

Codes of Conduct

| BWB Document Control Procedure | |
|--------------------------------|------------------|
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1. Introduction to the Codes of Conduct

These Codes of Conduct are intended as guidelines for all those involved in the sport of wheelchair basketball. All such individuals have the responsibility to act according to these guidelines ensuring that wheelchair basketball provides safe, fun and inclusive opportunities for people to participate in.

All persons, regardless of age, gender, ability, disability, ethnicity, religious belief and sexual identity have a right to play wheelchair basketball in an enjoyable and safe environment protected from abuse.

Young players, adults at risk and everyone involved have a right to expect appropriate support in accordance with their personal and social development with regard to their involvement in the game of wheelchair basketball.

All those involved in the planning, development, management and delivery of wheelchair basketball to children, young people and adults at risk have a duty to ensure that all participants are:

- Coached and trained by appropriately qualified people in a safe and fun environment
- Actively encouraged to participate in wheelchair basketball at an appropriate level for their age and ability
- Provided with opportunities to participate in games and training sessions as appropriate to the age and ability of the individual
- Not subjected to abuse and/or poor practice from any source
- Not subjected to bullying or undue pressure
- Supported to play an active role in the community, both in and out of the sporting environment

The codes of conduct should be read in conjunction with the following policies and statements which can be accessed via www.britishwheelchairbasketball.co.uk:

- **BWB Safeguarding Policy**
- **BWB Safeguarding Procedures**
- **BWB Disciplinary Policy**
- **BWB Classification Policy**
- **BWB Diversity Statement**
- **BWB Whistleblowing Policy**
- **BWB League Rules and Regulations**

Breaches to the Codes of conduct may result in disciplinary action from BWB.

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2. Embedding British Wheelchair Basketball's Mission and Values

British Wheelchair Basketball is committed to enabling a safe, inclusive and welcoming environment across our sport. Our mission to transform people's lives through wheelchair basketball threads through all aspects of participation; from training to competition, supporters to players, from domestic to international competition.

Our values symbolise our unique DNA and the culture of British Wheelchair Basketball – the values of pride, grit, united and drive, will be considered in the execution and interpretation of all policies and governance.

British Wheelchair Basketball's policies support the delivery of world-class governance across the sport and enable the realisation of our commitment to safely and inclusively engage with all participants and deliver both the mission and values of this outstanding sport.

3. Data Notice

Personal Data will be handled during the implementation of British Wheelchair Basketball's policies. This Personal Data will be managed in line with British Wheelchair Basketball's Privacy Notice.

Please note that there will also be instances where personal data will be shared with third parties outside of British Wheelchair Basketball, either in carrying out our legal responsibilities or in retaining professional support.

Where the implementation of the Policy concludes in the imposition of sanctions, the individuals name, violation and sanction will be shared with interested parties (inside and outside of the sport) and via the British Wheelchair Basketball website.

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Code of Conduct for Coaches

| Principle | Actions |
|---|---|
| Rights | <p>Coaches should:</p> <ul style="list-style-type: none"> • Create an environment free of fear and harassment for all participants • Educate athletes as to their responsibilities in contributing to a safe environment • Direct comments or criticism relative to performance and not the participant • Encourage athletes to accept responsibility for their own behaviour • Be fair, honest and considerate to participants • Recognise the rights of participants to be treated as individuals • Consider the athlete's future health and well-being as foremost when making decisions • Promote the concept of a balanced lifestyle, supporting the well-being of the athlete both in and out of the sport • Promote the welfare and best interests of their athletes and ensure that training and playing demands are reasonable dependent upon the age, maturity, experience and ability of the players • Maintain appropriate confidentiality in line with guidance |
| Relationships | <p>Coaches should:</p> <ul style="list-style-type: none"> • Develop an appropriate working relationship with participants, based on mutual trust and respect • Maintain professional boundaries with participants • Not engage in behaviour that constitutes any form of abuse or harassment (physical, sexual, emotional, neglect, bullying etc.) • Not engage in sexual activity and/or have intimate relationships with anyone aged 17 and under • Not communicate directly with children and young people aged 17 and under by phone or social media • Familiarise yourself with the signs/indicators of abuse and report all concerns to the Club Welfare Officer, BWB Lead Safeguarding Officer or Designated Safeguarding Officer immediately • Communicate with officials in a respectable manner |
| Responsibilities – personal standards | <p>Coaches should:</p> <ul style="list-style-type: none"> • Project a positive and professional image of yourself and wheelchair basketball • Promote the reputation of the sport and take all possible steps to prevent bringing it into disrepute • Strive to develop individual and team respect for opponents, officials and coaches • Observe the rules of the game and encourage athletes to adhere to the spirit of the rules • Not engage in violent or threatening behaviour • Never use inappropriate language or gestures • Refrain from posting negative or derogatory comments on social media about other participants |
| Responsibilities – professional standards | <p>Coaches should:</p> <ul style="list-style-type: none"> • Maintain affiliation and correct licencing with BWB though annual registration • Gain BWB coaching qualifications appropriate to the level at which you coach and continue personal and professional growth through training and CPD |

