the page.
- Click on the link [Athletics CRB Checking Process](#) at the bottom of the page. This displays a document that outlines the procedure to follow.
- Read the document, and follow all the steps in Stage 1 to request a form. It is important that you state you are a volunteer.
- When the form arrives in the post, make a note of the reference number and complete it according to the instructions in Stage 2. Use a BLACK pen.
- Take the form and your documents to the Club Chairman as instructed in Stage 3.
- Following the instructions in Stage 4 print out page 2 (the volunteer agreement form) of the UK Athletics guide to CRB Applications, sign it and post it along with the completed CRB form to UK Athletics.
- Your CRB disclosure should arrive in 6-8 weeks. If it does not, then contact the CRB (you will need the reference number). When you receive your disclosure, please inform the Club Chairman that it has arrived. You do not need to produce it.

Note that UK Athletics will undertake a regular review of CRB disclosures, and will request a new disclosure after an appropriate interval. To do this, they will send a new CRB form to your last recorded address. It is important that you notify UK Athletics of any change of address to facilitate this process.