

WORKSTREAM 5 – Minimum operating standards

Action 6: communicate the existence of all these safeguarding procedures in the club

Step 1 is to develop clear guidelines and agreements for the club. Step 2 is to communicate them effectively to all target groups. Identify the best ways to reach athletes, coaches, staff, parents and volunteers, and don't assume one message reaches everyone. Regular communication is key to keeping these agreements top of mind.

Please consider the tips below for making agreements known and keeping them alive.

Tips for making agreements known and keeping them alive

1) Make agreements visual and accessible

- Use infographics, pictograms or posters in visible areas like cafeterias, restrooms, locker rooms and sports halls.
- Provide a summary flyer or card with key conduct rules (e.g. printed on the back of membership cards).

2) Integrate agreements into the enrollment process

- Have parents and athletes sign the code of conduct during enrollment.
- Add a digital checklist to the online enrollment form to confirm understanding of key agreements.

3) Organise information sessions or parent evenings

- At the start of the season, give a brief presentation on club values, agreements and introduce the SO.
- Encourage trainers and administrators to actively express their commitment as well.

4) Use social media and newsletters

- Share regular reminders via Facebook, Instagram or WhatsApp, etc.
- Include an "agreement of the month" section in the club newsletter to keep key rules visible.

5) Work with SO and Ambassadors

- Encourage youth athletes and coaches to act as role models and ambassadors for respectful, ethical behaviour.
- Appoint a SO for the club.

6) Integrate agreements into training sessions

- Discuss the code of conduct during the first training sessions of the sport season.
- Use games or role plays to actively practice the agreements.

7) Provide a code of conduct for each target group

- Create tailored versions for coaches, parents, athletes, staff, administrators and volunteers.
- Use clear, simple language and appropriate age examples to ensure understanding.

8) Ensure follow-up and accountability

- Clearly define consequences for rule violations.
- Encourage a respectful culture where people feel empowered to address issues constructively. Coaches can also actively encourage this within their group every practice and set a good example.

9) Use a club charter or values poster

- Display a poster highlighting club's core values such as respect, fun and commitment.
- Encourage teams or sport groups to co-create their own team agreements.

10) Evaluate and update annually

- Gather feedback through a short survey.
- Adjust agreements based on evolving needs or incidents to keep policies relevant and effective.