



## CODE OF CONDUCT – OFFICIALS AND VOLUNTEERS

**Officials and Volunteers should comply with the principles of good ethical practice listed below. An Official or Volunteer must at all times:**

1. Hold the appropriate PVG relevant to your role
2. Develop an appropriate working relationship with all players/ members based on mutual trust and respect
3. Encourage an environment that values the performance and not just results
4. Show respect to others involved in the sport including other volunteers, players, coaches, team manager, officials and spectators
5. Follow all guidelines laid down by Harlaw Bowling Club
6. Display and promote high standards of behaviour and fair play
7. Always promote the positive aspects of the sport and never condone rule violations or the use of prohibited substances
8. Never exert undue influence over a player to obtain personal benefit or reward.
9. Always respect other officials' decisions and never engage in public criticism of them
10. Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity
11. Refrain from offensive, insulting or abusive language or behaviour
12. Never engage in bullying, intimidation or harassment
13. Abide by Harlaw Bowling Club Mobile Phone Policy and Social Media Policy
14. Report inappropriate behaviour or situations that make you feel uncomfortable or concerned
15. Volunteers and Officials should not allow allegations to go unchallenged, unrecorded or not acted upon

### **Emergency Action & First Aid**

All Officials and Volunteers should be prepared with an action plan in the event of an emergency and be aware of First Aid Procedures. This will include:

1. Access to First Aid equipment
2. Telephone contact with parent/carer if the participant is a junior (under 18)
3. Telephone contact to the Emergency Services

### **Volunteers and Club Officials have the right to:**

1. Access to ongoing training and information on all aspects of your role including safeguarding, wellbeing & protection
2. Support in the reporting of suspected abuse or poor practice
3. Access to support services relevant to your role
4. Fair and equitable treatment by Harlaw Bowling Club
5. Be protected from abuse by any adult or junior members, parents and spectators
6. Not to be left vulnerable when carrying out your role



Breaches of the Official and Volunteer Code of Conduct will be dealt with in accordance with the Harlaw Bowling Club’s disciplinary procedures

I understand that if I do not follow the Official and Volunteer Code of Conduct, Harlaw Bowling Club may take any / all the following actions:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Required to meet with the club, Wellbeing & Protection Officer or designated members of the club committee.
4. Required to meet with Bowls Scotland, Safeguarding Lead or other designated members of Bowls Scotland Staff/Board.
5. Monitored by another volunteer/committee member/staff member
6. Required to attend an education course
7. Suspension
8. Required to leave or be removed from post

**Policy Acceptance**

By signing the code of conduct, I acknowledge that I have read and agree to abide by the following Harlaw Bowling Club policies (found on [www.harlawbowlingclub.com](http://www.harlawbowlingclub.com))

- Wellbeing and Protection Policy
- Anti-Bullying Policy
- Mobile Phone Policy
- Social Media Policy

I have read and understood the above Code of Conduct and I agree to be bound by it:

Signed:.....

Name (Print):.....

Date:.....