

# **Derby Athletic Club - Coaches Pack**

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# Derby Athletic Club

## Code of Conduct for Coaches

### As a responsible athletics Coach you will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete above the development of performance
- Be appropriately qualified including obtaining CRB clearance, update your licence and education as and when required by UKA and adhere to the terms of the coaching licence
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
- At the outset clarify with athletes (and where appropriate, with parents or carers) exactly what is expected of them and what athletes are entitled to expect from you
- Never try to recruit, either overtly or covertly, athletes who are already receiving coaching. If approached by an athlete receiving coaching refer immediately to the coach currently providing coaching support.
- Try to observe a recommended maximum ratio of 1 coach to 12 athletes at a training session or work in partnership with another coach/coaching assistant.
- Cooperate fully with others involved in the sport such as technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Encourage and guide athletes to accept responsibility for their own performance and behaviour
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or vulnerable adults
- Do not exert undue influence to obtain personal benefit or reward
  
- A coach **MUST** strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- In particular, you **MUST NOT** allow an intimate personal relationship to develop between yourself and any athlete aged under **18 years**. Any violation of this could result in a coach licence being withdrawn. It may also be a criminal offence to conduct a relationship with an athlete aged under 16 years. It may also be a violation of your coaching licence to form an intimate personal relationship with a vulnerable adult coached by you.
- It is **strongly recommended** that you do not allow intimate relationships to develop between yourself and athletes coached by you aged over 18 years.

### As a responsible coach, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others

- Be aware that your attitude and behaviour directly affects the behaviour of athletes under your supervision
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity

**In addition, coaches should follow these guidelines on best coaching practice, in particular with young athletes or with vulnerable adults**

- Avoid critical language or actions, such as sarcasm which could undermine an athlete's self esteem.
- Avoid spending time alone with young athletes unless clearly in the view of others to protect both yourself and the young athlete. In special circumstances, for example when coaching elite young athletes, one to one coaching sessions may form part of the required training schedule. In this circumstance, parental/guardian consent must be sought and obtained prior to sessions taking place. The coach must inform the parent/guardian of the venue for training and an emergency contact number should be provided by both the coach and parent/guardian.
- Avoid taking young athletes alone in your car
- Never invite a young athlete alone into your home
- Never share a bedroom with a child
- Always explain why and ask for consent before touching an athlete
- Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue
- Work in same-sex pairs if supervising changing areas
- Respect the right of young athletes to an independent life outside of athletics
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and club Welfare officer as soon as possible.
- Report any suspected misconduct by other coaches or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

Dated 16/3/2015

# INSURANCE COVER FOR COACHES & LEADERS (Level 2 or above)

## Who is Insured?

A Coach or Leader who holds a current UKA pass and licence in the discipline being coached is automatically provided with public liability insurance cover which applies while you are involved in “athletics activities”.

This not only relates to training, club / region administrative meetings but also when undertaking coaching for other non UKA affiliated bodies. It covers unqualified people so long as they are under the direct control of a qualified licensed Coach or Leader and are merely carrying out instructions given to them by that Coach or Leader.

Whether a coach is paid or unpaid is not relevant, the cover applies providing the Coach or Leader is acting within the terms of a current pass and licence.

This information sheet tells you what insurance cover is provided and what to do if you ever need to make a claim. *Any additional cover required will be your own responsibility.*

## PUBLIC LIABILITY INSURANCE

**Covering** This policy relates to legal liability of Coaches and Leaders, in respect of those activities mentioned above.

**Public Liability:** Legal liability in respect of third party bodily injury and third party property damage occurring during the period of insurance and arising in connection with the activities.

### Geographical

#### Limits

The policy covers activities anywhere in the world, provided that claims are brought in Great Britain, Northern Ireland, the Isle of Man or the Channel Islands

#### Limit of

#### Liability

Public Liability: GBP50,000,000 any one occurrence

**Excess** GBP 250 each and every claim for third party property damage

**Examples** The following are examples of where cover would apply, subject to legal liability being proven:

- Bodily injury caused by your negligence to a third party (including athletes, club members etc)
- Injury caused as a result of incidental first aid administered.

