



# Great Britain Wheelchair Rugby

## Codes of Conduct

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**CODES OF CONDUCT**

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### Message from the Chair

Early in 2013 as we set about developing a new Strategic Plan we asked Members to think about the values that they thought were important for our sport. Following a period of consultation we all agreed that the following core values are those we expect to see from everyone involved in wheelchair rugby in Great Britain:

**Enjoyment** the wheelchair rugby family loves the sport, its excitement, its contact and the feeling of belonging to a community

**Excellence** the wheelchair rugby family strives to be the best at everything it does

**Trust** the wheelchair rugby family believe in honesty, integrity and fair play

**Respect** the wheelchair rugby family has respect for one another, opponents staff, officials, volunteers and all who come in contact with the sport

**Inclusiveness** the wheelchair rugby family is open to anyone who shares the values of the sport. It supports and helps others to participate in the game, treating people fairly and equally

**Teamwork** all in wheelchair rugby are part of a team, part of the wheelchair rugby family

As these are the values we all think are important in our sport, it is vital that we make them real and that our behaviour reflects them. If we do this then as well as creating an organisation which we can enjoy and be proud of being part of, we will also protect the reputation of wheelchair rugby in Great Britain. Ultimately this means that each of us must know that we are doing the right things. This means acting honestly and treating each other and our partners fairly and with dignity. These Codes of Conduct are our guide to the appropriate behaviours which will ensure we live our core values and do the right thing.

Kevin Aitchison  
Chair

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## Overview

### *Who does this apply to?*

These Codes of Conduct applies to all involved with the sport in Great Britain that includes: Board Members, Employees, Members and Volunteers. It also means that we will only work with partners who respect our values and demonstrate a commitment to them.

The document should be read alongside Terms of Reference for any Committee or group you participate in e.g. Board of Trustees, Board of Management, Domestic Management Group, Safeguarding Case Management Group.

### *What is expected of everyone?*

We should all seek to model appropriate conduct. We should consider our action at all times and ask ourselves:

- Is it consistent with our core values and this code?
- Is it legal?
- Will it reflect well upon me, our sport and GBWR?
- Would I be happy for everyone to know about it?

If the answer is 'No' to any of these questions then don't do it!

If you are uncertain, then ask for guidance. Depending on who you are and the situation you find yourself in this may come from a variety of sources, for example:

- A Trustee may need to seek the advice of the Chair or legal counsel
- An employee may need to seek the advice of the Chief Executive or one of the Senior Management Team
- A Club Member or volunteer may need to consult with the Regional Development Officer or the Club Chair
- A Coach may need to consult with the Performance Director
- A Team Manager may need to consult with the Safeguarding Officer

In all cases there may also be GBWR or Club policies and guidance to support your decision making.

### *Expected minimum standards of behaviour and conduct*

We must all act within the law, with integrity and honesty in everything we do and be accountable for our actions. By doing this we reflect positively on our values and we make our sport attractive to anyone who wants to play a part in it.

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### Code of Conduct for Participants

As a participant in wheelchair rugby, I will fulfil the values of the sport by adhering to the Code of Conduct as set out below. For clarity, participant refers to employees, staff members, Members and volunteers and anyone else involved in wheelchair rugby.

#### ***Respect***

##### ***I agree to:***

- respect the rules, regulations and requirements of wheelchair rugby including as they apply to any competitions and / or events that I am involved in.
- respect the reputation of the sport and each individual involved in it. I will not take any action or make inappropriate comments about a fellow participant, coach, official, volunteer or member of GBWR staff that will bring the sport or those associated with delivering the sport into disrepute (including making comments on social media technology, to which end I will respect GBWR guidance and policies on social media technology).
- respect the result of the game. I will not offer or accept any attempts to influence the game.
- demonstrate integrity by not betting on a game that I have any involvement with.
- abide by all GBWR Policies and pay particular attention to ensuring that the requirements of the GBWR Safeguarding, Equality, Financial, Harassment and Anti-bullying policies are met and Social Media guidance is followed.
- display modesty in victory and graciousness in defeat; be sporting – whether I win or lose; always respectfully acknowledge the other team and the officials at the end of the game.
- never argue with an official or participant during a game and listen to and cooperate with officials' decisions.
- always act within the law.

