



Athletics New Zealand

Ethical Conduct for Coaches

April 2014

Application of this Policy Document

This policy document applies to all Athletics New Zealand Coaches. This Policy applies to the conduct of Coaches and Volunteers at any Athletics New Zealand activities, programs, events and competitions.

This policy was approved by Athletics New Zealand on April 1, 2014. It will be reviewed on an annual basis and may be amended, deleted or replaced.

Athletics NZ Registered Athletics Coach Declarations

1. Interested parties should read the declarations.
2. If interested parties are unable to complete the Declaration, they should contact the Coach Development Manager at Athletics New Zealand, coach@athletics.org.nz

Coaches Child Protection Declaration

Children have a fundamental right to be safe from any form of abuse while involved in sport or associated activities. This is a legal requirement as well as a moral obligation. Child protection requires a commitment from all levels in sport to ensure sporting environments are safe for all children. This includes an awareness of the requirements and risks, a commitment to practices that minimize the risks, and the ability to appropriately respond to incidents of child abuse.

You can visit the Te Kete Ipurangi (TKI) website for more information regarding the New Zealand government's policies on Education Outside The Classroom (EOTC). Te Kete Ipurangi is New Zealand's bilingual education online portal for the Ministry of Education.

<http://eotc.tki.org.nz/EOTC-home>

Registered Athletics Coaches are advised to consult further with the specific requirements for working with Children that are of relevance to the Schools they are engaging with.

ACKNOWLEDGEMENT

I have read the information relating to Child Protection and acknowledge that I will abide by the Child Protection requirements for Athletics Coaches as they to the communities I am engaging with.

Sign:

Print Name:

Date:

Coaches Code of Conduct Declaration

Expected Standard of Ethical Conduct

The Code of Conduct for the Registered Athletics Coach is adopted from the International Association of Athletics Federations (IAAF) Code of Ethics for Coaches. The basic principle is that ethical considerations leading to fair play are integral and mandatory elements of coaching Athletics. These ethical considerations apply to all levels of ability and commitment, including recreational and competitive involvement in Athletics. A Coach is required to be a positive role model for athletes so they learn fair play and sportsperson-like behaviours. The role of the coach is therefore an ambassador, educator and guardian of the ethical values of fair play within the sport of Athletics. The coach's primary role is to facilitate the process of individual development through achievement of athletic potential. This role accepts the athletes' long term interests as of greater importance than short term athletic considerations. To fulfil this role an Athletics New Zealand Registered Coach must behave in an ethical manner, specifically in relation to the following points:

1. Coaches must respect the basic human rights, that is the equal rights, of each athlete with no discrimination on the grounds of gender, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, birth or other status.
2. Coaches must respect the dignity and recognise the contribution of each individual. Coaches must not act in any way that is defamatory, insulting or abusive to others. This includes respecting the rights of an individual for freedom from verbal, physical or sexual harassment and advances.
3. Coaches must avoid any form of sexual relationship with athletes that could develop as a result of their coach-athlete relationship.
4. Coaches must ensure that practical environments are safe and appropriate. This appropriateness must take into consideration the age, maturity and skill level of the athlete. This is particularly important in the case of younger or less experienced athletes.
5. Coaches will always consider the physical and emotional well-being of an athlete and place these needs ahead of any other concerns, such as competition or training. Coaches will discourage athletes from competing or training if there is likelihood that such competition or training could be detrimental to the athlete's physical or emotional well-being.
6. Coaches will, wherever practical, avoid unaccompanied and unobserved one-on-one activity, when in a supervisory capacity or where a power imbalance will exist, with people under the age of 18 years.
7. Coaches must acknowledge and respect the IAAF and Athletics NZ Rules of Competition. This respect should extend to the spirit as well as to the letter of the rules, in both training and competition, to ensure fairness of competitive opportunity between all athletes.
8. Coaches must exhibit an active respect for officials, by accepting the role of the officials in providing judgment to ensure that competitions are conducted fairly and according to the established rules.
9. Coaches have a responsibility to influence the performance and conduct of the athletes they coach, while at the same time encouraging the independence and self-determination of

each athlete by their acceptance of responsibility for their own decisions, conduct and performance.

