



CODES OF CONDUCT



SAFEGUARDING AND PROTECTING CHILDREN GUIDANCE

TRIATHLON ZIMBABWE CODE OF CONDUCT

The Triathlon Zimbabwe Codes of Conduct are applicable to all those participating in triathlon or working within the Triathlon Zimbabwe organisation

Any breach of these Codes of Conduct will be investigated under the appropriate disciplinary procedure. Complaints or reports should firstly be made to the Triathlon Zimbabwe Child Safeguarding Officer.

1. Rights of Individuals
2. Code of Conduct for participants and competitors
3. Code of Conduct for parents/guardians involved in triathlon
4. Code of Conduct for Coaches

Rights of Individuals

All children, competitors, coaches, marshals, facilitators and spectators have the right to:

- Enjoy safe participation in Triathlon
- Be treated as an individual
- Be listened to and believed
- Be respected
- Determine their own goals
- Enjoy and participate in Triathlon with a balanced lifestyle
- Participate in an environment free of discrimination of gender, race, disability, age, sexuality, occupation, political opinion, religion or financial status
- Not be exposed to any form of abuse
- Train and race in an environment free of sexual harassment and sexual abuse
- Not be exploited
- Not be pressured to train or compete
- Not train or race whilst sick or injured
- Adequate rest and recovery
- Receive appropriate coaching



BOARD MEMBERS, COMMITTEE MEMBERS & VOLUNTEERS CODE OF CONDUCT

Triathlon Zimbabwe has a duty of care to protect all children and youngsters under the age of 18.

By working with and assisting Triathlon Zimbabwe, I agree:

- to place the safety and welfare of children above other considerations
- to continue to enhance my knowledge regarding TZ Safeguarding Policy
- to comply with all relevant provisions of the policy, including all codes of conduct and the steps for making a complaint or reporting possible child abuse set out in this policy
- to respect the confidentiality of information that may be learned during the course of activity
- to treat all persons involved in the sport of triathlon with respect and courtesy
- to treat all persons involved in the sport of triathlon as equals within the context of his or her activity
- to advocate and model the fundamental positive aspect of sport,
- to not promote cheating or encourage the use of unfair tactics
- to consent to the screening requirements set out in the TZ Safeguarding Policy
- to be accountable for my behaviour and not act in a manner unbecoming, or contrary to the interests of TZ
- to comply with any decisions and/or disciplinary measures imposed under this policy
- to refrain from the use of alcohol or smoking whilst athletic events are in play, and whilst supervising children and youngsters under the age of 18.



CODE OF CONDUCT FOR PARTICIPANTS AND COMPETITORS

At all times when practising, training or competing at events, competitors should:

- Adhere to the rules and regulations of World Triathlon (WT)
- Know and act in accordance with the rules and regulations of the competition
- Accept the decisions of the officials of the event
- Act in a sportsmanlike manner during training and competition
- Treat other competitors, coaches, officials and marshals with respect. Do not shout or swear at them
- Do not discriminate other competitors on the grounds of race, gender, disability, age, sexuality, occupation, political opinion, religion or financial status
- Report any poor behaviour by others to your coach/ Team manager/committee
- Avoid inappropriate relationships with their coach. A relationship may be inappropriate and not be sexual in nature
- Keep to agreed timings or inform the relevant person if you are going to be late
- Do not take banned substances



CODE OF CONDUCT FOR PARENTS/GUARDIANS INVOLVED IN TRIATHLON

Parents/Guardians should recognize the rights of their child, encourage and support their child whilst training and competing in Triathlon and encourage long term participation in Triathlon

Parents/Guardians should:

- Ensure their children have fun whilst training and competing in Triathlon
- Ensure they do not force their children to participate in Triathlon
- Encourage children to participate in Triathlon but do not overemphasise winning
- Promote the health and safety of their children first and foremost
- Not allow children to train or compete whilst sick or injured
- Encourage children to be responsible for their own actions, performance and behaviour
- Encourage their child to accept all individuals and not discriminate on grounds of disability, race, gender or religion
- Encourage children to compete in a variety of sports, particularly younger children
- Encourage, acknowledge and praise personal improvements within training and competitions rather than focusing on winning
- Think of safety at all times and ensure their child is equipped with the necessary equipment i.e. sunscreen, water, helmet, road worthy bike etc
- Enquire about the coach as to whether he/she is qualified and in good standing with Triathlon Zimbabwe
- Inform the coach of individual needs of the child which may affect their participation i.e. medical condition, injuries
- Receive information from the coach regarding the training schedule and program and rationale behind the sessions
- Ensure their child is collected promptly at the end of sessions at the agreed time
- Be aware of Triathlon Zimbabwe's Codes of Conducts
- Encourage their child to be aware of the Codes of Conduct
- Ensure they and their child are aware of who is the Triathlon Zimbabwe Child Safeguarding Officer



Parents/Guardians should be a good role model at competitions

Parents/Guardians should:

- Act in a sportsmanlike way when supporting and spectating
- Encourage children to know and follow the rules of the competition
- Use correct and proper language at all times. Do not swear or yell at children, officials, coaches or others
- Be encouraging to their child and others
- Accept errors are an important part of learning and not condemn children for making them
- Respect officials, competitors, supporters and parents at competitions
- Report any concerns they have about a child or coach, or their behaviour as soon as possible with the appropriate designated person at the event
- Not coach their child at training and competitions unless engaged in recognized coaching responsibilities
- Refrain from smoking and consuming alcohol whilst supporting

CODE OF CONDUCT FOR TRIATHLON COACHES

Coaches have a responsibility of care and safety

Coaches should:

- Report any concerns they may have about behaviour towards a child or vulnerable adult, following the TZ guidelines
- Challenge inappropriate behaviour or language by others in the session
- Respect the rights, dignity and worth of every athlete regardless of background or ability
- Place the safety and welfare of the athlete above the development of the performance
- Receive, record and report allegations of abuse according to TZ guidelines
- Ensure any physical contact is appropriate and is carried out with the participants consent and approval
- Refrain from any form of sexual related contact, innuendo, flirting or inappropriate gestures when coaching
- Refrain from sexual intimacy with participants either whilst coaching them or immediately after the coaching session
- Ensure the environment is as safe as possible by assessing and managing risk to an appropriate level
- Promote the execution of safe and correct practice

Coaches should be committed to providing quality coaching service to participants

Coaches should:

- Hold valid qualifications
- Only assume roles for which they are qualified
- Always arrive on time to sessions and have the session already set up by the time the participants arrive
- Plan and prepare for all sessions so that they meet the needs of participants and are appropriate and progressive
- Maintain appropriate and up to date records of participants
- Assess each individual's needs, and support individuals to determine their goals
- Treat all participants equally
- Be aware of physical needs of participants, especially those still growing and ensure training loads and intensities are appropriate
- Clarify from the beginning of the coaching relationship what is expected of the participant and also the coach
- Recognize and accept when it is in the participants interest, to refer a participant to another appropriate coach
- Recognize the rights of participants to confer with other coaches and experts

- Respect the individual's right to transfer between clubs, coaches or other sports
- Obtain the agreement of coaches and participants when taking over some or all coaching responsibilities
- Maintain the same level of interest when the athlete is sick or injured
- Create an environment free of fear and harassment
- Help to maintain enjoyment of Triathlon
- Actively promote the benefits of participation in Triathlon
- Promote the concept of a balanced lifestyle
- Promote drug-free sport
- Educate participants on the use of performance enhancing drugs and supplements
- Encourage participants to take responsibility for their own participation and actions
- Allow participants to express their own views and make their own decisions
- Ensure the ability and performance of the child in sport is not excessively linked with their own perceptions of self-worth
- Accept that improvement in their coaching can always be made
- Engage in self-analysis and reflective practice to identify areas for personal improvement
- Practice in an open and transparent fashion
- Be professional and accept responsibilities for their actions
- Contribute to the development of coaching by sharing knowledge and ideas with others

Coaches should be positive role models

Coaches should:

- Model, and promote adherence to, the codes of conduct
- Act as a good role model by constantly displaying good standards of behaviour, appearance and safe training practises in their own training
- Display high standards in the use of language, manners, punctuality, preparation and presentation
- Operate within the rules and spirit of TZ
- Promote the positive aspects of sport
- Challenge and not condone discrimination on grounds of gender, race, disability, sexuality, age, religion, political opinion, occupation or marital status in the coaching environment
- Treat all individuals in the sport with respect at all times, and be fair, honest and considerate
- Display dignity, control, respect and professionalism to all involved in Triathlon
- Encourage mutual respect between participants in the sport
- Act with respect for the opposition
- Condemn cheating
- Promote tolerance
- Act in a non-violent way
- Address any bullying between participants
- Act equitably in their coaching and combat discrimination on basis of gender, age, race, colour, sexual orientation, political opinion etc

**TOUR
CODES
OF
CONDUCT**



ATHLETES

TOUR CODE OF CONDUCT

I agree:

- 1) To at all times behave in a fashion that will make Triathlon Zimbabwe proud of me.
- 2) To at all times listen to all instructions given to me by Team Management and TZ Coach and act accordingly.
- 3) To travel to and depart from team activities and competitions upon the dates and in a manner determined by TZ and Team Management.
- 4) To live in the residence nominated by TZ for the whole period of the team activity as determined by TZ Manager/Coach.
- 5) To wear the official team uniform and clothing nominated by TZ on the occasions prescribed by Team Management/Coach.
- 6) To at all times observe the Code of Behaviour by being on my best behaviour from the time the team assembles until the time the tour is officially over. No team member is allowed to be in possession of or drink any alcoholic beverage or recreational drugs.
- 7) To abide by the TZ Athletes Code of Conduct:
 - Adhere to the rules and regulations of World Triathlon (WT)
 - Know and act in accordance with the rules and regulations of the competition
 - Accept the decisions of the officials of the event
 - Act in a sportsmanlike manner during training and competition
 - Treat other competitors, coaches, officials and marshals with respect. Do not shout or swear at them
 - Do not discriminate against other competitors on the grounds of race, gender, disability, age, sexuality, occupation, political opinion, religion or financial status
 - Report any poor behaviour by others to your coach/ Team manager/committee
 - Avoid inappropriate relationships with your coach
 - Keep to agreed timings or inform the relevant person if you are going to be late
 - Do not take banned substances
- 8) To be responsible for any costs incurred outside of Team support provided by TZ

Breach of Agreement

I acknowledge that, in the event of any breach of the Agreement, I shall be liable to any of the following sanctions at the discretion of Team Management:

- a) To have my membership of the Team terminated; and/or
- b) To return home to my normal place of residence if instructed by the Team Manager.
- c) I shall be responsible for any additional costs resulting from my breach of this Agreement.

Athlete Signature _____

Athlete Name _____

Date

Parent/Guardian signature _____

Parent/Guardian name _____

Date



MANAGER CODE OF CONDUCT

- My commitment as Manager is to ensure the safety and wellbeing of all young people involved whilst on tour.
- As Manager I am committed to my role of creating a positive team spirit.
- I have read and am aware of the Triathlon Zimbabwe Safeguarding policies on the TZ website including the rights of individuals and Athletes Code of Conduct.

I will ensure:

- I treat every athlete equally, showing no favouritism.
- The schedule is followed, for example curfews, meal times, training sessions and competitions.
- Athletes have the correct clothing and equipment they need for training and racing.
- All meals, snacks and refreshments are organised, on time and are more than adequate.
- All rules are enforced and report any infraction of Triathlon Zimbabwe Code of Behaviour.
- I handle any emergencies with common sense and ensure I have all athletes' medical details on hand.
- I accompany any injured or ill athlete who needs medical attention.
- I work cooperatively with other team officials including TZ Coach.
- I organise travel schedules and logistics.
- I do not consume alcoholic beverages whilst on manager's duty.
- I safeguard the athlete's tickets, passports, valuables and money when appropriate.
- I maintain a contact list of all key people, including coach, parents and emergency.
- I keep an accurate listing of expenses along with original receipts. Reimburse parents as required and provide a detailed financial report to TZ within 30 days of tour return.
- I provide a detailed tour report to TZ within 30 days of tour return.

Breach of Agreement

I acknowledge that, in the event of any breach of the Agreement, I shall be liable for any appropriate action at the discretion of Triathlon Zimbabwe.

Manager signature

Date

Manager name



PARENT/GUARDIAN

TOUR CODE OF CONDUCT

All Parents/Guardians must read and be aware of the Triathlon Zimbabwe Safeguarding Policies including the Code of Conduct for Parents/Guardians.

- Parents/Guardians must ensure all athletes are on time at the designated meeting place at the start of a tour.
 - Parents/Guardians must ensure all athletes are collected on time on the completion of the tour.
 - Parents/Guardians may use the same means of transport as the tour party.
 - Parents/Guardians will not be accommodated at the same venue as the tour party where possible.
 - Parents/Guardians whilst on tour must make prior arrangements with the Tour Manager/Coach before visiting their child.
 - Loyalty is a must towards each other, only positive statements about triathletes, coach/manager.
 - Parents/Guardians while on tour must not administer or supply any legally prohibited substance of any kind for any athlete.
 - Parents/Guardians while on tour must act in a sportsmanlike manner at all times.
 - Parents/Guardians while on tour must act responsibly whilst in the company of the tour party.
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- Any complaints must go through the appropriate channels.

Breach of Agreement

I acknowledge that, in the event of any breach of the Agreement, I shall be liable for any appropriate action at the discretion of Triathlon Zimbabwe.

Parent/Guardian signature _____

Parent/Guardian name _____

Date _____



COACH

TOUR CODE OF CONDUCT

My commitment as Coach whilst on tour is to treat each athlete individually and ensure every athlete is best prepared for their event once the team has arrived at the race destination.

- I have read and understand the Triathlon Zimbabwe Safeguarding policies on the TZ website.
- I have read, am in agreement with and will adhere to the TZ Coaches Code of Conduct.
- I will ensure:
 - Each athlete's equipment is assembled and in the best possible working order
 - The athletes have done a course orientation of all 3 disciplines, swim, bike and run in the safest possible way.
- I will also ensure each athlete understands their transition area.
- Once the event is over, each athlete has packed their equipment ready for departure
- I work cooperatively with other team officials.
- I do not consume alcoholic beverages whilst on coaching duty
- I provide a detailed race report to TZ within 30 days of tour return.

Breach of Agreement

I acknowledge that, in the event of any breach of the Agreement, I shall be liable for any appropriate action at the discretion of Triathlon Zimbabwe.

Coach Signature _____

Coach Name _____

Date _____