



CODE OF CONDUCT

For Sports Coaches, Assistants, Volunteers
and Directors

Date: November 2020
Review Date: November 2021



MTF Coaching academy is committed to offering sport and activities to all, at the Highest Quality and Standards possible.

The Policies and Procedures contained within this document are written for a Reason and must be adhered to at ALL times. Many of the practices highlighted may, at times seem trivial, but should they not be followed could lead to poor standards. Remember Best Practice protects children, young people and also protects you.

This document has attempted to address as many of the major issues faced as possible. This does not militate against minor issues that occasionally occur. In these instances MTF Coaching Academy expects

the individual to use their professional judgement to rectify and overcome any of the potential problems that are not directly covered.

For the purpose of this document it is expected that the individual will have at least; one sports qualification or be working towards obtaining a qualification, attended a Child Protection Workshop, Attended a First Aid course, and be a holder of an Enhanced Criminal Record Bureau (CRB) disclosure. MTF Coaching Academy will support, where possible and of benefit to the business, the individual to attend all relevant training courses.

This document and all of the information contained therewith forms part of an employees' Contract of Employment. Failure to comply with the laid down procedures may lead to breach of contract, disciplinary proceedings and ultimately termination of employment.

All information contained within this document is designed to promote best practice for the individuals' delivery of activity and ultimately ensure that the children that are participating remain safe at all times.

Once this document has been read the statement on the following page must be signed and returned to the MTF Coaching Academy business manager.



Code of Conduct

While working with MTF Coaching Academy the following rules must be followed and adhered to at all times, failure to do so could lead to disciplinary action and could leave you in breach of your contract of employment which could ultimately lead to termination.

1.1 Any coaches delivering MTF Coaching Academy sessions no matter what status must;

- Be punctual in arriving at least 15 minutes before the session starts.
- Be well presented in appearance, wearing uniform where appropriate.
- Be well prepared for the activity/session you are involved in and have appropriate well maintained equipment.
- On completion of an activity or session ensure the area used is left tidy and all participants have dispersed or been collected before leaving.

- Conduct yourself appropriately and in a professional manner when working on behalf of MTF Coaching Academy in line with the code of conduct setting the best possible example for the young people that you will work with.
- Comply with MTF Coaching Academy of No Smoking in/around activities or sessions or with/around participants involved in the activities or sessions that MTF Coaching Academy deliver and comply with The Smoke-Free (Premises and Enforcement) regulations 2006
- Only eat during activities or sessions at MTF Coaching Academy if during a specified lunch/break period or as a necessity (i.e. a diabetic need). Any food consumed at the above points should try to encompass the healthy lifestyles we aim to promote as an organisation
- Not be under the influence of alcohol or any drug related substance when delivering activities or sessions for MTF Coaching Academy.
- Have mobile phones switched on silent/vibrate.
- Report to the line manager any absence before 7.30am on the day of absence by telephone conversation.
- Report any lateness to the line manager ASAP by telephone conversation, which includes the start of the day and travelling throughout the day in between sessions.
- Have read, understood and signed your copy of the MTF Coaching Academy Code of Conduct
- Follow all rules and best practice contained within the MTF Coaching Academy Code of Conduct

1.2 All MTF Coaching Academy qualified/lead coaching staff in addition to 1.1 must;

- Conduct and lead activities/sessions as detailed on the schedule and by MTF Coaching Academy Co-ordinator
- Have a full enhanced DBS disclosure which if contains any convictions, cautions, reprimands and final warnings, Pertemps MTF Coaching Academy management and PPDG HR must feel the individual is appropriate to work with children, young people and vulnerable adults
- Complete new full enhanced DBS disclosure every year, any new offences highlighted on updated DBS could affect your terms and conditions of employment
- Have at minimum a Level 2 governing body award a wealth of experience as a level 1 coach or recognised qualification to the same level within the sports and leisure industry to lead a session and Level 1 governing award or working towards assisting a session.
- Have attended a Child Protection course and hold a valid certificate of proof.
- Have completed a First Aid qualification and hold a valid certificate of proof.

- Ensure MTF Coaching Academy retains a copy of all valid certificates for their records and a copy is placed in your portfolio.
- Wear full MTF Coaching Academy uniform at all times when delivering activities or sessions for MTF Coaching Academy (for full uniform see --)
- Produce or work to session plans for every activity and session you lead, to ensure the session is well organised. These should be available to view upon quality spot check visits by MTF management
- Conduct all activities and sessions in a safe manner free from hazards and potential dangers and ensure a daily risk assessment has been completed before the session commences.
- Complete an annual risk assessment as required for every delivery venue.
- Have a Full First Aid kit and accident book at all activities and sessions. If a First Aid kit is not available know the First Aider on site and where the First Aid station is at the venue you are running your sessions.
- Organise and take all relevant equipment needed to deliver an appropriate structured session as detailed on the schedule.
- Take responsibility for keeping equipment safe, clean and returned back to place of origin – any damages or losses to be reported to MTF management to be replaced.
- Act as role models and be mentors to trainees, coaches in training, VSO placements or work experience candidates working on behalf of MTF Coaching Academy.