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- Undergo a DBS check through BWB
- Be present at all practices and competitions and, when unable to attend, plan/organise knowledgeable, qualified and safe supervision
- Complete regular risk assessments and minimise possible risks
- Comply with regulations concerning the transfer of players
- Abide by and promote anti-doping rules
- Communicate and cooperate with other organisations and individuals in the best interest of athletes
- Abide by BWB Policies, Procedures, Guidance and Competition Rules
- Read and implement good practice as laid out in the BWB Safeguarding Policy, Procedures and Guidance
- Abide by suspensions and sanctions imposed by BWB
- Declare any history or instances where you were disciplined, dismissed, cautioned, warned or convicted of any offence relating to children/young people/adults at risk
- Have a knowledge and commitment to equality and diversity issues
- Operate in accordance with the BWB Equal Opportunities policy
- **Never** intentionally deceive BWB
 - *Examples include falsifying personal data, deliberately using a photograph of another person, deliberately using another name other than that which is listed on official documentation such as a passport or birth certificate*

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Code of Conduct for Officials

| Principle | Actions |
|---|---|
| Rights | <p>Officials should:</p> <ul style="list-style-type: none"> • Protect everyone involved in the game from verbal or physical abuse and threatening or intimidating behaviour • Be fair, honest and considerate to participants • Recognise the rights of participants to be treated as individuals • Maintain appropriate confidentiality in line with guidance • Be fair, honest and unbiased |
| Relationships | <p>Officials should:</p> <ul style="list-style-type: none"> • Develop appropriate working relationships with participants, based on mutual trust and respect • Not communicate directly with children and young people aged 17 and under by phone or social media • Maintain professional boundaries with participants • Not engage in behaviour that constitutes any form of abuse or harassment (physical, sexual, emotional, neglect, bullying etc.) • Not engage in sexual activity and/or have an intimate relationship with anyone aged 17 and under • Familiarise yourself with the signs/indicators of abuse and report all concerns to the Club Welfare Officer, BWB Lead Safeguarding Officer or Designated Safeguarding Officer immediately |
| Responsibilities – personal standards | <p>Officials should:</p> <ul style="list-style-type: none"> • Project a positive and professional image of yourself and wheelchair basketball • Conduct yourself in a manner that takes all reasonable measures to protect your own safety and the safety of others • Maintain game commitments • If unable to fulfil an appointment due to exceptional circumstances, inform the Appointments Officer as soon as possible • Arrive to games in due time • Dress appropriately wearing the BWB officials uniform for games and competitions • Promote the reputation of the sport and take all possible steps to prevent bringing it into disrepute • Deal with participants in a respectable manner, even in cases where this courtesy is not reciprocated • Never use inappropriate language or gestures • Not engage in violent or threatening behaviour • Refrain from publicly expressing any criticism of fellow officials • Officiate in a totally unbiased manner, making all decisions based on the evidence and without reference to any incidents which may have occurred at an earlier date. At all times officiate within the true spirit of the game |
| Responsibilities – professional standards | <p>Officials should:</p> <ul style="list-style-type: none"> • Maintain affiliation and correct licencing with BWB through annual registration • Gain qualifications appropriate to the level at which you officiate and continue personal and professional growth through training and CPD • Declare any history or instances where you were disciplined, dismissed, cautioned, warned or convicted of any offence relating to children/young people/adults at risk |

