



BRITISH FENCING

BRITISH FENCING CODE OF CONDUCT & ETHICS: TEAM OFFICIALS

1. SCOPE

British Fencing (BF) has a duty to provide parameters to guide the actions of its Officials to ensure that all are acting in the best interests of the athletes. All Officials appointed as for National Academy (NA) or Great Britain (GBR) events, squads or teams agree to abide by this Code of Conduct and Ethics and must formally declare this before they will be permitted to act as an official. Additionally, they acknowledge that they will ensure that the requirements of the athletes' code of conduct are complied with. This Code, or any acknowledgement sheet which may be introduced, must be signed and returned to BF Head prior to the start of the season, or the first event – whichever comes first. A summary of this Code is available under Appendix 1.

This Code covers all NA or GBR events activities or events carried out under the auspices of BF. Officials are reminded that selection for NA or GBR events carries with it a responsibility to the sport and they are expected to be positive ambassadors for the sport at all times. This Code is to be read in conjunction with the Code of Conduct: Young Athletes; Penalties: Youth Events, and British Fencing's Child Protection Policy. These documents may be revised from time to time and current, dated versions are available on the BF website. **This code of Conduct is in addition to any other code of Conduct that British Fencing has in place.**

For the avoidance of doubt 'Team Officials' covers Chef de Mission/d'Equipe; Team Manager; NA/GBR Coach; Referee, or any others who agree to attend and are duly appointed in a position of responsibility and authority as part of any NA or GBR Squad/Team. The Code also covers personal coaches.

2. GENERAL

Officials agree to accept the authority of the Chef de Mission/d'Equipe for the duration of the session/trip. The Chef de Mission/d'Equipe is the designated representative of British Fencing and carries the authority of British Fencing during the session/trip.

Where appropriate, transport and accommodation will be organised and allocated by the Chef de Mission/d'Equipe and must be used accordingly. Officials will travel and stay in the same accommodation as the NA or GBR Squad/Team unless directed otherwise by British Fencing or the Chef de Mission/d'Equipe.

3. CONDUCT

Officials are expected to act in a responsible and respectful manner to others and project a favourable image of the sport to the athletes, their families, officials, spectators and the general public.

Personal appearance is of importance especially when acting in an official capacity, and Officials will look clean and project an image of functional efficiency at all times. Officials are required to wear relevant squad/ Team kit at all times unless otherwise directed by the Chef de Mission/d'Equipe.

4. PUNCTUALITY

Officials are required to be punctual and attend any meetings, sessions or other events as directed by the Chef de Mission/d'Equipe. Lateness disrupts the efficient running of the event, and is unfair on those who make the effort to be punctual. Exceptional circumstances must be reported to the Chef de Mission/d'Equipe.

5. BULLYING

This will not be tolerated in any form, whether physical, psychological or verbal, or by anybody. Any official who believes s/he has been subjected to or has seen anyone else being subjected to bullying must inform the Chef de Mission/d'Equipe as soon as possible, whether the bullying is by a fellow official or athlete or anyone else. Wherever possible, confidentiality will be respected.

6. EQUITY and DISCRIMINATION

All athletes and officials are required to respect the rights of every person, regardless of age, ethnic origin, gender, religion, sexual orientation, cultural background or political affiliation.

Discrimination will not be tolerated in any form or by anybody. Any athlete or official who believes s/he or any other athlete, official/member of staff has suffered from discrimination is required to inform the Chef de Mission/d'Equipe as soon as possible. Wherever possible, confidentiality will be respected.

7. ALCOHOL

Neither athletes nor officials are permitted to drink or be in possession of alcohol at any point during the event*, whether on or off campus, under any circumstances during the period of the event. Any official who believes that an athlete, official or member of staff is in breach of this term of the Code is required to inform the Chef de Mission/d'Equipe as soon as possible. Wherever possible, confidentiality will be respected.

***For the avoidance of doubt, it is understood that Team Officials purchasing alcohol at Duty Free or similar do so understanding that their purchases are sealed and for transportation only. Similarly, where Team Officials are presented with alcohol as a gift, they should inform the Chef de Mission and seal it until the trip has officially ended.*

8. SMOKING

Officials are not permitted to smoke cigarettes, tobacco or similar substances in the company or sight of any athlete at any point during a youth event under any circumstances. Any official/member of staff who believes that another official/ member of staff is in breach of this term of the Code is required to inform the Chef de Mission/d'Equipe as soon as possible. Wherever possible, confidentiality will be respected

9. DRUG USE/MEDICATION

Officials requiring to take prescribed drugs during the course of the training activity/event, must declare this in the personal information provided to the Chef de Mission/d'Equipe. **UNDER NO CIRCUMSTANCES IS THE TAKING OF ANY ILLEGAL SUBSTANCE OF ANY CATEGORY PERMISSIBLE AT ANY POINT OF TIME AT ANY TRAINING ACTIVITY OR EVENT.** Any official who recognises or has reasonable cause to consider that any athlete or fellow official/staff member may be or is in possession of any illegal substance, is required to inform the Chef de Mission/d'Equipe as soon as possible. Wherever possible, confidentiality will be respected.

10. GAMBLING

Under no circumstances is gambling allowed during the course of the training activity/event. Any official who recognises or has reasonable cause to believe that any fellow official or staff member or athlete may be or has breached this section of the code is required to inform the Chef de Mission/d'Equipe as soon as possible. Wherever possible, confidentiality will be respected.

11. MOBILE PHONES

Officials are expected to behave appropriately and turn off mobile phones where circumstances dictate (e.g. in any meetings, during any training session, during competition), and present an appropriate example to the athletes.

