



# Standard Operating Procedure

## Code of Conduct – Instructors & Coaches

**Ownership & Applicability**

Person responsible for update of this procedure:	Children’s Officer
Responsible for Activity:	
Applicable to:	Instructors & Coaches

**Approval**

Drafted / Revised	Approved	Revision	Effective from
Emer O'Donnell	Ciaran O'Reilly	Rev1	June 2021

SOP Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Flag Officer: \_\_\_\_\_ Date: \_\_\_\_\_

## **MYC Code of Conduct Instructors & Coaches**

As an instructor or coach in sport you have an opportunity to make a positive impact on the lives of young people. You, and any other person working with you, should abide by the MYC codes of conduct as outlined below.

### **As an instructor or coach you should:**

- Understand and ensure that the welfare and well-being of young people is paramount
- Be qualified for your role and keep up-to-date with knowledge and skills appropriate to your position
- Be familiar with the Club, Region and Irish Sailing safeguarding policies and rules
- Ensure a safe and fun environment for the young people you are responsible for by:
  - Planning and preparing for sessions; explaining to young people what is planned for each session
  - Understanding a young person's developmental needs and being aware of how a young person may be physically and psychologically affected
  - Having consent and accessible emergency contact details for each young person
  - Ensuring your sessions are adequately supervised and you work in an open environment
  - Being positive in your interactions with young people
  - Prioritise young people's skill development and enjoyment
  - Setting age appropriate and realistic goals
  - Treating each young person equally and fairly; challenging bullying behaviour
  - Praising and encouraging effort
  - Engaging positively with parents/ carers letting them know how they can help and what you expect from parents

### **Instructors & Coaches must:**

- Not expose a young person to criticism, hostility or sarcasm
- Not swear at, make fun of, shout unnecessarily or argue with a young person
- Be aware of a young person's sensitivity to body image

- Never use physical punishment or force
- Correct mistakes without using any form of punishment, exclusion or humiliation
- Never used banned substances or alcohol whilst responsible for or in the company of young people
- Not engage in behaviour that is inappropriate e.g. bullying, rough physical games, sexually provocative games, never, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a young person

**As an instructor or coach your responsibilities are to:**

- Act as a role model for young people by promoting a healthy lifestyle and encouraging a positive approach to sport
- Maintain the highest standards of personal conduct and respectful behaviour in any activity related to the Club or Irish Sailing
- Co-operate with the recommendations from medical and ancillary practitioners concerning the health and well-being of a young person. As an instructor or coach you should ensure any young person is medically fit to participate in the activity
- Act only within your qualification and competence; you should not carry out medical testing, therapy or provide advice if you are not qualified to do so; any such activity must only be with the assent of the young person and the consent of a parent/ carer
- Keep any person or medical information relating to a young person strictly confidential unless required to pass this on in the best interests of the young person
- Never apply undue influence or pressure on a young person for your own personal benefit or reward

By signing below, you are committing to abide by the above. Any breach of this code of conduct will be dealt with appropriately and accordance with the Club and Irish Sailing disciplinary processes.

Signed:\_\_\_\_\_

Print Name:\_\_\_\_\_

Date:\_\_\_\_\_