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- Respond promptly to communication from the Assignment Officer
- Decline to be appointed to a match if not completely physically or mentally fit to participate
- Claim match fees and expenses no later than two weeks after the date of the game
- Read and implement good practice as laid out in the BWB Safeguarding Policy, Procedures and Guidance
- Abide by BWB policies and competition rules
- Abide by suspensions and sanctions imposed by BWB
- Have a knowledge and commitment to equality and diversity issues
- Abide by BWB Policies, Procedures, Guidance and Competition Rules
- Operate in accordance with the BWB Equal Opportunities policy
- **Never** intentionally deceive BWB
 - *Examples include falsifying personal data, deliberately using a photograph of another person, deliberately using another name other than that which is listed on official documentation such as passport or birth certificate*

As well as the statements outlined under 'officials should', Referees should:

- Complete a self-declaration
- Update availability on assignment software regularly
- Have a thorough knowledge of the relevant competition rules for every match
- Pay proper attention to the noting of disqualification and penalty points etc. on the score sheet
- In cases where a participant is disqualified from a match, make a full written report and forward immediately to BWB
- Submit match reports, where applicable, as soon as reasonably possible after a match

As well as the statements outlined under 'officials should', Commissioners, Statisticians and Table Officials should:

- Have a thorough knowledge of the relevant competition rules for every match

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Code of Conduct for Volunteers

Definitions:

Volunteers refers to anyone undertaking non-paid work within wheelchair basketball clubs or events.

Volunteers in a position of trust are volunteers such as, Committee Member, Coach, Activator, Leader, Team Manager or Event Coordinator. Other roles may be included.

A volunteer who is **not** in a **position of trust** will **not** have unsupervised contact with members or any formal responsibilities.

If you are unsure whether you require a DBS contact BWB's Lead Safeguarding Officer.

| Principle | Actions |
|---------------|---|
| Rights | <p>Volunteers should:</p> <ul style="list-style-type: none">• Create an environment free of fear and harassment• Be fair, honest and considerate to participants• Recognise the rights of participants to be treated as individuals• Promote the concept of a balanced lifestyle, supporting the well-being of the athlete both in and out of the sport• Promote the welfare and best interests of their athletes• Maintain appropriate confidentiality in line with guidance |
| Relationships | <p>Volunteers should:</p> <ul style="list-style-type: none">• Develop an appropriate working relationship with participants, based on mutual trust and respect• Familiarise yourself with the signs/indicators of abuse and report all concerns to the Club Welfare Officer, BWB Lead Safeguarding Officer or Designated Safeguarding Officer immediately <p>Volunteers in a position of trust should:</p> <ul style="list-style-type: none">• <u>Not</u> engage in behaviour that constitutes any form of abuse or harassment (physical, sexual, emotional, neglect, bullying etc.)• <u>Not</u> engage in sexual activity and/or have an intimate relationship with anyone aged 17 and under• <u>Not</u> communicate directly with children and young people aged 17 and under by phone or social media• Maintain professional boundaries with participants |

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| <p>Responsibilities – personal standards</p> | <p>Volunteers should:</p> <ul style="list-style-type: none"> • Develop an appropriate working relationship with participants, based on mutual trust and respect • Project a positive and professional image of yourself and wheelchair basketball • Promote the reputation of the sport and take all possible steps to prevent it from being in disrepute • Be respectful towards other participants • Maintain commitments • Never use inappropriate language or gestures • Not engage in violent or threatening behaviour <p>Volunteers in a position of trust should:</p> <ul style="list-style-type: none"> • Abide by and promote anti-doping rules • Encourage athletes to accept responsibility for their own behaviour and performance in training, participation and competition • Strive to develop individual and team respect for opponents, officials and coaches • Encourage athletes to adhere to the rules and spirit of the game |
| <p>Responsibilities – professional standards</p> | <p>Volunteers should:</p> <ul style="list-style-type: none"> • Abide by BWB Policies, Procedures, Guidance and Competition Rules • Abide by suspensions and sanctions imposed by BWB • Read and implement good practice as laid out in the BWB Safeguarding Policy, Procedures and Guidance • Never intentionally deceive BWB <ul style="list-style-type: none"> ○ <i>Examples include falsifying personal data, deliberately using a photograph of another person, deliberately using another name other than that which is listed on official documentation such as a passport or birth certificate</i> <p>Volunteers in a position of trust should:</p> <ul style="list-style-type: none"> • Have a knowledge and commitment to equality and diversity issues • Operate in accordance with the BWB Equal Opportunities policy • Declare any history or instances where you were disciplined, dismissed, cautioned, warned or convicted of any offence relating to children/young people/adults at risk • Maintain affiliation with BWB though annual registration • Undergo a DBS check through BWB where appropriate • Hold appropriate qualifications • Educate participants as to their responsibilities in contributing to a safe environment • Ensure that all activities are suitable for the age, experience and ability of the athletes |

