

Cardiff City Korfball Club

Code of conduct

Version 1.0

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Introduction

Cardiff City Korfball Club (henceforth known as CCKC) is fully committed to promoting and safeguarding the wellbeing of all CCKC members.

CCKC believes it is important that members, coaches, administrators and spectators associated with CCKC should, at all times, show respect and understanding for the safety and welfare of others. Therefore, everyone is encouraged to be open at all times and to share any concerns or complaints they may have about any aspect of the club with the committee.

This Code of Conduct is intended to ensure that acceptable and consistent standards of behaviour are observed by all. All members and spectators are required to abide by the following CCKC Code of Conduct. The Club is responsible for all persons associated to the club, including any spectator supporting the club on match days.

Any members found to be in breach of the CCKC Code of Conduct will be dealt with in accordance with the club's disciplinary policy.

Code of Conduct

- Any members of CCKC must make sure they have read, and operate within, this CCKC Code of Conduct. A member shall be defined as any participant, coach, committee member, official, spectator or anyone else who may be associated with CCKC in any way.
- Any members of CCKC must make sure they have read, and are working within, the CCKC Health and Safety Policy and the responsibilities contained therein.
- Any members of CCKC must make sure they have read, and are working within, the CCKC Rules and Constitution.
- Any members of CCKC must work within the agreed budgets. All expenses must be approved in advance.
- Members must make sure they pay any subscriptions or transport fees promptly to enable smooth running of the club.

All Members

- A member shall, at all times, act in the best interests of Korfball and shall not act in any manner that is improper or brings the club, area or sport into disrepute.
- A member shall at all times respect the views of others and never discriminate against anyone on the grounds of age, race, gender, sexual orientation, disability, religion or any other beliefs or personal status(es).
- All participants must play within the rules and respect officials and their decisions. Swearing and arguing will not be tolerated. Any fines imposed upon a club member in accordance with competition rules must be paid promptly.
- CCKC shall be responsible for ensuring that its participants, officials, representatives, spectators, and all persons purporting to be its supporters or followers, conduct themselves in an orderly fashion and refrain from violent, threatening, abusive, obscene or provocative behaviour, conduct or language whilst attending at, or taking part in, a match in which it is involved, whether at its own venue or elsewhere.
- Nobody, apart from participants and officials taking part in the match shall be permitted to encroach on to the playing area, save for reasons of crowd safety.
- All members must respect opponents, both on and off court and on social media platforms.
- All members must respect their own team members on and off court.
- All members must respect their own Club members on and off court.

- A member shall not use violent, threatening, abusive, indecent, or insulting words or behaviour.
- All members must abide by the CCKC's Health and Safety Policy at all times.
- Nobody is allowed to smoke at a training or match venue, except in designated outdoor areas.
- All members must respect the property at training and match venues and are expected to clear up their own litter. The cost of replacing breakages, or repairing damage, must be paid for promptly by the member concerned.
- All persons entering the training and match venues of a club must wear the appropriate footwear and other clothing.
- All persons are to arrive at match venues at the time specified by the coach or team manager.
- All persons are required to pay Club subscription fees as laid out in the constitution. If these are not paid in a timely manner, the committee has the discretion to apply sanctions. If you are facing financial hardship, please contact the Treasurer. Further information on subscriptions can be found in the "Club fees" document.

Club Coaches, Officials and Volunteers

- Consider the wellbeing and safety of participants before the development of performance. Never exert undue influence over performers to obtain personal benefit or reward.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Make sure all activities are appropriate to the ability and experience of those taking part.
- Display consistently high standards of behaviour and appearance.
- Promote the positive aspects of the sport (e.g. fair play).
- Follow all guidelines laid down by the national governing body.
- Hold appropriate valid qualifications and insurance cover.
- Never condone rule violations or rough play.
- Never condone the use of prohibited substances.
- Encourage participants to value their performances and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Never punish or belittle a participant for losing or making mistakes.
- Publicly accept officials' judgements and encourage players to do so.
- Support every participant's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Ensure all sessions can be scaled for all abilities (beginners to advanced) and that all teams are prioritised equally in session (in terms of tactics taught and providing feedback).
- Ensure demeanour in sessions is positive, welcoming and encouraging.
- Ensure that the Club's aim and objective, outlined by the committee, are respected and adhered to during sessions and matches.

Club representation

The CCKC committee encourages openness and transparency and so the expression of alternative views is welcomed to stimulate healthy discussion that could be beneficial for CCKC in the long run. However, it is extremely important that any members of the CCKC are careful about anything said in a public arena (on the internet, or in other forms) that could be heard or read by others.

