



GOOD PRACTICE GUIDELINES

Always remember that whenever you are responsible for the care or supervision of a young person, or where you are in a position of power or influence over a young person, you are in a relationship of trust. You should never do anything to abuse that trust. The following guidelines will help to safeguard all participants of archery whether they are coaches, assistants, or officials.

All coaches/volunteers and officials working with young archers have a responsibility to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within Archery:

- ✦ Always work in an open environment (e.g. avoiding private or unobserved situations and encourage an open environment i.e. no secrets).
- ✦ Treat all people with respect and dignity.
- ✦ Be an excellent role model – behave in an exemplary manner – this includes not smoking or drinking alcohol in the company of children or young people.
- ✦ Always put the welfare of each young person first, before winning or achieving goals.
- ✦ Maintain a safe and appropriate distance with young archers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them).
- ✦ Provide the parents with information setting out how the instruction will be undertaken. Obtain their permission to coach their child and/or young person.
- ✦ Young people of 16 or 17 years of age can legally consent to some types of sexual activity. Do not allow a sexual relationship to develop if it is within a relationship of trust.
- ✦ Whilst coaching on a one -to-one basis ensure there is another adult present.
- ✦ Generally, the Club will only accept members who are over 10 years of age. It is recommended that the ratio of juniors to supervising adults never exceeds 10:1 with a minimum of two adults.
- ✦ Keep up to date with the technical skills, qualifications and insurance within archery.
- ✦ Ensure that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms. Should adults need to "check up" on children, whilst they are in their rooms, then another adult must accompany them.
- ✦ Give enthusiastic and constructive feedback rather than negative criticism.



- ↔ Recognise the development needs and capacity of young people and disabled adults - avoid excessive training or competition and do not push them against their will.
- ↔ Secure parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- ↔ Work with the parents and be aware that all parties concerned have their own goals.
- ↔ Keep a written record of any injury that occurs, along with the details of any treatment given. All incidents that may give rise to a claim are reported to the Archery GB Insurance Officer as soon as possible after the event.
- ↔ Request written consent from parents when young children need to be transported by coaches/volunteers or officials.

Practice to be Avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the club or the child's parents; for example, a child sustains an injury and needs to go to hospital.

- ↔ Do not spend excessive amounts of time alone with children away from others.
- ↔ Never take children alone on car journeys, unless in an emergency and then consult the parents first.
- ↔ Never take children to your home where they will be alone with you.

Practice Never to be Sanctioned

The following should **never** be sanctioned. You should never:

- ↔ Strike a child.
- ↔ Engage in rough, physical or sexually provocative games.
- ↔ Share a room with a child.
- ↔ Allow or engage in any form of inappropriate touching.
- ↔ Allow children to use inappropriate language unchallenged.
- ↔ Make sexually suggestive comments to a child, even in fun.
- ↔ Reduce a child to tears as a form of control.
- ↔ Fail to act upon and record any allegations made by a child and/or young person.



- ↔ Do things of a personal nature for children or disabled adults that they can do for themselves.
- ↔ Invite or allow children to stay with you at your home unsupervised.
- ↔ Spend an excessive amount of time alone with one junior archer.
- ↔ It may sometimes be necessary to do things of a personal nature for children, particularly if they are young or disabled. These tasks should only be carried out with the full understanding and consent of parents and the archers involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.