#### ***Enjoyment***

##### ***I agree to:***

- promote enjoyment of the game for myself and others. I agree to abide by this code of conduct and to actively promote it to others.
- take responsibility for creating a positive and welcoming environment which is free from the threat of intimidation and harassment.
- never undermine others' enjoyment of the Sport or my performance by drinking alcoholic drinks or smoking while undertaking any role or responsibility for children or adults at risk.
- 

#### ***Excellence***

##### ***I agree to:***

- strive for excellence within the role that I undertake within wheelchair rugby and always conduct myself in an appropriate manner.
- be on time, dressed appropriately and ready to give my full attention to the role I am carrying out within GBWR or my club.
- promote the positive aspects of the sport and challenge and report immediately any concerns related to the use of inappropriate or abusive language or behaviour (including potentially inappropriate relationships, bullying, harassment, discrimination or physical violence).
- promote the reputation of the sport and take all possible steps to prevent it being brought into disrepute.

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- promote an open and transparent environment where everyone feels comfortable about raising and addressing concerns without fear of retaliation.

#### *Teamwork*

##### *I will ensure that I:*

- acknowledge the rights of all people involved in wheelchair rugby.
- will be aware of the rights of children and adults at risk and ensure that I follow the GBWR's Safe and Sound Safeguarding Policy.
- respect confidentiality and the sensitivities of information about others.
- will always recognise the achievements of others and applaud their successes.
- will control my temper; I understand that verbal, emotional and physical abuse of officials, coaches, spectators or participants, or deliberately distracting or provoking a participant, coach or official is not acceptable or permitted behaviour in wheelchair rugby.
- will be polite and courteous in my dealings with others in the sport.
- will seek to protect myself and others involved in the sport from verbal abuse and threatening or intimidating behaviour.
- will always participate in the spirit of fair play.

#### *Trust*

##### *I agree to:*

- never abuse or misuse any relationship or position of trust, power or influence that I hold. ensure that everyone has the opportunity to play in a fair, honest environment by rejecting cheating, following the Anti-Doping policies and not taking illegal substances while involved in the sport.
- never abuse GBWR assets for personal benefit or the benefit of anyone other than the sport.

#### *Inclusiveness*

##### *I will always:*

- Seek to demonstrate my recognition of the value of the different qualities and attributes each person brings to the sport.
- welcome new members, volunteers and cooperate with Members, colleagues, coaches, officials and administrators already in the sport.
- take responsibility for opposing discriminatory behaviours and for promoting equality of opportunity.
- acknowledge the right of anyone to have an equal opportunity to take part in the sport in a role which is suitable and appropriate to them.



### Code of Conduct for Volunteers

The Code of Conduct for Participants states the values and standards expected at all times. In addition to these, when I am acting in my capacity as coach, club welfare officer, table official, referee, team manager, classifier, tutor or volunteer I will also:

- Be a positive role model for wheelchair rugby by acting in a way that projects a positive image of my role within wheelchair rugby and being fair, considerate and honest with participants and officials.
- Display high standards in my language, manner, punctuality, preparation and presentation to ensure that all time spent with me by participants or colleagues is a positive experience.
- Be familiar with GBWR Safeguarding, Harassment and Anti-bullying policies and Social Media guidance.
- Exercise reasonable care and skill when carrying out my duties including, but not limited to, keeping up to date with the latest practices and developments by taking up further education and other personal and professional development opportunities.
- Be consistent, independent and demonstrate complete impartiality through exercising reasonable care and skill to enforce the rules of the game by applying them fairly in order to effect control of the game.
- As a coach, seek to inspire and motivate in accordance with an individual's abilities to enable them to play to the best of their ability and realise their potential.
- As a coach, provide athletes with planned and structured training programmes appropriate to their abilities, developmental needs and goals by ensuring that equal attention and opportunities are available to all, including those requiring a modified plan due to medical/social support needs or injury.
- As a tutor, assessor, tester, trainer, verifier or mentor, provide candidates with the appropriate information, feedback and planned and structured programmes appropriate to their needs and goals, ensuring that equal and adequate attention is given to each individual.
- Strive to maintain a level of mental and physical fitness which enables me to carry out my role effectively within wheelchair rugby.
- Ensure that the training and / or competition environment is safe and appropriate for the age, physical and emotional maturity, experience and ability of the athletes.
- Ensure that I follow instructions and comply with all health and safety regulations that apply to the role I am undertaking. I agree to abide by this code of conduct and will promote it to others.
- Maintain the highest standards in safeguarding children and adults at risk in the sport, by staying up to date with relevant safeguarding policies and practices and ensuring that I comply with the safeguarding requirements for my role.



