



## **Norwich Canoe Club - Code of Conduct Coaches**

Please read in combination with our Club Policies on our website here: <https://norwichcanoecub.co.uk> and the Paddles UK policies and procedures [Our Policies and Procedures | Paddle UK](#)

In the context of this document the term Coaches relates to Qualified and Unqualified Coaches, Paddlesport Instructors, Volunteers and helpers that assist in any way with any of the activities undertaken at Norwich Canoe club.

It is important that all coaches, instructors and volunteers involved with the sport and in particular if you coach children and young people understand their responsibility to safeguard. In addition, those that deploy coaches, volunteers and officials know what standard of behavior is acceptable.

### **Key Principles**

Good coaching practice reflects the following key principles and Coaches hereby subscribe to standards in these areas:

#### **1. Rights**

Coaches must respect and champion the rights of every individual to participate in sport and physical activity.

#### **2. Relationships**

Coaches must develop a relationship with those they coach based on openness, honesty, mutual trust and respect.

#### **3. Personal standards**

Coaches must demonstrate proper personal behavior and conduct at all times.

#### **4. Professional standards**

To maximise the benefits and minimise the risks to participants, Coaches must attain an appropriate level of competence through qualifications, and a commitment to ongoing training to ensure safe and correct practice. Coaches must undertake to advise NCC if their coaching qualifications are out of date and should not coach until renewal is achieved. This should be read in conjunction with the coaching development plan on a page document.

## Coaching Development

Coaches from the age of 17 must all have an enhanced DBS check renewable three yearly via the club.

Coaches must not seek to elicit further business from members of the club or build their own self employed business using club members.

Anyone coaching for Norwich Canoe Club must be an active member of Paddles UK as this provides their Professional Indemnity insurance.

### **To enable you to do this**

Norwich Canoe Club will pay for all volunteer coaching qualifications in recognition and gratitude of their valuable contribution to the club. This does not include those coaches who are self employed as their main work as this would contravene HMRC policies.

- Do treat all individuals with respect at all times.
- Do be discreet in any conversations about Paddlers, Coaches or any other individuals.
- Do communicate with and provide feedback to Paddlers in a way that shows respect and care.
- Do be aware of the physical needs of participants and ensure that training loads and intensities are appropriate.
- Do ensure that physical contact is appropriate and necessary, and is carried out within recommended guidelines (provided by Paddles UK) with the participant's full informed consent and approval.
- Do inform parents/guardians immediately if you are at all concerned about the welfare of a child, unless there are concerns that this would not be in the interests of the child.
- Do know and understand Norwich Canoe Club's Safeguarding Policies and procedures, and follow them at all times.
- Do arrange to transfer a participant to another Coach if it is clear that an inappropriate or intimate relationship is developing.
- Do discuss with parents/guardians and other interested parties the potential impact of the programme on the participant.
- Do respect Paddlers' opinions when making decisions about their participation in their sport.
- Do encourage Paddlers to take responsibility for their own development and actions.
- Do allow Paddlers to discuss and participate in the decision making and planning process.
- Do be aware of and communicate any conflict of interest as soon as it becomes apparent.
- Do operate within the rules of the Club.
- Do educate participants on issues relating to the use of performance-enhancing drugs in sport and cooperate fully with UK Anti-Doping, UK Sport and governing body policies.
- Do maintain the same level of interest and support when a participant is sick or injured.
- Do display high standards in use of language, manner, punctuality, preparation and

- presentation. Encourage participants to display the same qualities.
- Do display control, respect, dignity and professionalism to all involved in paddlesport and encourage participants to act in a similar manner.
  - Do display positive safety culture reporting accidents, incidents and near misses on the NCC or Paddles UK incident reporting system.
  - Do encourage participation in recruitment of members wherever possible.
  - Do work in an open and transparent way that encourages other Coaches to contribute to or learn from your knowledge and experience.
  - Do promote good coaching practice in others and challenge any poor practice you observe.
  - Do treat others as you would wish to be treated.

**Do Not:**

- Do not discriminate on the grounds of gender, marital status, race, colour, disability, sexual identity, age, occupation, religious beliefs or political opinion.
- Do not allow any form of discrimination to go unchallenged.
- Do not publicly criticise or engage in demeaning descriptions of others.
- Do not engage in any form of sexually related contact or activity with any Paddler for whom you have responsibility. This extends to sexual innuendo, flirting or inappropriate gestures and terms. Coaches are in a position of power and trust in relation to participants. By entering into an intimate/sexual relationship with a Paddler, a Coach may be deemed guilty of abusing this position and, in relation to children and young people, this may be unlawful.
- Do not engage in any behaviour which is – or could be perceived to be – bullying of any nature.
- Do not smoke, drink alcohol or use recreational drugs before or while coaching. This gives a negative image and could compromise safety.
- Do not assume responsibility for any role for which you are not qualified or prepared.
- Do not misrepresent your level of qualification.
- Do not litter or pollute waterways.
- Do not divulge information relating to participants unless it is to a person(s) who can be deemed to have a “Right to Know” including where appropriate for the evaluation of the participant for competitive selection purposes or in the pursuit of disciplinary action.

Policy Review Date	June 2024
Policy Owner	Chair
Policy Reviewed by	NCC Operational Committee and NCC Club Coaches
Policy circulation and ratification	Norwich Canoe Club Operational Committee
Policy Ratification date	June 2024 Committee meeting
Next policy review date	June 2025 or before if material changes via Paddles UK or Norwich Canoe Club changes to policy.

