



## Code of Conduct

Responsible for Review	Approved by
Business Operations and Compliance Manager	Director of Finance, Business Operations & Governance

Change History			
Version	By	Date of approval	Next review date
OPP-06c-02cm	Board	February 2019	November 2022
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The Archery GB Codes of Conduct exist to protect and promote the sport of archery and outlines the behaviour expected from all participants within the sport at every level.

As the National Governing Body, Archery GB is responsible for setting the standards and values that apply at every level. This Code encapsulates all the sporting, moral and ethical principles that archery represents. The code of conduct applies to all participants when they are taking part in or involved in the sport of archery whether in person or using online platforms (including messaging and social media). Participants include all members, those who support members (including parents/carers/spectators), coaches, officials, and volunteers. The code of conduct also applies to those associated with Archery GB and involved in archery while outside the UK.

Other codes may also apply, for example Archery GB elite archers team member agreements and Coaches/Judges Code. In those circumstances, this code of conduct will also apply.

### Archery GB Values

Our values are at the heart of what we do:

- We value people for who they are and their unique contribution to archery
- We choose to work and learn together
- We strive for excellence across the board
- We always act with integrity

### Standards of behaviour and conduct for all participants

#### Respect the spirit of fair play in archery, I will:

- Encourage a welcoming, safe, inclusive, and open environment where skills, development, teamwork, and enjoyment are promoted
- Adhere to the rules of shooting and the spirit of archery
- Display and promote high standards of behaviour
- Promote fair play – I will not cheat, complain, or waste time
- Do my best to make sure the sport is enjoyable for everyone
- Accept success and failure with dignity
- Be on time for training, competitions, and events
- Never take part in or accept public criticism of fellow archers, coaches, or officials
- Respect archery facilities and equipment

#### Respect the rights, dignity and worth of my fellow archers, I will:

- Speak to my fellow archers, spectators, coaches, judges, and officials with respect
- Respect the decision of officials

- Set a positive example to others
- Remember that everyone makes mistakes
- Always respect the confidentiality of other archers
- Treat other people's information in line with the requirements of the General Data Protection Regulation (GDPR)
- Always have the best interests of my fellow archers at heart

**Protect others from any form of abuse including verbal or physical abuse and threatening or intimidating behaviour, I will:**

- Never use or accept racist, sexist, homophobic, abusive, discriminatory, or insulting language, gestures, or behaviour
- Not discriminate against a person or group of people as a direct or indirect result of their age, disability, sex, race, religion or belief, gender reassignment, sexual orientation, marriage, and civil partnership, pregnancy, or maternity status
- Never use sexually suggestive behaviour or language
- Ensure that any physical contact is appropriate and necessary, and is carried out within applicable guidelines, and (except in a medical emergency) only with the other person's (and/or if the person is under 18 or is particularly vulnerable with parental/carer's) consent
- Never take part in or accept bullying, intimidation, harassment, or discrimination of any person
- Never use or accept the use of social media to abuse, bully, intimidate, discriminate, or harass anyone
- Protect others from abuse and harm including verbal, physical abuse, and threatening behaviour
- Challenge poor practice and discrimination
- Raise concerns about abuse, poor practice, discrimination, or misconduct and know how to raise a concern
- Seek advice from either my club, county association, regional society, or Archery GB when my concerns are ignored

**Do my best to ensure my own safety and the safety of others, I will:**

- Never take part in archery when under the influence of alcohol or drugs (excluding prescribed drugs)
- adhere to policies and or rules in place regarding smoking and the use of vapes
- Place the well-being, safety, and enjoyment of each archer above everything, including standards of performance
- Protect other archers from abuse, bullying and discrimination
- Avoid being alone (no other adult is present) with children (person under 18) or adults at risk, except where agreed professional services are being delivered (for example, 1 to 1 coaching). This includes:
  - Never take an under 18 to an archery event or activity alone on a journey
  - Never inviting or allowing an under 18 archer to stay at my home unsupervised
  - Always ensuring engagement with under 18s and adults at risk using online platforms is with the parent/carers consent
  - Never contacting an archer aged under 18 without the knowledge of their parent/carer
  - Never share accommodation with an under 18

**I will keep to Archery GB's rules and policies including:**

- safeguarding policies
- equality and diversity policy
- online and social media policy
- anti-doping rules
- anti-bribery policy

**I will take personal responsibility and:**

- tell you about any changes to my personal information where my behaviour or conduct has or is may be perceived to have breached this code of conduct

**Coaches, judges, and officials – additional standards of conduct**

Coaches, judges, and officials must develop a positive relationship with their participants (and others) based on openness, honesty, mutual trust, and respect. As a coach, judge, or appointed official you are in a position of trust, that others will look to for guidance and support.

With that in mind, you will:

Conform to standards of behaviour, fair and inclusive treatment and good manners specified in these Codes of conduct and in all applicable Archery GB rules and policies.

