



Code of Conduct for Sports Coaches at Elite SF for Elite SF sport sessions during term time activities and holiday camps. It is structured to ensure safety, professionalism, and a positive experience for all children.

Elite SF Sports Coaches Code of Conduct

Purpose

This Code of Conduct outlines the responsibilities and expectations for sports coaches working with children during **term time activities** and **holiday camps** organised by Elite SF. It aims to ensure a safe, supportive, and enjoyable environment for children and maintain the high standards of care and professionalism within our programs.

General Principles

1. Safety First:

- Coaches must always prioritise the safety and wellbeing of children.
- Coaches should ensure that the environment is free from hazards and that all equipment is in good working condition.
- Emergency procedures must be known and followed in case of accidents, injuries, or other emergencies.
- A coach should always be aware of who the first aider is on site and what to do in the case of an incident which requires first aid.

2. Respect for Children:

- Treat every child with dignity, kindness, and respect.
- Never engage in physical, verbal, or emotional abuse.
- Coaches must respect the personal space and privacy of children.
- Be mindful of cultural, religious, and personal differences among children.

- Ensure that every child is encouraged to participate and feel valued.

3. Confidentiality:

- Coaches must maintain confidentiality regarding any personal or sensitive information about children or their families.
- Do not share any personal details without the explicit consent of the child's guardian, except where required by law or safeguarding protocols.

4. Supervision:

- Coaches must ensure that all children are appropriately **supervised at all times**, including during breaks, transitions, and during sport sessions inside and outside.
- Always count and verify the number of children before, during, and after any activity.
- Coaches should avoid situations where they are alone with a child without visibility or access to other coaches where possible.

Professionalism & Conduct

1. Attitude and Behaviour:

- Coaches must maintain a positive, approachable, and supportive attitude at all times.
- Promote teamwork, respect, and good sportsmanship in all activities.
- Creating a fun and safe environment with 'big kid energy'.
- Creating a safe environment and taking control of behaviour with 'teacher mode'.
- Making sure sessions are organised and controlled.
- Aim to make Elite SF the best coaching business out there.
- Take pride in all sport sessions.
- Training is given to highlight how a sports coach taps into 'big kid energy' and also 'teacher mode' to provide the best sessions possible.
- Training in becoming the best 'sports coach' version of yourself, through feedback and support from management
- Never engage in inappropriate language, gestures, or behaviour that could harm or upset the children.
- Feedback to management if another coach is not abiding by this code of conduct policy. On top of this any other breaches of policies.

2. Punctuality and Attendance:

- Be on time for all activities, meetings, and sessions.
- If unable to attend, notify Jack Bartram as soon as possible and ring management 7am on the day. Following this, let management know at 3pm the likelihood of attendance for the following day. To allow alternative arrangements to be made. Repeat this cycle until back into coaching.
- Coaches should arrive early enough to be set up and be prepared for the session (15 minutes early) and greet children as they arrive.

3. Dress Code:

- Coaches should wear appropriate, comfortable, and professional clothing suitable for active participation in sports.
- Coaches must avoid wearing clothing that is offensive, inappropriate, or revealing.
- Closed toe footwear is mandatory for safety.

4. Role Model:

- Coaches must act as positive role models in all interactions with children, parents, and other coaches.
- Exhibit exemplary behaviour both in and out of the activities. Speak and act respectfully to children, coaches and parents. As children look up to coaches as authority figures and mentors.

Interaction with Children

1. Communication:

- Use clear and age appropriate language when speaking with children.
- Listen actively and respectfully to what children have to say, valuing their opinions.
- Offer positive reinforcement and constructive feedback to encourage learning and development.

2. Inclusive Environment:

- Coaches should encourage all children, regardless of their ability level, to participate and enjoy the activities. Provide support where possible.
- Coaches should encourage for younger ones to break out their comfort zone with assisted guidance to help build character, confidence and self-belief.
- Make reasonable adjustments to ensure every child can access the program and feel included.
- Make sure any form of exclusion, bullying, or discriminatory behaviour is taken care in line with the Elite SF safeguarding policy.

3. Physical Contact:

- Physical contact should only occur when necessary for safety or instructional purposes, such as adjusting a child's posture or positioning.
- Always ask for permission when necessary and ensure that the touch is appropriate.
- Never engage in any form of physical punishment or harmful contact.

Relationships with Parents and Guardians

1. Communication with Parents:

- Be transparent with parents/guardians about their child's progress, behaviour, or any concerns.
- Any issues with a child's behaviour or wellbeing should be immediately reported to management and discussed with the parents/guardians in a constructive and respectful manner.

2. Confidentiality:

- Any personal information shared by parents or guardians should be kept confidential and not disclosed unless required by law.

Safeguarding and Child Protection

1. Reporting Concerns:

- Coaches must be aware of the safeguarding procedures in place and know how to report any suspicions of abuse, neglect, or inappropriate behaviour.
- Any concerns regarding a child's safety or wellbeing should be reported to the designated safeguarding officer immediately.

2. Training and Compliance:

- All coaches must undergo regular safeguarding training and be familiar with Elite SF's child protection policies.
- Coaches are expected to adhere to any other company policies or regulatory requirements regarding child safety.

Professional Development

1. Ongoing Education:

- Coaches are encouraged to continually improve their coaching skills and knowledge. Always look to improve as a coach, as Elite SF is dedicated to forever improving.

- Attend training sessions, workshops, and feedback sessions to enhance both technical and child welfare skills.

Breach of contract or policy actions

Failure to adhere to this Code of Conduct may result in breach of contract or policy actions, including but not limited to:

- Verbal or written warnings.
- Temporary suspension.
- Termination of Contract.
- Legal action, where applicable.

This Code of Conduct helps create a positive and secure environment for children, supporting their development and well-being during sports activities at Elite SF.

Acknowledgement and Acceptance (BrightHR)

All self-employed coaches and contractors engaged by Elite SF are required to read and acknowledge this Policy Breach Procedure, along with all associated policies, via the BrightHR system (or equivalent compliance platform used by the business).

Acknowledgement via BrightHR constitutes confirmation that the individual:

- Has read and understood the contents of this procedure
- Agrees to adhere to all company policies and standards
- Understands the consequences of policy breaches as outlined

Failure to complete policy acknowledgement may result in:

- Suspension of work allocation
- Removal from scheduled sessions until compliance is confirmed

The business reserves the right to rely on digital acknowledgement records as evidence of acceptance of terms and expectations.

Adopted on: 29th December 2025

Signed on behalf of Elite SF: J. Bartram

Date for review: 29th December 2026