### Code of Conduct for Parents and Carers

The Code of Conduct for Parents and Carers states the values and standards expected at all times in the presence of your own child, other children and other GBWR members, staff and volunteers, and is presented in addition to the Code of Conduct for Participants in recognition that parents and carers may not be Members or otherwise participate in the sport, but that their involvement with the sport and wider community requires consideration.

I will:

- Be a positive role model for wheelchair rugby by acting in a way that projects a positive image within the sport and being fair, considerate and honest with participants and officials.
- Display high standards in my language, manner, punctuality, preparation and presentation to ensure that all time spent with me by participants or colleagues is a positive experience.
- Respect the right of my child and every child to enjoy and develop in wheelchair rugby in a safe and welcoming environment.
- Demonstrate the same values and standards outlined here when supporting club activity during or outside of court-time.
- Be familiar with GBWR Harassment and Anti-bullying policy and Social Media guidance.
- Set an example by controlling my temper; I understand that verbal, emotional and physical abuse of officials, coaches, spectators or participants, or deliberately distracting or provoking a participant, coach or official is not acceptable or permitted behaviour in wheelchair rugby.
- Set an example by displaying modesty in victory and graciousness in defeat; be sporting – whether my child / team wins or loses; always respectfully acknowledge the other team and the officials at the end of the game.
- Not undermine the enjoyment of others involved in the sport by consuming alcoholic drinks or smoking immediately prior to or while supporting my child or other children in the sport.
- Endeavour to ensure that all involved in the sport optimise their potential by promoting the positive aspects of the sport and never condoning the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.
- Report any concerns about potentially inappropriate or abusive behaviours to the Club Welfare Officer without delay.
- Set an example by recognising the achievement of others and applauding their success.
- Commit to playing my part in making sure that the game is enjoyable for myself and others. I agree to abide by this code of conduct and to actively promote it to others. I understand that if I fail to follow the code GBWR and / or the club concerned may take action against me under the relevant disciplinary procedures which may result in sanctions including suspensions.

For more information please see 'It's Our Game, Not Yours' on the CPSU website (<https://thecpsu.org.uk/resource-library/2013/my-magic-sports-kit/>).



## Code of Conduct for Children and Young People

As a member of this wheelchair rugby club, you must agree with and display certain behaviours – these are detailed below.

### Children and young people are expected to:

- Behave in a way which helps to make your club a fun place to be.
- Be friendly and welcoming to everyone.
- Be supportive and caring to other members of your team.
- Keep yourself safe.
- Play fairly and be trustworthy.
- Report inappropriate behaviour.
- Tell your club welfare officer if anything makes you feel upset or uncomfortable.
- Respect your opponents, show team spirit and be gracious in defeat.
- Not cheat or be violent towards others.
- Behave and listen to all instructions, play within the rules and respect the coach/coaching assistants and officials decisions.
- Take care of equipment owned by the club, or on loan.
- Not use bad language.
- Refrain from bullying inside and outside of the club (directly or through social media or electronic communication).
- Turn up on time for training and competitions or inform their coach or team manager if you cannot attend or are going to be late.
- Wear suitable kit, agreed by the club and bring a drink.

### Children and young people have the right to:

- Be safe and happy in their chosen activity.
- Complain or raise concerns.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy the sport in a protective environment.
- Be protected from abuse by other members or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.
- Have any concerns taken seriously and acted upon.
- Be treated as individuals (and to have their needs, motivations, challenges and goals considered appropriately).

If any of these rules are not followed the club committee with responsibility for safeguarding and youth participation will take the appropriate action. Both parents/carers and the young people involved will be informed of the outcome. In accordance with specific club grievance / complaints policies and procedures, further steps may be taken should the original complaint not be upheld, including referral to GBWR.

GBWR would like to thank the Ospreys Youth Wheelchair Rugby Club for helping the development of this Code of Conduct.

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### Code of Conduct for the Board of Directors and the Senior Management Team

The Board of Directors and the Senior Management Team (SMT) have a particular responsibility to model the behaviour expected from all who are involved in our sport and to promote a culture of trust, transparency, inclusiveness and good governance. In addition to the Code of Conduct for Participants, Board Members and the SMT will also have particular consideration towards the following:

- Ensure they act in the best interests of GBWR and its members.
- Ensure that the Code for Sports Governance is met.
- Ensure that those they supervise and manage understand their responsibilities under these Codes and other relevant GBWR policies.
- Create opportunities to discuss the Codes of Conduct and to reinforce the importance of the principles enshrined in the Code for Sports Governance.
- Lead on promoting a culture of openness where all involved in the sport feel comfortable about raising concerns without fear of retaliation.
- Consider conduct in relation adherence to the Code of Conducts and other relevant GBWR policies when evaluating the performance of employees and volunteers.
- Always act to stop violations of Codes of Conduct or the law by those who they supervise.
- Ensure that all reports to regulatory authorities and partners are made appropriately and are accurate, objective, fair and timely.
- Pay particular attention to ensuring there is no conflict of interest between their GBWR role and other personal interests they may have.