12. BRINGING PEOPLE/BRITISH FENCING INTO DISREPUTE

All Officials are expected to use all forms of communication including social networking sites and texting, in a sensible and respectful manner at all times, and in particular regarding athletes, their fellow

officials, staff, British Fencing generally and the National Academy particularly, especially during any training sessions or events.

13. DUTY REGARDING BREACHES OR POTENTIAL BREACHES OF CODES

All athletes and BF officials are required to report any actual or suspected breach of this or any other BF code or guidance to the Chef d'équipe, or the most appropriate BF official on site, which will then be reported to BF HQ.

If it subsequently comes to light that an actual or suspected breach of the relevant codes has not been reported, or that an athlete or member of staff declines to co operate with any inquiry or investigation, this will in itself be considered a breach of the code(s) and will be subject to any disciplinary action as considered appropriate.

14. ETHICS

Officials are required to set and uphold the appropriate boundaries between themselves and the athletes, especially when this involves a young person or vulnerable adult. The relationship between Officials, athletes and their families is one of trust; a working relationship before a friendship. Officials may build up strong relationships with athletes, travelling and residing with them during the course of competition. At no time is an Official to use this privilege to exert influence over athletes to gain personal benefit for themselves or their club.

Officials will hold appropriate qualifications, registration and/or licences as required by British Fencing. They will undertake continuing professional development in their field(s).

Officials must be concerned at all times with the safety and well being of the athletes, a sensible balance being maintained between performance demands and their emotional, physical, social and developmental needs.

Rarely will the performance process require physical contact between Official and athlete, and when it does, Officials must ensure that no action on their part is inappropriate. British Fencing guidelines must be adhered to.

Officials will, in the course of the working relationship, gather much information about athletes. It is important that the appropriate degree of confidentiality is maintained and that personal information is not divulged without the prior permission of the athlete, which will normally be given in National Academy documentation. Officials may be asked to provide relevant information concerning an athlete's performance and development: this is only to be given to relevant and previously agreed persons.

15. SAFETY

Officials have a responsibility to ensure a safe environment is provided and maintained for athletes and colleagues at all times. Officials are required to apply the British Fencing Health and Safety guidelines, including wearing appropriate protective kit when coaching or fencing.

Officials have a responsibility to protect young people and vulnerable adults from any form of abuse during training sessions, competition, and generally whilst in their care. Any activities carried out by Officials must be suitable for the age, maturity, strength and ability of the athlete.

16. INSURANCE

Officials are covered under BF's insurance policy (which includes cover for certain approved activities) as members of BF. Officials are responsible for checking and ensuring that their activities are covered or that they have adequate additional insurance in place. For further information please see www.britishfencing.com/governance/insurance. If in doubt, contact BF Head Office.

17. COMPLAINTS PROCEDURE

Anyone wishing to make a complaint about any person acting in the capacity of Official within the context of these guidelines must follow the following procedure:

- Report the matter to the Chef de Mission/d' Equipe (or Weapon Co-ordinator if the Chef is the focus of the concern).
- Report the matter to British Fencing Head Office if the matter is a general grievance or a disciplinary matter. Disciplinary Rules and General Grievance Rules are available on www.britishfencing.com.
- If the matter concerns a minor you must contact the British Fencing Welfare Officer Ismay Cowen on 01952740429 or BF head office.

18. ITEMS NOT COVERED

British Fencing and/or its nominated lead officials have the right to make amendments to this code of conduct and to take decisions on any matters not covered. All amendments will be published on the website and documents dated. Athletes and officials will be kept informed of any changes where possible, however it is recommended that a check is made prior to any event.

19. DISCIPLINARY CODE AND SANCTIONS

Failure to comply with the Code of Conduct & Ethics will result in the application of British Fencing disciplinary procedures.

APPENDIX 1: Summary of British Fencing's Code of Conduct and Ethics: Team Officials

- **GENERAL:** Officials agree to accept the authority of the Chef de Mission/Equipe for the duration of the session/trip.
- **CONDUCT:** Officials are expected to act in a responsible and respectful manner to others and project a favourable image of the sport to the athletes, their families, officials, spectators and the general public.
- **PUNCTUALITY:** Officials are required to be punctual and attend any meetings, sessions or other events as directed by the Chef de Mission/d'Equipe.
- **BULLYING:** This will not be tolerated in any form, whether physical, psychological or verbal, or by anybody.
- **EQUITY and DISCRIMINATION:** All athletes and officials are required to respect the rights of every person, regardless of age, ethnic origin, gender, religion, sexual orientation, cultural background or political affiliation.
- **ALCOHOL :** Neither athletes nor officials are permitted to drink or be in possession of alcohol at any point during the event.
- **SMOKING:** Officials are not permitted to smoke cigarettes, tobacco or similar substances in the company or sight of any athlete at any point during a youth event under any circumstances.
- **DRUG USE/MEDICATION:** Officials requiring to take prescribed drugs during the course of the training activity/event, must declare this in the personal information provided to the Chef de Mission/d'Equipe.
- **GAMBLING:** Under no circumstances is gambling allowed during the course of the training activity/event.
- **MOBILE PHONES:** Officials are expected to behave appropriately and turn off mobile phones where circumstances dictate.
- **BRINGING PEOPLE/BRITISH FENCING INTO DISREPUTE:** All Officials are expected to use all forms of communication including social networking sites and texting, in a sensible and respectful manner at all times.
- **DUTY REGARDING BREACHES OR POTENTIAL BREACHES OF CODES:** All athletes and BF officials are required to report any actual or suspected breach of this or any other BF code or guidance to the Chef d'equipe, or the most appropriate BF official on site, which will then be reported to BF HQ.
- **ETHICS:** Officials are required to set and uphold the appropriate boundaries between themselves and the athletes.
- **SAFETY:** Officials have a responsibility to ensure a safe environment is provided and maintained for athletes and colleagues at all times.