



Pembrokeshire Weightlifting

Code of Conduct for Employees, Members and Volunteers

Approved: April 2017
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1. Introduction

This document is Pembrokeshire Weightlifting (PWL) code of conduct, which offers guidance on good practice for everyone involved in the sport of weightlifting, whether they be PWL staff, individual members, coaches, officials or volunteers.

Pembrokeshire Weightlifting expects all employees to comply with rules and regulations and to conform to PWL code of conduct at all times. If these rules are disregarded or the employee behaves wrongly in some other way Pembrokeshire Weightlifting may discipline employees. Disciplinary action can consist of formal verbal warning, written warning, a final written warning, and dismissal or, in the case of gross misconduct, summary dismissal.

The code of conduct is divided into four sections:

- **Rights:** which outlines the basic rights of individuals to take part in the sport of weightlifting.
- **Relationships:** which offers guidance on personal relationships in sport, in particular those between coaches, or others in positions of influence and lifters
- **Personal Standards:** which outlines the standards of personal conduct and behaviour expected within the sport at all levels
- **Professional Standards:** which details the commitment to best practice and ongoing professional development expected of officials, coaches, volunteers and all others in positions of authority within Weightlifting Wales.

2. Rights

It is essential that all people involved in weightlifting recognise and ensure that everyone has an equal right to participate in the sport.

Issues

Pembrokeshire Weightlifting members, staff, coaches, officials and volunteers should:

- Make every effort to make weightlifting a sport where everyone is treated as an individual and which is open and available equally to all members of society.
- Make every effort to ensure that weightlifting in all its forms offers the individual the opportunity to participate without fear or harassment. Where a participant experiences fear, harassment or bullying, the individual has a right to make a complaint and for that complaint to be heard and acted upon in accordance with the relevant policy
- Respect the right of individuals to consult with other coaches and experts.
- Encourage everyone to have a balanced lifestyle, therefore protecting their welfare both outside and within the sport.

Actions

Pembrokeshire Weightlifting members, staff, coaches, officials and volunteers should:

- Ensure that all individuals in weightlifting are, at all times, treated with respect.
- Not discriminate against an individual for any reason, whether it is race, colour, gender, marital status, sexuality, age, disability, occupation, religion or political persuasion.
- Challenge discrimination in whatever forms it takes.
- Always behave with discretion when discussing individuals, athletes or coaches and avoid engaging in descriptions or publicly criticising them in a way which they may find demeaning.
- Communicate with each other in a way which reflects respect and care.

3. Relationships

Pembrokeshire Weightlifting members, coaches, staff, officials and volunteers should build relationships within the sport which are open and honest and founded on mutual trust and respect.

Issues

- Members, coaches, staff, officials and volunteers must not behave in any way which involves or could be construed as abuse of any kind, whether it is sexual, physical, emotional, neglectful or bullying. The welfare and best interests of everyone involved with the sport should be respected and promoted at all times. Individuals should be empowered to be responsible for their own decisions.
- Members, coaches, staff, officials and volunteers must always take action if they have concerns about an adult's behaviour towards a child.
- When coaching is offered, it is important to clearly define the level of expertise, services and any fees involved.

Actions

If a relationship is developing between a coach and an athlete they are coaching, then the athlete should immediately be transferred to another coach. It is the duty of coaches and other Pembrokeshire Weightlifting officials to know and understand PWL's policies and procedures in this regard. It is equally important to follow the reporting procedures laid down by PWL if an individual has a concern – failing to act is not acceptable.

Other forms of association within the sport, should involve and consult members at all levels in decision-making processes. Members, coaches, staff and officials must respect all participant opinions concerning their participation in weightlifting. Equally, participants at all levels should be encouraged to take responsibility for their own development and actions within the sport and be aware of and respect the Technical Regulations under which weightlifting competitions are

conducted. Where decisions are made concerning a participant's involvement in the sport, whether it be with a coach or other person in a position of responsibility, care must be taken to include the participant in the decision-making process except during competitions when this process is governed by the Technical Regulations.

Coaches or other persons in positions of responsibility should keep participants and/or their parents/guardians informed of the requirements of the sport, both physical and where appropriate, financial. An understanding of the potential for conflicts of interest and a willingness to resolve them is also important.

Pembrokeshire Weightlifting has a zero tolerance policy towards fraud, bribery and any form of dishonesty in any aspect of our sport. Pembrokeshire Weightlifting will uphold all laws relevant to countering bribery, fraud and corruption in all aspects of our sport. No matter where the organisation, its staff, members (including volunteers) or agents operate, it and they must abide by the laws of the UK, including the Bribery Act 2010, in respect of conduct both at home and abroad. Bribery and corruption are punishable for individuals by up to ten years imprisonment and or an unlimited fine, and if PWL is found to have taken part in corruption it could also face a fine and be excluded from certain opportunities as well as suffering damage to its reputation.