1.3 All MTF Coaching Academy trainee staff in addition to 1.1 must;

- Support the lead coach during activities/sessions as detailed on the schedule.
- Have applied for a full enhanced DBS disclosure with MTF Coaching Academy.
- Be aware any positions held are subject to the results of the DBS disclosure check -any convictions, cautions, reprimands and final warnings, MTF Coaching Academy must feel the individual is appropriate to work with children, young people and vulnerable adults.
- Be working towards Level 1 or 2 governing body award or recognised qualification to the same level within the sports and leisure industry.
- Have attended or will be attending a Child Protection course and hold a valid certificate of proof.
- Have completed or will be completing a 1st Aid qualification and hold a valid certificate of proof.
- Ensure MTF Coaching Academy retain a copy of all valid certificates for their records and a copy is placed in your portfolio
- Have your photo ID badge on display at all times when delivering a MTF Coaching Academy activity or session.

- Wear full MTF Coaching Academy uniform at all times when delivering activities or sessions for MTF Coaching Academy.
- Take notes and produce sessions plans from activities and sessions observed to support future development.

1.4 All MTF Coaching Academy coaches in training staff in addition to 1.1 must;

- Attend training course as detailed by course programme and course coordinator
- On attending work experience placements adhere to trainee staff section (1.3) within the code of conduct and all relevant sections. If on placement outside of MTF Coaching Academy placement provider code of conduct/policies should also be adhered to.
- Conduct yourself appropriately and in a professional manner when attending training and development courses within your overall programme.
- Wear uniform where appropriate, where not, be dressed suitable – NO JEANS, HATS, HOODS to be worn while on the training programme

1.5 All MTF Coaching Academy work experience placements in addition to 1.1 must;

- Support the lead coach during activities/sessions as detailed on the schedule and by MTF coach.
- Actively seek to be involved in delivery of the session to some capacity.
- Attend an interview/induction prior to placement.
- Ensure the programme is confirmed in writing by both parties including start and finish times prior to placement.
- Transport is confirmed prior to placement. If the candidate is aged under 16 and requires support via MTF Coaching Academy Staff to either get to/from or in between places parental consent must be obtained prior to placement
- Provide the placement co-ordinator with contact name and telephone number of referring organisation/school to ensure MTF Coaching Academy placement co-ordinator (Head coach) can liaise in case of any problems and to report absence
- Be dressed suitable for sports delivery – NO JEANS, HATS, HOODS to be worn while out on activity/session.

1.6 Out of hours working policy and procedures:

- All coaches to have completed a mobile worker risk assessment (updated yearly)

- To be able to recognise on the MTF schedule whom is the lead coach and what they are responsible for. (Lead coach is first name on the schedule at that session, where there is more than one coach required)
- Lead coach responsible for the following aspects:
 - A register is taken and completed for that session
 - A risk assessment is carried out and completed in full for that session
 - Any consent forms (media or other) are completed in full for each participant involved in the session
 - Any feedback / evaluations forms are completed as part of contractual requirements if applicable for that session
 - Any health and safety concerns have been highlighted and communicated to the duty line manager either before the session takes place or at the earliest opportunity of when one might occur during the session

- Weekend work – all coaches are expected and must text / call on arrival to the destination and prior to the session starting and then again on safe arrival home / others after the session has finished.
- Evening work – all coaches are expected and must text / call in after any session that falls out of office hours to the duty line manager to report in the numbers, session went well? and they have returned home / other safely.
- In situations where numbers are low / participants leave early. Coaches are reminded that this needs to be communicated to the duty line manager, but must adhere to the agreements made with the customer and contracted hours aligned to staff.
- Staff are scheduled to the hours of that session and hours are aligned accordingly so all staff must be present for the duration of the session as listed upon the schedule.
- Any staff member caught leaving sessions early or arriving late without informing line management, incidents will be classed as a disciplinary matter as is regarded as a failure to follow company procedure and management will take the necessary action.

1.7 Whilst working for MTF Coaching Academy, you must:

- Set an example to participants...be a positive Role Model!
- Asses any potential risk to participants, and monitor risk levels throughout activities re-assessing as the activities change.
- Challenge abuse \ intimidation of young people
- Challenge racist \ sexist behaviour.
- Remain focused on the delivery of the current activity and avoid distractions.

- Record all incidents where participants have been injured or had a "near miss".
- Be punctual; arriving at least 15 minutes earlier than the session start.

1.8 Whilst working for MTF Coaching Academy you must not;

- Join in any activity which may endanger participants.
- Indulge in any inappropriate physical or verbal contact.
- Compromise your position by being drawn into inappropriate behaviour e.g. arguments, crushes or tantrums.
- Exaggerate or trivialise any information given to you in regards to participants e.g. abuse, injury or their whereabouts.
- Favour one participant over another or exclude any participant(s)
- Comment or gesture inappropriately on, or to a participant.
- Jump to conclusions without first receiving the correct amount of information.
- Put yourself and participants at risk by spending time alone, unsupervised or away from the rest of the group e.g. separate rooms or alone in a vehicle together.
- Look after participants' personal belongings.

1.9 MTF Coaching Academy Cash Activities

Any cash collected during MTF Coaching Academy activities should be handed into the MTF Coaching Academy Treasurer/Lead Coach as soon as is possible with a signed copy of the register of the activity the money relates to. All money should be accrued and accounted for, any discrepancies should be clearly stated on the register with rationale as to why.