

# **London Ramblers Basketball**

## **Code of Conduct and Responsibilities for Program Convenors**

### **September 2010**

*London Ramblers Basketball is committed to safeguarding and promoting the well being of all its members. Convenors in the organization should at all times show respect and understanding for the safety and welfare of others and conduct themselves in a way that reflects the guidelines in this Code of Conduct.*

#### **1. Make sure that your behaviour always is guided by a concern for the safety and well being of participants.**

In our increasingly litigious and accountable society, all those involved in sport have a responsibility to take all reasonable steps required to ensure the safety and well being of all participants. The Convenor is responsible for the welfare, safety, and protection of participants while they are under his or her supervision. Verbal, physical, emotional, or sexual abuse or misconduct of any kind is unacceptable and will not be tolerated.

#### **2. Plan your activities and ensure the safety and well-being of all participants.**

Activities should provide a safe, positive, and encouraging atmosphere for all participants. They should be carefully planned, well structured, and varied to provide opportunities for participant development. **Because proper supervision is imperative, at least two adults should be present during all activities. Ensuring that there are adults of both sexes in the gym is also strongly advised.**

#### **3. Make sure that you are clearly identifiable as the Program Convenor.**

Program Convenors should wear the Ramblers attire that is provided to them so that they can be easily identified by parents and participants.

#### **4. Arrive early.**

Program Convenors should arrive early so that they can set up, discuss planned activities with volunteer coaches, and ensure that participants are adequately supervised upon their arrival.

#### **5. Provide adequate instruction to volunteer coaches.**

The Program Convenor must be present at all activities and is responsible for providing volunteer coaches with adequate instruction and assistance. Convenors also are responsible for addressing the questions and concerns of volunteer coaches.

**6. Do not leave the premises until all participants have been picked up by a parent or guardian.**

The Convenor is responsible for ensuring that all participants have been picked up before s/he leaves the premises. While children never should be left alone, the Convenor should avoid being alone with one or two participants. The Convenor should ask a volunteer coach to stay with him or her while waiting for children to be picked up.

**7. Respect the rights, dignity, and worth of every person.**

Regardless of their gender, race, cultural background, religion, or other factor irrelevant to the sport, all individuals are entitled to equal treatment and respect and all participants should feel welcome when attending activities. Convenors should avoid making remarks that could be construed as offensive or discriminatory, keeping in mind that sometimes even a joke may give rise to offence. Even if a person refers to him or herself using a particular label, it should not be taken as an invitation for you to do so. Using discretion is imperative, and it is better to err on the side of caution. Convenors should refrain from using profane, insulting, or offensive language.

**8. Ensure that any physical contact is appropriate.**

Physical contact between participants and volunteer coaches or Convenors, except that which would be considered usual social contact such as giving a “high five,” should be rare. Gestures that are intended to be well meaning and that are considered acceptable to some may be unacceptable to others. Convenors should be aware that sometimes physical contact can be misinterpreted as sexual harassment or even molestation by a participant or outsider. Particular care needs to be taken when coaching children. The Convenor should ensure that where there is physical contact between a participant and a volunteer coach or Convenor, that it is appropriate to the situation, necessary for the participant’s skill development, and done in the sight of another adult.

**9. Avoid being alone with participants and ensure that volunteer coaches do the same.**

While children never should be left alone, volunteer coaches and Convenors should avoid being alone with participants. If you must have a private conversation with a participant, do it within the view of others and with a volunteer coach or with the participant’s parent present.

**10. Act responsibly when participants are ill or injured.**

While parents should be contacted as soon as possible where a participant is injured or becomes ill, the Convenor must take responsibility for participants who are sick or injured while under his or her care. Where a participant is injured on the court, make sure that there is no danger of further aggravation of the injury. Educate yourself so that you can recognize the seriousness of an injury or illness and act accordingly, but do not

give medical advice if you are not qualified to do so. Finally, follow the advice of a physician when determining when an injured or ill participant is ready to return to activities.

**11. Respect the facilities and equipment provided.**

London Ramblers Basketball is committed to maintaining good relationships with those whose gyms we use to run our programs. Facilities, equipment, and their upkeep cost money and must be kept in good order. The Convenor should ensure that neither volunteer coaches nor participants abuse anything provided for their use. Not only can equipment be damaged, serious injury can occur. The Convenor also should ensure that facilities are left in the state in which they were found.

I have read and understand the content, requirements, and expectations of the Code of Conduct and Responsibilities for Program Convenors of London Ramblers Basketball as set out above. I have a copy of the Code and agree to abide by its provisions. I understand that if I have questions, at any time, regarding this policy, I will consult London Ramblers Basketball.

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

Signature: \_\_\_\_\_

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