



## APPENDIX 10

### Existing Leaders Information Form

Leaders should familiarise themselves with the Governing Bodies Code, in particular the Code of conduct. Leaders should read below and agree to abide by these terms. Leaders should update the self-declaration questions annually.

As a leader in \_\_\_\_\_ (insert name of sport) I agree that I should

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put welfare of young person first, strike a balance between this and winning / results
- Encourage fair play and treat participants equally
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately
- Have experience relevant to working with young people or hold up-to-date qualifications and be committed to the guidelines in this Code
- Involve parents where possible and inform parents when problems arise
- Keep record of attendance at training and competitions
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with this Code's reporting procedures

Where possible I will avoid:

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children on journeys alone in the car

Sports Leaders should not:

- Use any form of punishment or physical force on a child
- Take children to their home
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms
- Take measurements or engage in certain types of fitness testing without the presence of another adult
- Undertake any form of therapy (hypnosis etc.) in the training of children

### Self-Declaration

Do you agree to abide by the guidelines contained in the Children in \_\_\_\_\_ (insert sport) Code of Conduct?

Yes  No

Do you agree to abide by the rules of the governing body / club?

Yes  No

Have you ever been asked to leave a sporting organisation?  
(If you have answered yes, we will contact you in confidence)

Yes  No

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?

Yes  No

(If you have answered yes, we will contact you in confidence)