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Code of Conduct for Parents, Carers and Spectators

| Principle | Actions |
|---|---|
| Relationships | <p>Parents, Carers and Spectators should:</p> <ul style="list-style-type: none"> Report any concerns to the Club Welfare Officer, the BWB Lead Safeguarding Officer or Designated Safeguarding Officer Not engage in behaviour that constitutes any form of abuse or harassment (physical, sexual, emotional, neglect, bullying etc.) Develop appropriate relationships, based on mutual trust and respect |
| Responsibilities – personal standards | <p>Parents, Carers and Spectators should:</p> <ul style="list-style-type: none"> Create an environment free of fear and harassment Promote the reputation of the sport and take all possible steps to prevent it from being in disrepute Never use inappropriate language or gestures Discourage unfair play Set a good example by recognising fair play and applauding good performances of all Never argue with officials Never punish or belittle an athlete for losing or making mistakes Publicly accept officials' judgements Challenge poor practice and improper conduct through the appropriate channels Not engage in violent or threatening behaviour <p>Parents and Carers should</p> <ul style="list-style-type: none"> Encourage your child to abide by anti-doping rules Encourage your child to learn the rules Encourage your child to respect their teammates, the opposition and officials Help your child to recognise good performance, not just results Never force your child to take part in sport Support your child's involvement and help them to enjoy wheelchair basketball Encourage and guide performers to accept responsibility for their own performance and behaviour |
| Responsibilities – professional standards | <p>Parents and Carers and Spectators should:</p> <ul style="list-style-type: none"> Read and implement good practice as laid out in the BWB Safeguarding Policy, Procedures and Guidance Abide by BWB Policies, Procedures, Guidance and Competition Rules Abide by suspensions and sanctions imposed by BWB Never intentionally deceive BWB <ul style="list-style-type: none"> <i>Examples include falsifying personal data, deliberately using a photograph of another person, deliberately using another name other than that which is listed on official documentation such as a passport or birth certificate</i> |

Spectator behaviour will ultimately be the responsibility of the team they are affiliated with.

Code of Conduct for Players

| Principle | Actions |
|---|--|
| Rights | <p>Players should</p> <ul style="list-style-type: none"> • Be fair, honest and considerate to all participants • Respect team-mates, the other team, the officials and the coaches • Always respect the official's decisions |
| Relationships | <p>Players should</p> <ul style="list-style-type: none"> • Not engage in behaviour that constitutes any form of abuse or harassment (physical, sexual, emotional, neglect, bullying etc.) • Develop appropriate relationships, with other participants, team staff and officials • Tell a responsible adult if another young person confides in you and you think they need help • Report any concerns to the Club Welfare Officer, the BWB Lead Safeguarding Officer or Designated Safeguarding Officer |
| Responsibilities – personal standards | <p>Players should</p> <ul style="list-style-type: none"> • Not engage in hazing, initiations or dares • Observe the rules and spirit of the game • Accept the decisions of the match officials without questions or complaint (let your captain or coach ask the necessary questions) • Abide by anti-doping rules • Project a positive and professional image of yourself and wheelchair basketball • Be a good sport, applaud all good performance, whether by your team or by the opponent • Promote the reputation of the sport and take all possible steps to prevent it from being in disrepute • Never use inappropriate language or gestures • Not engage in violent or threatening behaviour • Never bully, spread rumours or tell lies about others • Refrain from publicly expressing criticism of participants |
| Responsibilities – professional standards | <p>Players should</p> <ul style="list-style-type: none"> • Maintain affiliation with BWB through annual registration • Win or lose with dignity. Shake hands with the opposing team and the officials at the end of every game • Never intentionally deceive BWB <ul style="list-style-type: none"> ○ <i>Examples include falsifying personal data, deliberately using a photograph of another person, deliberately using another name other than that which is listed on official documentation such as a passport or birth certificate</i> • Read and implement good practice as laid out in the BWB Safeguarding Policy, Procedures and Guidance • Abide by BWB Policies, Procedures, Guidance and Competition Rules • Abide by suspensions and sanctions imposed by BWB |

