



# **SPORT WALES**

## **CODE OF ETHICS AND CODE OF CONDUCT FOR COACHES AND OFFICIALS**

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# **SQUASH WALES CODE OF ETHICS AND CODE OF CONDUCT**

ALL REGISTERED LEADERS, TEACHERS, COACHES AND REFEREES MUST READ AND SIGN THIS CODE OF ETHICS AND CODE OF CONDUCT

SQUASH WALES OFFICIALS relate to Leaders, Teachers, Coaches, Referees and Volunteers in the wording of this document.

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## **1 Code of Ethics**

### **1.1 Introduction**

The purpose of this Code of Ethics is to establish and maintain standards for sports coaches and to inform and protect members of the public using their services.

Ethical standards comprise such values as integrity, responsibility, competence and confidentiality. SQUASH WALES OFFICIALS (Leaders, Teachers, Coaches, Referees and Volunteers), in assenting to this Code, accept their responsibility to performers, colleagues, their governing body, and to society.

In pursuit of these principles, SQUASH WALES OFFICIALS subscribe to standards in the following areas:

Issues of Responsibility

Issues of Competence

This Code of Ethics is a framework within which to work. It provides a series of guidelines rather than a set of instructions.

### **1.2 Issues of Responsibility**

SQUASH WALES OFFICIALS deliberately undertake responsibility and are responsible for the observation of the principles embodied in this Code of Ethics. Misconduct – bad timekeeping; unreasonable or unexplained absence; lack of application; wilful damage to property or equipment.

### 1.3 Humanity

SQUASH WALES OFFICIALS must **respect** the rights, dignity, and worth of every human being and their ultimate right to self-determination. Specifically, SQUASH WALES OFFICIALS must treat everyone equally, with in the context of their activity, regardless of sex, ethnic origin, religion, age, sexual persuasion, political persuasion or disability.

### 1.4 Relationships

The good SQUASH WALES OFFICIAL will be concerned primarily with the well-being, health and future of the individual performer and only secondarily with the optimisation of performance.

A key element in relationships is the development of independence. Performers must be encouraged to accept responsibility for their own behaviour and performance in training, competition and in their social life.

SQUASH WALES OFFICIALS are responsible for setting and monitoring boundaries between a working relationship and friendship with their players. This is particularly important when the SQUASH WALES OFFICIAL and player are of the opposite sex and/or when the player is a young person. The SQUASH WALES OFFICIAL must realise that certain situations or friendly action could be misinterpreted, not only by the player, but by outsiders motivated by jealousy, dislike or mistrust and could lead to allegations of sexual misconduct or impropriety.

The relationship between the SQUASH WALES OFFICIAL and player relies heavily on mutual trust and respect. In detail this means that the performer should be made aware of the coaches/referee's qualifications and experience and must be given the opportunity to consent or decline at any time.

### 1.5 Commitment

The SQUASH WALES OFFICIAL should clarify in advance with players and/or employers the number of sessions, fees (if any) and method of payment. They should also explore and agree with players and/or employers the expectations of the outcome of coaching.

The SQUASH WALES OFFICIAL has a responsibility to declare to their player and/or employers, any other current coaching commitments. SQUASH WALES OFFICIALS should also find out if

any prospective client is receiving guidance from another teacher/coach. If so, that teacher/coach should be contacted to discuss the situation.

SQUASH WALES OFFICIALS who become aware of a conflict between their obligation to their players and their obligation to their governing body or other organisation employing them, must make explicit the nature of the conflict, and the loyalties and responsibilities involved, to all parties concerned.

## **1.6 Cooperation**

SQUASH WALES OFFICIALS should communicate and cooperate with other sports and allied professions in the best interests of their players. An example of such contact would be the seeking of educational and career advice/counselling for young players whose training impinges upon the performance of their studies.

SQUASH WALES OFFICIALS should communicate and cooperate with registered medical and ancillary practitioners in the diagnosis, treatment and management of their players' medical and psychological problems.

## **1.7 Advertising**

Advertising by SQUASH WALES OFFICIALS in respect of qualifications and/or services shall be accurate.

SQUASH WALES OFFICIALS shall not display any affiliation with an organisation in a manner that falsely implies sponsorship or accreditation by that organisation.

## **1.8 Integrity**

SQUASH WALES OFFICIALS should refrain from unfair criticism of fellow SQUASH WALES OFFICIALS.

SQUASH WALES OFFICIALS must not encourage players to violate the rules of their sport and should actively seek to discourage such action. Furthermore, SQUASH WALES OFFICIALS should encourage players to obey the spirit of such rules.

SQUASH WALES OFFICIALS must not compromise their players by advocating measures that could be deemed to constitute seeking to gain an unfair advantage. Above all, SQUASH WALES OFFICIALS must never advocate the use of prescribed drugs or other banned performance enhancing substances.

SQUASH WALES OFFICIALS must treat opponents and other officials with due respect in victory and defeat and should encourage their players to act in a similar manner.

SQUASH WALES OFFICIALS should undertake to discourage inappropriate behaviour from their players.

## **1.9 Confidentiality**

SQUASH WALES OFFICIALS inevitably gather a great deal of personal information about players during a working relationship. SQUASH WALES OFFICIALS and players must reach agreement as to what is to be regarded as confidential information. Such information must not be divulged to a third party without the express approval of the player.

## **1.10 Abuse of Privilege**

The SQUASH WALES OFFICIAL is privileged on occasion, to have contact with players and to travel and reside with players while coaching and competitive practice. A SQUASH WALES OFFICIAL must not attempt to exert undue influence over any player in order to obtain personal benefit or reward.

## **1.11 Personal Standards**

The SQUASH WALES OFFICIAL must consistently display high personal standards and project a favourable image of their sport and of coaching/officiating – to players, other coaches, officials, spectators, the media and the general public.

Personal appearance is a matter of individual taste, but the SQUASH WALES OFFICIAL has an obligation to project an image of health, cleanliness and functional efficiency.

SQUASH WALES OFFICIALS should never smoke when coaching/officiating.

SQUASH WALES OFFICIALS should not drink alcohol so soon before coaching/officiating that the smell will still be on their breath when working with players.

## **1.12 Safety**

SQUASH WALES OFFICIALS have a responsibility to ensure the safety of the players with whom they work as far as possible within the limits of their control

All reasonable steps should be taken to establish a safe working environment.

The work done and the way it is done should be in keeping with regular and approved practice within the sport.

The activity being undertaken should be suitable for the age, experience and ability of the players.

The players should have been systematically prepared for the activity being undertaken and made aware of their personal responsibilities in terms of safety.

## **1.13 Issues of Competence**

SQUASH WALES OFFICIALS shall confine themselves to practice in those areas of the sport in which they have been trained/educated and which are recognised to be valid. Valid areas of expertise are those directly concerned with squash coaching/officiating. Training includes the accumulation of knowledge and skills thorough both formal coach/officiating education courses and by experience at a level of competence acceptable for independent coaching/officiating practice.

SQUASH WALES OFFICIALS should be able to recognise and accept when to refer players to other agencies.

SQUASH WALES OFFICIALS should regularly seek ways of increasing their professional development and self-awareness.

SQUASH WALES OFFICIALS should welcome evaluation of their work by colleagues and be able to account to players, employers and Squash Wales for their actions.

SQUASH WALES OFFICIALS have a responsibility to themselves and their players to maintain their own effectiveness, resilience and abilities, and to know when their personal resources

are so depleted as to make it necessary for them to seek help and/or withdraw from coaching, officiating whether temporarily or permanently.

### **1.14 Exit Strategy**

Players will from time to time move to alternative coaches. To ensure that this is as smooth a transition as possible, it is critical that the people involved in the process follow the suggested steps below: -

- For the parent of the player/player to speak with their current coach initially before approaching the new coach
- For the parent of the player/player to speak with the current coach to notify them of their intended departure
- For the coach to undertake an exit interview with the player and/or parent of the player
- For all outstanding monies/fees to be settled
- For both parties to acknowledge that the relationship will change, as the coach is no longer a coach to that player, and player no longer under their remit to coach

This is to maximise the professional relationship remaining after the event.

## **2 Code of Conduct**

### **2.1 Introduction**

This Code of Conduct is intended to provide more specific information and guidance in the implementation of the principles embodied in the Code of Ethics.

SQUASH WALES OFFICIALS shall adhere at all times to standards of personal behaviour which reflect credit on Squash Wales and the whole process, and practice of coaching/officiating.

It is not possible to specify in precise terms all those actions that could be deemed to be prejudicial to the practice of coaching/officiating and the best interests of Squash Wales. The following provide an indication of the types of incident that are likely to be considered as breaches of this section of the Code.



## **2.2 Public Criticism of a SQUASH WALES OFFICIAL**

SQUASH WALES OFFICIALS should refrain from unfair criticism of fellow SQUASH WALES OFFICIALS.

## **2.3 Misrepresentation**

SQUASH WALES OFFICIALS must ensure that they do not in any way misrepresent their qualification, affiliations, or professional competence to any client or prospective client in any publication, broadcast, lecture or seminar.

## **2.4 Commitment**

When SQUASH WALES OFFICIALS enter a commitment with an employer, a team, or an individual player, the nature of that commitment should be specifically agreed.

## **2.5 Confidentiality**

SQUASH WALES OFFICIALS should not divulge confidential information relating to a player, as specified in the Code of Ethics, to any third party unless with the expressed approval of the player concerned.

## **2.6 Criminal Conviction**

Any conviction of a SQUASH WALES OFFICIAL in a court of law can reflect adversely on the profession and Squash Wales. Members **MUST** report any conviction to Squash Wales at the earliest opportunity, whether it was obtained before or after they became a SQUASH WALES OFFICIAL. Please refer to the Personal Disclosure and DBS Checklist Form.

## **2.7 Personal Misconduct**

Personal misconduct may still give rise to disciplinary action by Squash Wales if such conduct is deemed to be a misconduct or gross misconduct, even if such misconduct does not give rise to disciplinary proceedings by an employer or lead to conviction in a court of law.

The following examples of gross misconduct are not exhaustive or exclusive:

- Theft
- Falsification of reports or accounts
- Breach of confidentiality
- Violence

- Misuse of alcohol or drugs
- Uploading inappropriate photographs or abusive or offensive comments to the internet including social networking sites
- Abuse of the Social Networking guidelines

## **2.8 Good practice**

- Be aware of and comply with the SQUASH WALES policy and your responsibilities.
- Avoid spending time alone with young players and vulnerable adults away from others.
- It is not appropriate to have an intimate relationship with a young player or a vulnerable adult.
- Avoid any horseplay/sexually suggestive comments or language.
- Never ridicule a child or vulnerable adult or reduce them to tears.
- Never do things of a personal nature for a child or a vulnerable adult that they can do for themselves.
- Never allow allegations made by a child or a vulnerable adult to go unchallenged unrecorded or not acted upon.

## **2.9 Safeguarding & Protecting Children Issues**

Report in writing to SQUASH WALES' SAFEGUARDING & PROTECTING CHILDREN LEAD OFFICER behaviour which you feel contravenes SQUASH WALES SAFEGUARDING & PROTECTING CHILDREN, such as:

- Verbal bullying by coaches/parents/spectators
- Physical abuse by coaches/parents/spectators
- Cyber Bullying by coaches/parents/spectators
- Inappropriate or aggressive contact by an adult or young person
- Verbal abuse directed at the official by young people or adults

## **2.10 Officiating young players**

When officiating young persons, officials should

- Recognise the importance of enjoyment
- Explain decisions in an appropriate manner
- Be a positive role model – behave in an exemplary manner and provide a role model for excellent behaviour
- Never tolerate verbal abuse - use code of conduct
- Treat all players equally with respect and dignity
- Keep up to date with your knowledge and officiating skills
- Only work within the level of your competence and qualification

- Administer the rules where appropriate as regards to illness and injury

## **2.11 Complaints Procedures**

Any individual or organisation wishing to make a complaint against a SQUASH WALES OFFICIAL within the context of this Code of Ethics and Conduct should in the first instance contact:

Roy Gingell  
Operations Manager  
Squash Wales  
Sport Wales National Centre  
Sophia Gardens  
Cardiff  
CF11 9SW  
Tel: 0300 300 3121

Detailed procedural guidelines will be issued thereafter to all parties concerned in the complaint.

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