10. Coaches must assert a positive and active leadership role to prevent any use of prohibited drugs or other disallowed performance enhancing substances or practices. This includes education of the athletes of the harmful effects of prohibited substances and practices.
11. The coach must acknowledge that all coaches have an equal right to desire the success of the athletes they coach - competing within the rules. Observations, recommendations and criticism should be directed to the appropriate person outside the view or hearing of the public domain.
12. The coach must acknowledge and recognise that all athletes have a right to pursue their athletic potential. A coach will recognise that a previous coach-athlete relationship may exist and that prior to taking on an athlete, all reasonable efforts have been made to ensure any previous relationship has ended in a 'professional manner'. Coaches will always recognise the athletes' right to consult with other coaches and advisers.
13. Coaches will hold the National Coaching Qualification. Coaches will respect that coaching accreditation is an ongoing commitment, achieved through the upgrading of their knowledge by further participation in accredited programs, or workshops, as well as through practical coaching experience. Coaches also have a responsibility to share the knowledge and practical experience they gain.
14. Coaches must at all times, be honest and never allow their qualifications or experience to be misrepresented.
15. Coaches must respect the image of the coach and continuously maintain the highest standards of personal conduct, reflected in both the manner of appearance and behaviour. Coaches must never smoke while coaching or in the presence of athletes, nor consume alcoholic beverages so soon before coaching that it affects their competence or that the smell of alcohol is on their breath.
16. Coaches should cooperate with all individuals and agencies that could play a role in the development of the athletes they coach, including working with other coaches and where appropriate, sports science and sports medicine professionals.
17. Coaches must not act in any way that brings the sport of athletics, Athletics New Zealand in its role as the National Federation, the IAAF or any other member organisation into disrepute.

Coaches will:

1. Conduct all events according to the rules of Athletics New Zealand with the integrity of the sport and each athlete's performance in mind;
2. Work in a spirit of cooperation with other Coaches, Officials and parents, assisting less experienced colleagues, and refraining from public criticism of other Coaches.

Disciplinary Measures

Types of Infractions

Failure by a Coach or Volunteer to achieve the expected standard set out above may result in an infraction and the imposition of disciplinary measures. Infractions are divided into two types: 'Minor Infractions' and 'Major Infractions', which are dealt with using different procedures.

- a) **Minor infractions** are single incidents of breaching the expected standards of conduct that generally do not result in physical harm to others. Examples of minor infractions include, but are not limited to:
 1. Single instances of disrespectful comments or behaviour directed towards others;
 2. Single instances of unsportsmanlike conduct;
 3. Single instances of non-compliance with the policies and rules of Athletics New Zealand.

All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the persons involved: this person may include, but not restricted to Athletics NZ staff member, NOC Member, Technical Delegate, Race Director and Regional Coaches Coordinator, Teacher in charge of Athletics, a Schools Board of Trustees.

- b) **Major infractions** are instances of misconduct that result, or have the potential to result, in harm to other persons, to Athletics New Zealand or to the sport of athletics. Examples of major infractions include, but are not limited to:
 1. Repeated minor infractions;
 2. Activities or behaviour that interfere with a competition or with any athlete's preparation for a competition;
 3. Pranks, jokes or other activities that endanger the safety of others;
 4. Deliberate disregard for the bylaws, policies, rules and regulations of Athletics New Zealand;
 5. Conduct that intentionally damages the image, credibility or reputation of Athletics New Zealand, including entering into a conflict of interest (see Endnote 1);
 6. Behaviour that constitutes harassment, sexual harassment or sexual misconduct;
 7. Abusive use of alcohol, use of illicit drugs and narcotics.

Major infractions will be reviewed and decided using the disciplinary procedures set out in this policy.

Major infractions that occur within competition may be dealt with immediately by the appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter using the disciplinary procedures set out in this policy.

Reporting an Infraction

Any individual may report, to a staff member of Athletics New Zealand, a complaint of an alleged infraction. Such complaint must be in writing and must be made within 14 days of the alleged infraction.

Upon receiving a complaint, the staff member will provide it immediately to the CEO, or their nominee.

An Athletics NZ representative will approach all parties involved confirming the details of the alleged infraction, and prepare a report for review by ANZ CEO, or nominee.

The Athletics NZ representative and CEO, or nominee, will decide if a minor, major or no infraction has occurred.

If the infraction is minor it will be dealt with by the appropriate person having authority over the persons involved.

If the infraction is perceived as a major infraction it will be passed on to the Discipline Committee for action.

Athletics New Zealand may determine that an alleged infraction is of such seriousness as to warrant immediate suspension of the person involved pending investigation, a hearing and a disciplinary decision.

Disciplinary Procedures

The Discipline Committee is an Athletics New Zealand tribunal composed of three persons, who are appointed by the Athletics New Zealand CEO, or their nominee, to deal with the complaint. The Discipline Committee has an overall responsibility to ensure procedural fairness is respected at all times during the disciplinary process, and to carry out this process in a timely manner.

Depending on the circumstances of the complaint, the Discipline Committee may authorize an investigation into the alleged infraction.

The Discipline Committee will determine the format of the disciplinary process, which may involve a hearing in person, by telephone/online, based on written submissions or a combination of these methods.

The Members allegedly involved will be given reasonable notice of the format as well as day, time and place of the hearing.

After hearing the matter, the Discipline Committee will reach a decision as to whether an Infraction has occurred and if it has, what the sanction should be. The Discipline Committee will issue a written decision, including reasons, for distribution to the Member, the complainant and the CEO, or their nominee.

Where the conduct being reviewed by this policy is of a sensitive nature, the Discipline Committee and Athletics New Zealand will keep all proceedings under the policy confidential.