Under no circumstances must anyone use such media opportunities to criticise or ridicule the CCKC, club sponsors, other clubs, national governing bodies, the International Korfball Federation, or the actions of others involved in the administration of CCKC. Such comments could be construed as representing an official view and so could potentially damage the image of CCKC.

Such comments could also temporarily or permanently damage the reputation of the author of the comments. Any breach of the code of conduct may result in the player being asked to miss fixed number of training sessions and/ or matches or be asked to leave CCKC. Players arriving late to games may miss the first part of the match.

Health & Safety Policy

CCKC intends to ensure, as far as is reasonably practicable, that adequate measures are taken, on a proactive basis, to reduce to a minimum the risk of injury to participants and spectators from Korfball activities.

All members should consider the health of others (especially those who may be vulnerable) and are advised against attending training when they have an infectious disease in order to reduce the likelihood of spread to other members in the club.

- Gastrointestinal illness: Do not attend training/matches until at least 48 hours have passed since your last GI symptoms (i.e. diarrhoea or vomiting).
- All other illness: Wait until your symptoms have cleared and you feel well enough to attend club sessions (training, matches or social events). You should not attend if you have an active fever.
- If a member has been instructed by a healthcare worker to isolate, this takes precedence over the above guidance.

CCKC will implement the Health and Safety Policy, issue instructions and offer advice, as appropriate, to all those associated with the clubs Korfball matches and training. Everyone has a health and safety responsibility and this shared responsibility reduces the burden upon any one person to an acceptable level. However, to ensure consistent application of the Health and Safety policy, the Club Chair will be responsible for ensuring health and safety policy is applied.

The Health and Safety policy will be reviewed every 2 years (or after any relevant changes to circumstances) and any change considered to be necessary will be introduced immediately after the new policy document has been approved by the executive committee.

The responsibility for keeping the policy document up to date will fall to the secretary of the club

Coaching

The CCKC will ensure that all supervising coaches will hold a recognised Korfball Coaching Qualification.

Facilities

Prior to commencing training sessions or matches, clubs must make a common sense check of the pitch to ensure it is safe for play and:

- Specifically delegate the inspection duties to responsible persons.
- Set aside sufficient time before starting an activity to allow for a proper inspection of the facilities.
- Not allow participants to start practicing on a pitch before it is considered safe to do so by the coach or committee.

Participants' Attire

Participants must remove fashion items (such as earrings, bracelets and jewellery), or to tape them up or, in the case of religious or medical bracelets, cover them with a sweat band if they cannot be removed. Anyone refusing to do so must not be allowed participate in the activity until this has been done.

Glasses/Spectacles

Participants must ensure their glasses/spectacles are securely fitted during practice and matches.

Footwear

Participants, coaches and managers must ensure that a Participant's footwear is suitable for the playing surface and conditions, and fastened securely.

Fingernails

All fingernails must be kept short (i.e. not visible when looking at them from the palm side of the hand). Participants not adhering to this instruction must not be allowed to take part in the activity.

Long Hair

Long hair must be tied back in such a way as not to cause a risk of injury.

Chewing Gum and Eating Sweets

A Participant must not have any item in their mouth. Anyone refusing to remove such items must not be allowed to take part in the activity until they do so.

Medical Conditions

A Participant must have the appropriate medications to hand (e.g. inhalers for asthma sufferers).

Medical Attention

Clubs must ensure that there are adequate first aid facilities to hand at all times during matches and practice. If an injury is anything other than superficial, the Participant should be taken to hospital, or an ambulance called for potentially more serious injuries. The club will generally be playing in sports facilities where qualified first aid kits and first aiders will be on hand. If blood is spilt onto a Participant's playing clothing, the item of clothing must be changed.

Participants under the Influence of Alcohol, Illegal Drugs or Banned Substances

A Participant must not be allowed to take part in a training session or a match if he or she is considered to be under the influence of alcohol, illegal drugs or other banned substances.

Equipment

Prior to a match or training session: Make sure the bases are stable; make sure the korfs/baskets are securely fixed to the posts; make sure the balls are in good condition; make sure that the posts and bases are only lifted and carried by adults; encourage those handling the equipment to bend their knees when lifting and putting down any items; make sure that at least two adults are present when handling these items, and make sure those not actually carrying these items are kept well clear of those that are.

Drinks

No glass bottles are allowed at training sessions and matches and they should be kept well away from the playing surface at all times. Spillages should be cleared up before play is allowed to resume.

Prior Notification of Policy Requirements

CCKC will ensure that all members, coaches, managers and volunteers have read the policy and are aware of the requirements it places upon them. New committee members should be made aware of their responsibilities for health and safety by their predecessor in either a handover document or meeting.

Review and Amendment

This policy will be periodically reviewed by the committee to ensure its effectiveness. Amendments may be made as necessary to address new challenges or situations.