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- Accidental damage caused by your negligence to material property belonging to a third party, for instance damage caused to fences on land being used for a cross country race.

### General Points

#### to Note

- This is a legal liability policy and it is the injured party's responsibility to prove negligence for injury or damage.

▪ This is not a personal accident policy (if an athlete trips over their own shoelaces and breaks an arm, there is no automatic compensation)

- There is no age limit applied to the cover.
- Injury arising from medical or physiotherapy treatment is not covered by this policy and should be insured by the practitioners' own insurance.

- If injury or damage is caused by a deliberate act or omission there is no cover.
- Damage to or loss of a Coach or Leader's own personal property is not covered by this policy but may be covered by travel insurance.
- The policy does not provide cover for any loss or damage incurred through the use of a motor vehicle whilst subject to the Road Traffic Acts and therefore a matter for a claim against the relevant motor vehicle insurance policy.

**How to make a claim**

- Report all incidents of injury or property damage to third parties as soon as possible regardless of whether a claim is likely.
- Do not negotiate, deny or admit any claim. **Never** admit liability or make an offer of payment to third parties.
- Forward any third party correspondence or solicitor's letters or legal documents immediately upon receipt.
- All incidents/claims should be reported to:

**Contact:** Insurance Department

**Tel:** 0121 713 8400

**Email:** insurance@uka.org.uk

- When making a claim it is your duty to disclose all material facts to Insurers. Failure to disclose all material facts could prejudice your claim.

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**TRAVEL INSURANCE - COACHES**

**Insured Persons**

Coaches on representative duty of UKA, England Athletics, Scottish Athletics, Athletics Northern Ireland or Welsh Athletics (NB club competitions are not included)

**Operative Time**

Whilst present at, competing in and travelling to and from major athletics meetings and training camps worldwide.

**Benefits (per person)**

- Medical Expenses  
Unlimited
- Personal Belongings/Baggage (including sports equipment) £10,000
- Electronic Business Equipment £2,000
- Other Business equipment £1,500
- Money £5,000
- Credit, Debit or Charge Card misuse £5,000
- Passport Indemnity (loss of passport, Tickets, Visa or Driving Licence) £2,000
- Cancellation, Curtailment, Rearrangement and Replacement Expenses  
£250,000
- Travel Delay: After 4 hours – up to £200.  
£50 per hour thereafter up to £2,000 maximum  
any one journey
- Personal Liability any one event  
£5,000,000
- Kidnap, Ransom and Extortion  
£250,000

- Personal Security Specialist Expenses

£10,000

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**Excess Personal Belongings:** Where the value of any one article, pair or set exceeds GBP2,000, the policyholder shall be liable for 25% of such excess amount.

**Money:** Where the amount of cash exceeds GBP2,000, the policyholder shall be liable for 25% of such excess amount.

**How to make a claim**

- Call GlobeCover Assistance immediately, who will advise on how to handle the incident – 24 hour Helpline +44 (0)1273 401950
- All incidents of theft or disappearance of property must be reported to the local police. Make a note of the circumstances at the time, and list all items that are missing, this will help you when you fill in the claim form.
- All incidents/claims should be reported to:

**Contact:** Insurance Department

**Tel:** 0121 713 8400

**Email:** insurance@uka.org.uk

- When making a claim it is your duty to disclose all material facts to Insurers. Failure to disclose all material facts could prejudice your claim.

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**Travel**

**Assistance/Helpline**

**Emergency Assistance whilst travelling**

GlobeCover Assistance must be informed immediately or as soon as reasonably possible of any emergency that may potentially give rise to a claim.

The Insured Person must not make or attempt to make arrangements without the involvement and/or agreement of GlobeCover Assistance.

GlobeCover Assistance can be contacted by telephoning the International Dialling Code followed by:

**Tel. +44 (0)1273 401950**

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**Travel Assistance – before you travel**

For Travel Assistance before you travel, you may log on to the following website for pre-travel information about the country you intend to visit, including business and social customs, political situations, medical and health advice, visa and entry permit requirements, currency, time zones and driving restrictions:

**[www.aig.co.uk/globecover](http://www.aig.co.uk/globecover)**

To register and log on, enter your email address and the following Policy Number: **0015900949**

