



**KOSMO
SHOTOKAN**
Karate Club

CODES OF CONDUCT

V1.0

July 2020

Learn. Strive. Inspire.

Code of conduct for participants

As someone taking part in our club or activity, we'd like you to:

The essentials

- Keep yourself safe by listening to your sensei, behaving responsibly and speak out when something isn't right
- If you're under 18, when you're with us, stay in the places where you're supposed to, don't wander off or leave without telling a member of staff
- Take care of our equipment and premises as if they were your own
- Make it to practices or sessions on time and if you're running late, let a member of staff know
- Bring the right kit to practice and wear appropriate kit for the weather
- Do not smoke or consume alcohol on our premises or during practices, competitions or when representing us

Behaviour

- Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of gender, race, sexual orientation or ability
- Report any incidents of bullying, including homophobia and transphobia to a member of staff, even if you're just a witness
- Treat other young people with respect and appreciate that everyone has different levels of skill and talent
- Make our club or activity a welcoming and friendly place to be
- Support and encourage your teammates. Tell them when they've done well and be there for them when they're struggling
- Respect our staff, and the staff and participants from other teams
- Be a good sport, celebrate when we win and be gracious when we lose
- Play the rules and have fun
- Follow our online safety and internet use policies
- Get involved in club or activity decisions, it's your sport too

When taking part, we understand you have the right to:

- Enjoy the time you spend with us and know that you're safe
- Be told who you can talk to if something's not right
- Be listened to
- Be involved and contribute towards decisions within the club or activity
- Be respected by us and other team members and be treated fairly
- Feel welcomed, valued and not judged based on your race, gender, sexuality or ability be encouraged and develop skills with our help
- Be looked after if there's an accident or injury and have someone informed if needed



We expect all students, both young people and adults to follow the behaviours and requests set out in this code. If any student behaves in a way which contradicts any of the points set out above, we'll address the problem straight away with their (or their parents, if under the age of 18) involvement and aim to resolve the issue.

Continued issues and repeated breaches of this code may result in us regrettably asking you to leave the activity, event or club permanently, for the welfare of other students and our staff. This is something we never want to do.



Code of conduct for staff and volunteers

As a member of staff or a volunteer at our club or activity, we'd like you to:

- implement our safeguarding policy and procedures
- report any concerns about or allegations of abuse or poor practice to our welfare officer
- listen to any concerns that a student, or their parents (if under the age of 18) might have
- consider your behaviour - do not engage in any behaviour that constitutes any form of abuse
- respect your position of trust and maintain appropriate boundaries and relationships with young people. Engaging in sexual behaviour with any child under the age of 16 is illegal
- keep any coaching and safeguarding training up to date
- keep students in your sessions safe by supervising appropriately, using safe methods and techniques and by putting student's safety first
- make sure you've got appropriate staffing ratios of adult to participant before the session begins
- ensure equipment is fit for purpose, safe to use and accessible
- respect student's trust and rights whilst being honest and open with them
- champion everyone's right to take part and celebrate difference in our club or by not discriminating against anyone, regardless of gender, race, sexual orientation or ability
- stop play if an injury happens, administer minor first aid and call for help when necessary
- use constructive and positive methods of developing student's skills, without humiliating or harming them
- behave appropriately online in accordance with our online safety and acceptable use policy
- challenge and address instances of poor, negative, aggressive or bullying behaviour amongst students
- lead by example when it comes to good sportsmanship, positive behaviour and commitment to the sport
- develop positive relationships with parents and catch up with them regularly about their child's development, or the student themselves if they are 18 above
- make our club a friendly and welcoming place to be

As a member of our staff, we understand you have the right to:

- enjoy the time you spend with us and be supported in your role
- be informed of our safeguarding and reporting procedures and what you need to do if something isn't right
- have access to ongoing training in all aspects of your role
- be listened to
- be involved and contribute towards decisions within the club or activity
- be respected and treated fairly by us and our governing body
- feel welcomed, valued and not judged based on your race, gender, sexuality or ability
- be protected from physical or emotional abuse from students, parents and other staff members and be supported to resolve conflicts



We expect all of our staff and volunteers to follow the behaviours and requests set out in this code. If any staff member or volunteer behaves in a way which contradicts any of the points set out above, we'll address the problem straight away and aim to resolve the issue.

Continued issues and repeated breaches of this code may result in us taking disciplinary action against you with the involvement of governing bodies and ultimately your dismissal from the organisation.



Code of conduct for parents and carers

Note: Where we refer to 'parents' we mean parents and carers inclusively. The term 'children' or 'child' describes any person under the age of 18.

As a parent of a child taking part in our club or activity, we'd like you to:

The essentials

- make sure your child has the right kit for the session as well as enough food and drink
- try to make sure your child arrives to sessions on time and is picked up promptly; or let us know if you're running late or if your child is going home with someone else
- complete all consent, contact and medical forms and update us straight away if anything changes
- make sure your child wears any protective kit we advise them to wear
- maintain a good relationship with your child's coach or trainer and catch up with them as much as you can about your child's development
- talk to us if you have any concerns about any part of your child's involvement - we want to hear from you

Behaviour

- try and learn about your child's sport and what it means to them. Take the time to talk to your child about what you both want to achieve through sport
- remember that children get a wide range of benefits from participating in sport, like making friends, getting exercise and developing skills. It's not all about wins and losses
- behave positively on the sidelines - shout encouragement, say "Well done" and let your children know you're proud of what they're doing
- think about how the way you react and behave effects not just your child but other children too
- lead by example when it comes to positive behaviour on the sidelines; or let other parents take their cues from you, as well as from us
- accept the official's judgment and do not enter the boundary area
- use social media responsibly when talking about what goes on at our club, by behaving in the same way online as you would in person
- talk to your child about embracing good etiquette and sportsmanship encourage your child to play by the rules
- ensure that your child understands their code of conduct

As a parent, we understand you have the right to:

- be assured that your child is safeguarded during their time with us
- see any of our policies and procedures at any time
- know who the welfare officer responsible for your child is and have their contact details
- be involved and contribute towards decisions within the club or activity
- know what training and qualifications our staff have
- be informed of problems or concerns relating to your child



- know what happens if there's an accident or injury
- be informed if your child is injured and see records of any accidents
- have your consent sought for anything outside of our initial consent form, such as permission to go on trips
- have any concerns about any aspect of your child's welfare listened to and responded to

We expect all parents to follow the behaviours and requests set out in this code. If any parent behaves in a way which contradicts any of the points set out above, we'll address the problem straight away with the parent and aim to resolve the issue.

Persistent concerns or breaches may result in parents being asked not to attend the dojo if their attendance is considered a risk to the welfare and enjoyment of young participants.

Continued issues and repeated breaches of this code may result in us regrettably asking your child to leave the activity, event or club permanently, which is something we never want to do.