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### Agreement

I confirm that I have read and understood the GBWR Codes of Conduct. Whilst my current role may not be applicable to all Codes of Conduct, I will adhere to those indicated below (*please tick each relevant box*):

#### Code of Conduct for Participants

- Code of Conduct for Participants
- Code of Conduct for Volunteers
- Code of Conduct for Parents and Carers
- Code of Conduct for Children and Young People
- Code of Conduct for Board Members and the SMT

I also agree to ensure that I am familiar with those Codes which may become relevant should there be any change in my role within wheelchair rugby and to adhere to these accordingly. Any breach of these codes will result in action as per the Organisational Disciplinary Policy and / or Staff Disciplinary Policy.

**Name:**

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**Signature:**

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**Date:**

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**Age**

*(if under 18 years of age):*

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**Name of parent / legal guardian**

*(if subscriber is under 18 years of age):*

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**Signature of parent / legal guardian**

*(if subscriber is under 18 years of age):*

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**Date:**

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## Appendix 1: Contact Details

### *GBWR Lead Safeguarding Officer*

to be appointed – during the interim, please direct all safeguarding matters to:  
GBWR CEO  
David Pond  
david.pond@gbwr.org.uk  
07971 495 990

### *GBWR General Enquiries*

GBWR Corporate & Membership Secretary  
Daniel Hook  
danielhook@rfu.com  
0208 8317 7645

### *NSPCC Helpline*

0808 800 5000  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

### *Child Protection in Sport Unit*

0116 234 7278  
[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### *ChildLine*

0800 1111

### *Disclosure and Barring Service*

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>



## Appendix 2: Definitions

<b><i>Adult at Risk (Vulnerable Adult)</i></b>	Any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation (Care Act 2014).
<b><i>Associate Member</i></b>	Any person who from time to time participates in wheelchair rugby by way of being a volunteer at club or National Governing Body level. For the avoidance of doubt, the Codes of Conduct and disciplinary procedures apply to all participants in the sport, including Associate Members.
<b><i>Board</i></b>	The Board of Trustees of GBWR.
<b><i>Child / children</i></b>	All young people up to the age of 18 years (Children Act 1989).
<b><i>Codes of Conduct</i></b>	The set of behavioural standards which GBWR (or appropriate authority) established as the expected minimum standards of behaviour.
<b><i>CMG (Case Management Group)</i></b>	The group(s) which are any group established by the Board from time to time to oversee disciplinary and safeguarding cases in progress at the National Governing Body level.
<b><i>Conflict of Interest</i></b>	A situation in which an individual has competing interests or loyalties or there may be a perception of or actual bias.
<b><i>Confidential information</i></b>	Any information supplied or disclosed that is confidential or secret in nature and is supplied in such a way as to impart a duty of confidence.
<b><i>Disciplinary Action</i></b>	Proceedings, or part thereof, in accordance with GBWR's disciplinary procedures.
<b><i>Disciplinary Matter</i></b>	Inappropriate, incorrect, improper or unlawful conduct, any breach of the disciplinary procedures, the rules, regulations, codes, bye-laws or policies imposed by GBWR on any Member from time to time, or any conduct which is detrimental to the interests of the sport, examples of which are listed in GBWR's disciplinary procedures.
<b><i>Grievance</i></b>	An informal expression of dissatisfaction with the communications or behaviour of a participant. The individual raising a grievance will not wish to follow formal disciplinary procedures for the grievance but wants to resolve the situation informally. Procedures for informal resolutions of grievances are not set out in the disciplinary procedures and will be left to the discretion of the GBWR or individual receiving the grievance.
<b><i>LSO</i></b>	The Lead Child Safeguarding Officer. The staff member who deals with safeguarding concerns within GBWR and liaises with the CMG around referral routes.
<b><i>NGB (National Governing Body)</i></b>	Great Britain Wheelchair Rugby.
<b><i>Social Media</i></b>	Media designed to be disseminated through social interaction, using highly accessible and scalable publishing techniques. Social media use internet and web-based technologies to communicate with one another and receive news, information and entertainment. Types of Social Media include networks like Facebook, YouTube, Blackberry Messenger and also blogs and podcasts.