Ensure that you receive training and understand your responsibilities under the qualifications and policies applicable to your role

**Respect the spirit of fair play:**

- Be impartial, fair, and consistent
- Not misuse the position of trust which has been invested in you by archers, adults at risk, under 18s, parents and carers
- Act ethically, professionally and with integrity, and take responsibility for your actions
- Be aware that your attitude and behaviour directly affects the behaviour of archers under your supervision

**Ensure the safety of yourself and others:**

- Never coach or officiate when under the influence of alcohol or drugs (except prescribed drugs)
- Be aware of the current national and international regulations on anti-doping in sport. You will not assist, support, or ignore practices that contravene national or international anti-doping regulations
- Keep your professional knowledge and skills up to date and being appropriately qualified for the activities that you lead
- Renew your coaching or judging licence as and when required by Archery GB
- Ensure your DBS/Access NI or PVG vetting check is up to date where required
- Keep up to date with safeguarding training as required
- Ensure that activities being conducted are suitable for the participants age, strength, maturity, experience, and ability of the individual
- Explain exactly what you expect of others, and what they should expect of you, ensure parents and carers also understand
- In circumstances where you need to demonstrate a technique through physical contact, always provide an explanation and seek consent before touching an archer (never touch an archer aged under 18 to demonstrate a technique without another adult being present)
- Report immediately any accidental injury, distress, misunderstanding or misinterpretation of an incident involving an archer to the Club Welfare Officer and involve the parents/carers of any archer under 18 as appropriate
- Have an up to date working knowledge of your facilities, risk assessments and other appropriate documentation.

**Promote the reputation of Archery GB:**

- Never engage in any sort of behaviour that may bring your club, county association, regional society, or Archery GB into disrepute
- Encourage each archer to accept responsibility for their own behaviour and performance

- Never show favouritism towards one individual
  - Display high personal standards in accordance with your responsibility as a role model and set a positive example to all those involved in archery
  - 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 archer
  - Never use your privileged position of authority/trust to exert influence over others
  - Never consume alcohol, smoke, vape or take drugs (other than prescribed drugs) whilst taking part in an archery activity
  - Always have appropriate boundaries between your position of trust and friendships
  - Do not spend time alone with under 18s or adults at risk unless clearly within eyesight and earshot of other adults
  - Never use a personal social networking site to engage with under 18s and always follow the club's protocol on use of the club social media networking page
  - Never allow bullying or poor behaviour by under 18s
  - Always involve parents of under 18s in online communication
  - Never incite or engage in sexual activity (in person or online) with an archer under 18 years of age. You understand this is illegal under the Sexual Offences Act 2003
- **Take personal responsibility:**
    - Ensure you are suitably insured for the archery activity being undertaken
    - Challenge poor behaviour and language and report any suspected misconduct by others
    - Report breaches of the code of conduct

### **Anti-Doping**

All members shall be deemed to have made him/herself familiar with and agreed to be bound by the UK Anti-Doping Rules and to submit to the authority of UK Anti-Doping in the application and enforcement of the Anti-Doping Rules.

The member agrees to cooperate fully with any World Anti-Doping Code compliant anti-doping investigations or proceedings, whether conducted by UK Anti-Doping or any other competent body.

The UK Anti-Doping Rules apply to all members participating in Archery for a minimum of 12 months from the commencement of membership, in accordance with Archery GB Rules of Conduct, whether or not the member is a citizen of, or resident in, the UK.

### **Reporting Breaches of the Code**

Breaches of the code must be reported, and those receiving the reports must treat them seriously, and confidentially. All parties including those under suspicion of the breach should be treated fairly. To report a breach, you can:

- Talk to your Welfare Officer or Event Organiser about what you have experienced, witnessed, or heard
- Follow this up with a letter or email and include details of witnesses to the behaviour
- Report serious concerns of abuse, bullying, discrimination, and anti-doping should be reported to Archery GB's safeguarding team [safeguarding@archerygb.org](mailto:safeguarding@archerygb.org)
- Contact Archery GB if you feel the report of the breach has not been handled appropriately

## **Breaking the Code**

We have the right to investigate and take disciplinary action (in line with our disciplinary policy, regulations, and procedures) against any alleged breach of this code of conduct or our policies, rules, regulations, and procedures which may affect our reputation.

## **Conflict of Interest**

Conflict of interest refers to a situation in which an individual, who can influence a decision, has the potential to exploit that position to benefit personally, for a friend, family member or another connection at the expense of the club/organisation's best interests.

For example, a Club Chair receives a complaint about the conduct of a coach. The Club Chair is also the County Secretary and in a relationship with the coach.

Declaring any potential or actual conflicts of interest must be made up front, so that appropriate action can be taken to remove that conflict.

To always ensure integrity, each person must make decisions that are unbiased and ethical when undertaking their responsibilities at their club and organisation.