

Volunteer Coach/Team Manager Code of Ethics Agreement (Over 17 years of age)

Coaches and Team Managers have the same rights and responsibilities as other volunteers:

- Accept a duty of care for the safety and wellbeing of the athletes and volunteers you work with
- Act in a responsible manner, set a good example for athletes, be an ambassador for Special Olympics in the wider community
- Abstain from the consumption or use of alcohol, tobacco & recreational drugs while volunteering, in accordance with Special Olympics policy
- Be a responsible guardian of any confidential information you may have about others including athletes and volunteers; respect others' right to privacy
- Report any emergency or anything likely to cause harm to any individual or property. Reports of this nature will be given to the Special Olympics New Zealand individual in charge, a Special Olympics New Zealand staff member who may be present, or to the Chief Executive Officer of Special Olympics New Zealand after taking any immediate action to ensure the health and safety of participants
- Address any concerns or complaints to the Special Olympics New Zealand individual in charge, a Special Olympics New Zealand staff member who may be present, or to the Chief Executive Officer of Special Olympics New Zealand
- Act with consideration and judgement in all interpersonal relationships & with regard to the Special Olympics Dating Policy
- Respect the physical integrity of athletes. This should not preclude any normal spontaneous expressions of warmth or celebration but expressions must be acceptable to all parties
- Not use a volunteer role to promote personal beliefs if these are incompatible with Special Olympics principles

Responsibilities Specific to Coaches:

Respect for Others

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| Treat everyone including administrators, athletes, coaches, officials, opponents, parents, venue staff and spectators with courtesy and respect | Set personal high standards of behaviour for yourself for language, manner, punctuality and dress. |
| Treat everyone equally regardless of age, ability, gender, ethnicity or beliefs | Encourage athletes to demonstrate the same qualities |

Ensure a Positive Experience

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| Be fair, considerate and honest with athletes. All athletes deserve equal attention and opportunities. | Treat athletes as individuals with consideration of their ability, developmental stage and goals. |
| Enable each athlete to participate in events that challenge them and are appropriate to their ability. | Communicate with athletes in a simple clear way that they can understand. |
| Be alert to bullying, neglect and emotional, physical or sexual abuse towards athletes or others and take appropriate action. | Keep winning and losing in perspective with personal challenge and enjoyment. |

Fulfil the Responsibilities of the Role

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| Provide a planned training and competition programme suited to the athletes' needs including accurate entry information for each competition (athlete/team). Keep individual/team records updated. | Follow Special Olympics New Zealand rules, policies and procedures along with applicable National Sports Organisation and International Sport Federation rules. |
| Respect the decisions of referees, judges and committees. If a concern arises, follow Special Olympics protest procedures. | Physical contact should be appropriate to the situation, necessary for the athlete's skill development and explained to the athlete. |
| Be alert and report anything you observe which you feel may cause harm to an athlete or volunteer. | Insist athletes try their best when they compete in heats and finals, in keeping with Special Olympics 'honest effort' rules. |

Quality Service to the Athletes

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| Be knowledgeable about the sport rules and skills of the sport | Be open to new ideas / ways of doing things to enhance coaching skills/qualifications and benefit the athletes; |
| Seek advice and assistance when additional expertise is needed to support athletes. | Maintain individual and team records for: <ul style="list-style-type: none"> - training, entry forms and competition results - medical and injury |

Take Reasonable Steps to Provide a Safe Environment

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| Adopt procedures to ensure a safe training and competition environment. | Be familiar with each athlete's medical and support information, especially any limitations on an athlete's participation needed. |
| Check that equipment and facilities are safe to use and appropriate for the age and ability of the athletes. | Use any required safety gear during training and competition |
| Educate volunteers and athletes about any hazards | Prepare athletes for weather conditions (heat, cold, sun, wind etc) |
| Ensure the coach/athlete ratio is appropriate to the activity and athletes involved (1:4 or better in line with Special Olympics.) | Encourage and promote a healthy lifestyle – nutrition, 'push play', 'smokefree' 'drug free' and regular health checks. |
| Encourage athletes to seek medical advice when needed, only allow them to return to training and competition when appropriate | Show concern and caution toward sick or injured athletes, provide a modified training programme where appropriate |

I have read the Special Olympics New Zealand Code of Ethics and agree to abide by it.

I acknowledge that Special Olympics New Zealand may take disciplinary measures if I breach the Code of Ethics.

I understand that Special Olympics New Zealand is required to implement a complaints procedure in the event of a complaint being made against me.

Volunteer Coach/Assistant Coach/Team Manager

Club Chairperson/Co-ordinator

Name: _____

Name: _____

Signed: _____

Signed: _____

Date: _____

Date: _____