

WORKSTREAM 6 – Conduct, guidelines and ethics

Action 2: share and promote the codes of conduct

What and why?

A good code of conduct is a key first step to prevent interpersonal violence. It sets out clear rules of conduct for the various groups involved in your sport club.

However, creating a code of conduct is only the beginning! How it is put into practice is crucial to obtain the desired effect within the club. Below, you will find practical tips on how to bring the Code of Conduct and the safeguarding policy to life and communicate them clearly and consistently.

At the beginning of each season, decide how you will inform the club board, athletes, coaches, staff members and other professionals.

A sample communication plan is attached to help you share the safeguarding policy and the different codes of conduct with each target group within your club.

Communication tips for the entire club

- Publish the codes of conduct on your website, send it by email at the beginning of the season, include it in the welcome brochure, and display it on posters in toilets, etc.
- Use multiple communication channels throughout the year to maximise the chances of reaching all target groups and ensure they are aware of the Code of Conduct.
- Design a poster that highlights a few key rules you would like to emphasise as a club.
- Include a summary of the Code of Conduct in your club's newsletter or create an appealing acronym that reflects its core principles.
- Ensure that your Safeguarding Officers introduce themselves to all groups before the season begins.
- Periodically highlight an ambassador of the Code of Conduct, showcasing how he/she set a positive example.

Communication tips for board members

- Present the Code of Conduct at least once a year during a board meeting to ensure it remains top of mind.
- Review the Code of Conduct in detail with all newly appointed board members. This should be done by the club's chairperson, or a designated board member and each new member should sign the document.
- Regularly highlight the principles of good governance during board meetings. Consider including a permanent agenda item on good governance.

- Address any breaches of the Code of Conduct by board members promptly and appropriately.
- Ensure that the Safeguarding Officers introduce themselves to the board members and present at least an annual report outlining the number of safeguarding reports received within the club and how they were handled.

Communication tips for athletes

- Involve the athletes in the development of the codes of conduct (e.g. through an athletes' council or representative group).
- At the beginning of each season, hold a dedicated session with all teams/athletes to discuss and agree on key rules of conduct within the club.
- Revisit the Code of Conduct regularly during training sessions and informative meetings with athletes.
- Introduce younger athletes to the Code of Conduct in a fun and engaging way, such as through a quiz or interactive game.
- Ensure that coaches and direct supervisors are fully informed about the rules of conduct for athletes and that they follow them.
- Clearly communicate who athletes can turn to if someone does not comply with the Code of Conduct.

Communication tips for coaches, staff and other professionals

- Involve coaches, staff members and other professionals in the development of the Code of Conduct to encourage ownership and commitment.
- From the start, make sure you have an open and constructive discussion with your coaches, staff and other professionals about the content and importance of the Code of Conduct to ensure shared understanding.
- For new coaches, staff and other professionals, formally introduce the Code of Conduct, for example by including it in contracts or agreements and requesting them to sign it.
- Clearly communicate who coaches, staff members and other professionals can contact if they observe or experience a breach of the Code of Conduct.
- Take prompt and appropriate action when coaches, staff members and other professionals violate the Code of Conduct.

Sample communication plan safeguarding policy (start of season)

	Club Board	Club Staff	Coaches	Athletes	Parents/Families
August	<ul style="list-style-type: none"> Proposals for safeguarding policy during board meeting. Reviewing the Code of Conduct during the board meeting. Signing of Code of Conduct by new board members upon appointment. Presentation by Safeguarding Officer + determination of mandate of SO within the club. 	<ul style="list-style-type: none"> Reviewing Code of Conduct upon appointment + signature. Refreshment of various codes of conduct in the club. Presentation by SO. Requesting a copy of criminal record from anyone in contact with minors, (if possible, in your country). 	<ul style="list-style-type: none"> Reviewing Code of Conduct upon appointment + signature. Refreshment of the Code of Conduct during the first coaches meeting. Presentation by SO. Requesting a copy of criminal records from coaches working with minors, e.g. newly appointed coaches (if possible, in your country) Fixing a poster with rules of conduct in the coaches' room. 	<ul style="list-style-type: none"> Organising an informative session for Code of Conduct review and presentation by SO. Fix posters with rules of conduct in changing rooms, toilets, canteen, screens, etc. 	<ul style="list-style-type: none"> Organising an informative session for Code of Conduct review and presentation by SO. Fix posters with rules of conduct in changing rooms, toilets, canteen, screens, etc.
September		<ul style="list-style-type: none"> Training on club safeguarding policy. 		<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight. 	<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight.
October			<ul style="list-style-type: none"> Organising a workshop for coaches on safeguarding. 	<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight. 	<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight.

				<ul style="list-style-type: none"> Organising a workshop for athletes on safeguarding. 	
November		<ul style="list-style-type: none"> Communication on intranet about SO and the Code of Conduct. 		<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight. 	<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight.
December	<ul style="list-style-type: none"> Meeting with board members: SO provides an overview of a number of reports within the various club activities + approach. 		<ul style="list-style-type: none"> Meeting with coaches: SO provides an overview of a number of reports + approach. 	<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight. Interim discussion with each team: how is everyone feeling? 	<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight.
January		<ul style="list-style-type: none"> Communication on intranet about SO and Code of Conduct. Training on safeguarding policy for new employees. 		<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight. SO presentation. 	<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight. SO presentation.
February				<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight. 	<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight.
March	<ul style="list-style-type: none"> Including safeguarding policy at board meeting agenda. 	<ul style="list-style-type: none"> Communication on intranet about SO and the Code of Conduct. 		<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight. 	<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight.
April				<ul style="list-style-type: none"> Monthly communication: 	<ul style="list-style-type: none"> Monthly communication:

				Code of Conduct in the spotlight.	Code of Conduct in the spotlight.
May				<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight. 	<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight.
June	<ul style="list-style-type: none"> Agenda item evaluation safeguarding policy at board meeting 		<ul style="list-style-type: none"> SO provides an overview of a number of reports + approach. 	<ul style="list-style-type: none"> Monthly communication: Code of conduct in the spotlight. 	<ul style="list-style-type: none"> Monthly communication: Code of Conduct in the spotlight. Feedback on safeguarding policy results.
July					