In fulfilling its duties, and with the approval of Athletics New Zealand CEO, or their nominee, the Discipline Committee may obtain independent advice.

Disciplinary Sanctions

The following are examples of, and not limited to, disciplinary sanctions that may be applied where it is found that a major Infraction has occurred:

- verbal or written reprimand;
- require a verbal or written apology;
- service or other voluntary contribution to the Athletics New Zealand community;
- removal of certain privileges;
- suspension or exclusion of Athletics New Zealand Membership
- removal of Athletics New Zealand, IAAF, IAAF Oceania Regional Development Centre or Sport New Zealand support, resources and funding;

- suspension from certain activities, programs, events or competitions, which may include suspension from the current or from future activities, programs, events or competitions;
- publication of the disciplinary sanction;

It is understood that the above are representative penalties only, which they may be modified to fit the circumstances of the infraction, and that they are presented generally in order of severity.

Appeals

Appeals of decisions rendered under this policy will be dealt with using the Athletics New Zealand Operations Policies and Procedures manual, November 2013.

I have read the **Athletics New Zealand Ethical Conduct for Coaches Policy** document and agree to abide by the conditions within.

Sign:

Print Name:

Date:

End Note 1.

For the purposes of this policy, conflict of interest is defined as ‘a situation where a Member, or the entity with which he or she is affiliated, has a real or perceived competing interest with Athletics New Zealand’s activities. This competing interest may result in the Member, or the entity with which the Member is affiliated, being in a position to benefit from the situation or in Athletics New Zealand not being able to achieve a result which would be in the best interest of Athletics New Zealand’.

Athletics NZ Coaches Membership Declaration

To be agreed to by all people joining Athletics New Zealand as a Coach.

I, being the applicant agree to the following:

1. **Accuracy:** The details I have provided are true and correct. If any details change I agree to notify Athletics NZ of the changes as soon as possible after they occur. If any details provided are not correct (or are misleading) I acknowledge this application for membership may be declined (or if already accepted, terminated) at the discretion of Athletics NZ.
2. **Rules:** I agree to be bound by the Athletics NZ Constitution and any other rules, regulations, guidelines, codes of conduct, or reasonable directions of Athletics NZ including the Athletics NZ Anti-Doping Regulations and by the IAAF Anti-Doping Rules and Regulations.
3. **Acceptance of Risk:** I accept and assume the inherent risk of danger and injury in being involved in Athletics.
4. **No Liability:** I will not hold Athletics NZ (or their officers, employees, or agents) responsible for any claims, losses or expenses which may arise from or in connection with my membership or my participation in any activity authorised or recognised by Athletics NZ or held at a location controlled by Athletics NZ (except in the case of gross negligence).
5. **Indemnity:** I indemnify Athletics NZ from all claims, losses and expenses suffered or incurred as a result of my failure to observe the Athletics NZ Constitution or any other rules, regulations, guidelines, or reasonable directions of Athletics NZ.
6. **Medical Declaration:** I am medically and physically fit. I do not suffer from any injury, illness, or condition (physical or mental) that would affect my ability to safely participate in coaching Athletics and other related activities with Athletics NZ.
7. **Privacy:** I agree that Athletics NZ can collect, hold, use, and disclose any personal information (including any photos of me) obtained through this form or as a result of my membership for the following purposes:
 - a. processing my application for membership and providing services to me;
 - b. use of my name and date of birth by club and centre registrars to check and confirm my identity when checking for previous memberships and managing duplicate records;
 - c. compiling and maintaining a database of members of Athletics NZ;
 - d. including my name and contact details on contact lists for use by Athletics NZ staff and officials;
 - e. requesting me to renew if my membership lapses;
 - f. Publishing photos of me and details about my involvement in any Athletics events, competitions, or activities in Athletics NZ publications (such as websites and newsletters);
 - g. selecting and publicly naming Coaching staff for teams that represent Athletics NZ;
 - h. providing me with information about Athletics NZ;
 - i. enabling Athletics NZ to contact me with information about the products and services of supporters, sponsors, funders and other organisations with a relationship with Athletics NZ (unless I opt out of receiving such information);
 - j. enabling Athletics NZ to comply with any applicable statutes, regulations, bylaws and other regulatory instruments;

- k. retaining the information provided on this form if my membership lapses (as an inactive member) for a maximum period of three years for the above purposes; and
 - l. any other purpose I agree to with Athletics NZ.
8. **Access & Correction:** I understand that I have the right to access (and correct) any personal information held by Athletics NZ as provided for in the Privacy Act.
9. **Continued Membership:** I understand that upon payment of my membership fee(s), if this application is accepted by Athletics NZ, I will become a member of Athletics NZ, and continue to be a member until either: my membership expires, I resign, I fail to pay any fees due, or my membership is terminated by Athletics NZ.
10. **Interpretation:** Every reference to "I" and "my" in this document includes the applicant and the parent/guardian of the applicant (if applicable). Every reference to "Athletics NZ" means Athletics New Zealand Incorporated.

Sign:

Print Name:

Date: