

Code of Conduct – Officials and Volunteers

1. Introduction

This Document sets out a code of conduct and behaviours to any persons who by virtue of their selection, nomination, employment, or appointment agrees either:

- i. Become a Director of Snowsport England Limited; or
- ii. To become a member of any Snowsport England Committees; or
- iii. To appear on any list or pre-list of Officials maintained by Snowsport England and relating to any Disciplines within Snowsports.
- iv. To be employed by SE either as a salaried employee or as a Consultant on any contractual basis.

(Hereinafter all referred to as 'an Official' or 'Officials' or 'the Official' (as appropriate))

This Code sets out the rights and obligations of any person who agrees to become an Official. This Code constitutes a legally binding agreement between Snowsport England and an Official. Any person considering becoming an Official should read this Code carefully so as to understand and if necessary, to seek independent legal advice. A person should not agree to be an Official unless they are able to fully comply with this Code. Snowsport England acknowledges that most Directors and Discipline and Technical Committee members and Technical Officials participate in Snowsport England activities on a voluntary basis, and that they are committed to maintaining and improving the standing of Snowsport England and in snowsports nationally and internationally. Although most Officials are volunteers SE still expects all Officials (paid or unpaid) to be guided by the principles set out in Appendix 1 to this document.

2. Official Obligations

Snowsport England Officials shall:

- 2.1** comply with reasonable directions issued by the Snowsport England Key Committees.
- 2.2** not be involved in nor persist with any conduct or activity that he/she know or ought to have known may bring the Official, Snowsport England or the Sport into disrepute.
- 2.3** not be involved in any conduct or activity that he/she knows or ought to have known may harm the name or reputation of Snowsport England or any Sponsor of Snowsport England nor Snowsport England's relationship or contractual obligation with any Snowsport England Sponsor.
- 2.4** not knowingly be involved in a situation which may bring the Official into disrepute, contempt, scandal, or ridicule.
- 2.5** To use appropriate judgement with information and keep confidential any information that has been agreed should not be circulated to the public. Especially when dealing with

either data related or minors (U18) related information.

For any additional projects, events, planning etc. such as data management, IT, voting information, child welfare, employment records etc. a separate NDA may be required.

2.6 shall comply with the SE privacy policy.

3. Code of Conduct

Officials shall observe the following:

3.1 Smoking by Officials is prohibited while carrying out your duties, except in authorised places.

3.2 Snowsport England has a no alcohol drinking Policy while carrying out roles for the organisation. This policy may be relaxed for celebrations or other function where appropriate.

3.3 Be sensitive to local codes and customs. This is a matter of particular importance at the international events where officials, athletes and team members are present as guests of the host nation or a host resort.

3.4 Be aware that any behaviour that may adversely affect another member of the team will not be condoned. Bullying, in particular, will not be tolerated. The same applies to any behaviour that may bring SE or the nation itself into disrepute. Be especially aware that you may be wearing a national badge and such behaviour with reflect accordingly.

3.5 Ensure that emails, blogs, tweets, and social media posts should always be dignified and in good taste and should not be discriminatory, offensive, hateful, defamatory, or illegal and should not contain vulgar or obscene words or images. Officials should not be seen to support any media campaigns that contain any of the above and follow the Social Media Guidelines issued by SE.

3.6 Consult with SE Head of Public Relations/or appropriate colleague(and) or the CEO on any interaction that is likely to lead to press coverage including agreeing themes and messages to be communicated and providing Head of Public Relations with publications addressed, date discussion took place and a record of conversation.

4. Safeguarding Children

Officials must at all times:

4.1 Adhere to the SE Children and Young People Safeguarding policy (SnowSafe) and the Safeguarding vulnerable adults' policy (SnowSafe), at all times.

4.2 Encourage children in a positive, child friendly manner, treating all young people equally and ensuring they feel valued.

4.3 Not discriminate and will encourage all children not to discriminate on the grounds of age, gender, race, religion or belief, sexual orientation, ability, or disability.

- 4.4** Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- 4.5** Be positive, approachable and offer praise to always promote our objectives.
- 4.6** Consider the wellbeing and safety of athletes before the development of performance; never exert undue influence over athletes.
- 4.7** Ensure the safety of all children by careful supervision, proper pre-planning of activities, and using safe methods at all times.
- 4.8** Avoid situations with athletes that could be construed as compromising and actions that could be construed as being outside their role.
- 4.9** Not let any allegations of abuse of any kind go unchallenged or unrecorded. Officials must record incidents of alleged abuse or poor practice on an Incident Sheet and report it to the Lead Welfare Officer immediately.
- 4.10** Ensure Accidents are recorded on an Accident sheet, forwarded to the CEO and parents notified (if appropriate e.g. Under 18).
- 4.11** Not to engage in a sexual relationship with a young person (under 18) for whom you are responsible.
- 4.12** Be a role model, displaying consistently high standards of behaviour and appearance, refraining from smoking and consuming alcohol during SE activities -adhere to Dry Team Policy.
- 4.13** The welfare of the child will always be the paramount consideration as consistent with the Children Act 1989 & 2004'.
- 4.14** Treat each other, adults, and children, with dignity, respect, sensitivity, and fairness.
- 4.15** Working in partnership with parents and children is essential for the protection of children.

5. Violations of this Code

Any violations of the code will be dealt with through the Snowsport England Disciplinary Process.

Appendix 1 - Principles to be followed by SE Officials

Selflessness

Officials of the Company should act solely in terms of the interests of the entire Company, not a specific area. They should not do so in order to gain financial or other benefits for themselves, their family, or their friends.

Integrity

Officials of the Company should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out their duties, including making appointments, awarding contracts, or recommending individuals for rewards and benefits, Officials of the Company should make choices on merit.

Accountability

Officials of the Company are accountable for their decisions and actions to all Company Members and must submit themselves to whatever scrutiny is appropriate to their role.

Openness

Officials of the Company should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Officials of the Company have a duty to declare any private interests relating to their Company duties and to take steps to resolve any conflicts arising in a way that protects the Members interest.

Leadership

Officials of the Company should promote and support these principles with leadership and by example.