PWL could also attract liability under the Bribery Act 2010 if a person associated with it is found to have paid a bribe on its behalf, and PWL did not have adequate procedures in place to prevent such conduct. PWL therefore takes its legal responsibilities very seriously. Likewise fraud may lead to civil and/or criminal proceedings.

4. Personal Standards

Pembrokeshire Weightlifting members, coaches, staff, officials and volunteers should demonstrate proper personal behaviour and conduct at all times. They must be fair, honest and considerate to participants and other individuals involved in the sport and must attempt to provide positive role models for others in the sport at all times.

Actions

- It is essential to act within the Technical Regulations and the spirit of weightlifting at all times and behave with respect, displaying control, dignity and professionalism at all times.
- Pembrokeshire Weightlifting members, coaches, staff, officials and volunteers must be prepared to familiarise themselves with issues relating to the use of performance enhancing drugs and banned methods in sport and co-operate fully with UK Sport and WW's policies in this area. Coaches and officials have a responsibility to provide education and guidance on these issues.
- Coaches and clubs should maintain previous levels of interest and support for an athlete when they are injured or sick.
- High standards of behaviour are expected of everyone within the sport, whether it be of language, manner, appearance or punctuality. Quality preparation and presentation are also important aspects of coaching and educational work.

People in positions of authority or influence, or who may be considered role models, should not smoke, drink alcohol or use recreational or performance enhancing drugs whilst involved with the sport or its participants in any way.

5. Professional Standards

To maximise the enjoyment and benefits of sport, minimise the risks to participants and competitors and ensure safe and correct practice, all officials, coaches and others in positions of authority within the sport, must attain a high level of competence through qualifications and a commitment to ongoing training and must support and implement the codes of conduct and policies of PWL.

Issues

Pembrokeshire Weightlifting members, coaches, staff, officials and volunteers should strive to provide a safe environment that maximises the enjoyment and benefits of sport and minimises risks to participants and competitors, thus helping them to achieve their goals. Safe and correct practice must be carried out and promoted at all times.

Officials, coaches and others in positions of authority within the sport should at all times strive to be professional and accept responsibility for their actions. They should make an ongoing commitment to provide participants and competitors with a quality service. Beyond that, they should actively promote the positive benefits to society of participation in weightlifting. They should contribute to the development of their own field of expertise or responsibility by exchanging knowledge and ideas with others and by gaining appropriate PWL (or other approved body) qualifications.

Actions

- Members, coaches, staff, officials and volunteers should follow Pembrokeshire Weightlifting guidelines.
- Participation in PWL's competitive events should only go ahead with full observance of the technical regulations governing the sport in general and the individual disciplines within the sport.
- Coaching sessions, in particular, should be progressive and appropriate.
- Whenever a coach is advising a participant, they should recognise and accept when it is appropriate to refer them to another coach or specialist.
- Coaches and officials should seek to attain the highest level of qualification available and maintain an up-to-date knowledge and understanding of technical developments within sport, and of other issues which may have an influence their participants or their own professional ability.
- Pembrokeshire Weightlifting members, coaches, staff, officials and volunteers should be aware of the social issues and how sport can contribute to local, regional or national initiatives. Every opportunity to recruit people into the sport or to use weightlifting as an

educational tool should be taken.

- Coaches should identify and contribute to initiatives which will improve the standards and quality of coaching, both in weightlifting and other sports. By operating in an open and transparent fashion with each other, coaches can benefit from shared knowledge and experience.
- When involved in coaching, or any other area of specialist knowledge or expertise, individuals should look to take an analytical approach, including identifying their professional needs. They should be committed to participating in continuous professional development, through both training and experience.
- Anyone engaged in positions of responsibility within weightlifting should be aware of the need to manage their lifestyle and commitments to the sport, to avoid burn-out, stress or a lowering of standards which may impact on themselves or others.
- It is vital that no one in PWL, at any level, assumes responsibility for any role which they are not qualified or prepared for. Above all, they should not mislead others as to their level of qualification or competence.

6. Miscellaneous

Dress Code

- Appropriate dress should be worn depending on the nature of the tasks to be performed. Employees should aim to present a positive and professional image of Weightlifting Wales.
- Variations on the above may be acceptable for employees from different cultural backgrounds.
- If you are uncertain about whether something is appropriate, please speak to your line manager.

Mobile Phone usage

- The use of mobile phones/devices, whether hand-held or hands-free, is not permitted whilst driving a pool vehicle or hire vehicle.