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Code of Conduct for Tutors and Contracted Workforce

| Principle | Actions |
|---|---|
| Rights | <p>Tutors and Contracted Workforce should:</p> <ul style="list-style-type: none"> • Create an environment free of fear and harassment for all participants • Be fair, honest and considerate to participants • Recognise the rights of participants to be treated as individuals • Maintain appropriate confidentiality in line with guidance |
| Relationships | <p>Tutors and Contracted Workforce should:</p> <ul style="list-style-type: none"> • Develop an appropriate working relationship with participants, based on mutual trust and respect • Maintain professional boundaries with participants • Not engage in behaviour that constitutes any form of abuse or harassment (physical, sexual, emotional, neglect, bullying etc.) • Not engage in sexual activity and/or have intimate relationships with anyone aged 17 and under • Not communicate directly with children and young people aged 17 and under by phone or social media • Familiarise yourself with the signs/indicators of abuse and report all concerns to the Club Welfare Officer, BWB Lead Safeguarding Officer or Designated Safeguarding Officer immediately |
| Responsibilities – personal standards | <p>Tutors and Contracted Workforce should:</p> <ul style="list-style-type: none"> • Project a positive and professional image of yourself and wheelchair basketball • Conduct yourself in a manner that takes all reasonable measures to protect your own safety and the safety of others • Promote the reputation of the sport and take all possible steps to prevent bringing it into disrepute • Dress appropriately • Not engage in violent or threatening behaviour • Never use inappropriate language or gestures • Refrain from posting negative or derogatory comments on social media about other participants |
| Responsibilities – professional standards | <p>Tutors and Contracted Workforce should:</p> <ul style="list-style-type: none"> • Undergo a DBS check through BWB where required • Gain appropriate qualifications • Complete regular risk assessments and minimise possible risks • Abide by BWB Policies, Procedures, Guidance and Competition Rules • Communicate and cooperate with other organisations and individuals in the best interest of participants • Read and implement good practice as laid out in the BWB Safeguarding Policy, Procedures and Guidance • Declare any history or instances where you were disciplined, dismissed, cautioned, warned or convicted of any offence relating to children/young people/adults at risk • Have a knowledge and commitment to equality and diversity issues • Operate in accordance with the BWB Equal Opportunities policy • Never intentionally deceive BWB <ul style="list-style-type: none"> ○ <i>Examples include falsifying personal data, deliberately using a photograph of another person, deliberately using another name other than that which is listed on official documentation such as a passport or birth certificate</i> |

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Glossary

BWB Lead Safeguarding Officer: The person who has responsibility for ensuring that BWB's safeguarding policy is adhered to.

Club Welfare Officer: The person within a sports club with primary responsibility for managing and reporting concerns about children and adults at risk and for putting in place procedures to safeguard children and adults at risk in the club.

CPD: CPD stands for Continuing Professional Development. It refers to the process for tracking and documenting the skills, knowledge and experience gained formally and informally.

DBS check: A check made on the criminal record of someone applying for or continuing a role. Roles such as coach and Club Welfare Officer where you regularly interact with children or adults at risk will require a DBS check.

Designated Safeguarding Officer: A designated safeguarding officer is the person who has responsibility for ensuring the safeguarding policy is being adhered to for example at an event.

Participant: Anyone involved in wheelchair basketball including athletes, coaches, officials, volunteers, parents, carers, spectators. This list is not exhaustive.

Officials: This includes referees, umpires, table officials, statisticians, classifiers. This list is not exhaustive.

Volunteers: This includes anyone undertaking non-paid work within wheelchair basketball clubs or events.

Volunteers in a position of trust: Volunteers such as, Committee Member, Coach, Activator, Leader, Team Manager or Event Coordinator. Other roles may be included.

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