

STAFF CODE OF CONDUCT

This Staff Code of Conduct applies to BSF or BSUK representatives, volunteers and any people working (whether on a paid or voluntary basis) on behalf of the British Softball Federation (BSF), regardless of the location, event or environment.

The BSF requires all staff to sign up to the Code of Conduct set out below.

The Code outlines good practice when working with all players, and in particular with those under 18 years of age.

An environment that allows bullying, shouting, racism or sexism is not acceptable.

There is clear guidance about what behaviour is inappropriate in a relationship between adults and young people.

It is important that all participants in BSF programmes are able to feel important and valued.

All staff involved in any programme/event must adhere to the following:

Rights	Staff working on programmes or events must respect the rights of all colleagues and players, promote their welfare and be sensitive to their individual needs in relation to participation in our sport.
Relationships	<p>Staff should promote relationships with players and others that are based on openness, honesty, trust and respect.</p> <p>Staff must not engage in behaviour with participants that is abusive or inappropriate. They must respond to any concerns about a player's welfare and work in partnership with other organisations in the players' best interests.</p> <p>Staff must not put themselves in any position where their behaviour may be misinterpreted. Staff must not find themselves in a one-to-one situation alone with an under-18 player. Where being alone with an adult player may cause difficulties, this should be avoided.</p> <p>Staff must not use their role to make private arrangements with children and young people without the prior knowledge of the Team Welfare Officer and the permission of the parents or guardian.</p> <p>Consider carefully the use of physical contact with players and avoid any touching which is, or may be interpreted as being, too personal or intimate.</p>
Responsibilities	<p>Staff must demonstrate proper personal/professional behaviour at all times and be positive role models for the players they are working with.</p> <p>Staff must ensure that players are provided with a safe environment that maximises benefits and minimises risk.</p> <p>Staff must share any concerns about a player with the Team Welfare Officer.</p>
Social Media	<p>Social media should never be used as a medium by which to abuse or criticise players, staff or the BSF.</p> <p>Contact (emails, messages, photos, video etc) between staff and players under 18 should always be via public sites, rather than private</p>

	<p>messaging. Emails and messages should always copy in the child's parent / guardian.</p> <p>Contact between staff and adult players may include private communication. This should always be based on openness, honesty, trust and respect.</p> <p>Team social networking groups can be set up for the majority of communication by team management for the purpose of information sharing.</p> <p>The publishing of a photograph or video footage of team players on a social networking site is governed by the requirements of the BSF Photographic Policy.</p>
Equality	All staff must demonstrate a commitment to respecting differences in terms of gender, race, ethnicity, disability, culture, sexuality and religious beliefs.
General Conduct	<p>Staff are representatives of the British Softball Federation and must conduct themselves in an appropriate manner at all times.</p> <p>Staff behaviour should demonstrate a positive and healthy image for young players.</p>
Professionalism	All staff members must conduct themselves in a professional manner at all times, having respect for the occasion and for officials, colleagues and players.
Smoking	<p>There is a no-smoking policy in operation for team staff on the diamond, in the dugout, during training, in event areas and while wearing GB uniform.</p> <p>Smoking arrangements during tournaments shall be decided by the Head Coach.</p> <p>In addition, staff should not smoke while working with young players.</p>
Alcohol	<p>There is a no alcohol policy in operation for team staff on the diamond, in the dugout, during training, in event areas, while wearing GB uniform or if staff will subsequently be driving team members to another location.</p> <p>Staff should not drink alcohol while working with young players.</p> <p>Any arrangements for drinking alcohol when 'off-duty' during tournaments / events shall be decided by the Head Coach. Any alcohol shall be consumed in moderation, with responsible behaviour maintained at all times.</p> <p>The Head Coach must ensure that there is always an appropriate level of team supervision, with staff members in a fit state to manage the team.</p>
Drugs	There is a strict NO DRUGS policy in effect at all times.
Bullying	Bullying, shouting, racism and sexism are not acceptable.

NAME:

Code of Conduct – Staff

I have read, understood and agree to abide by the BSF Staff Code of Conduct.

SIGNED:

DATE: