

DROP SHOT Recruitment Policy

Why join our team?

If you are looking for more than just squash coaching, great friends and colleagues, and a way of giving back to this exciting sports, then come and join DROP SHPT Squash Academy. Our aim is to strive for excellence and to widen the participation of squash wherever we are based.

- Help us to accelerate and develop the skills and knowledge of players of all abilities.
- Help us to deliver high-quality coaching programmes to facilitate player development.
- Help us to “unleash new and promising squash champions”

Come and join us if you are passionate about squash and dedicated to helping players at all levels to reach their full potential.

DROP SHOT Squash Academy recognises the vulnerability of children in some way and that all reasonable steps will be taken to ensure unsuitable people are prevented from working within our team.

Pre-selection checks must include the following:

- All volunteers/coaches should register with England Squash and Racketball
- Consent should be obtained from an applicant to seek information for a DBS check in the absence of a current certificate.
- Evidence of identity (passport or driving licence with photo) must be seen by the administrator
- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Child protection procedures are explained and training needs are identified.
- They should sign up to and understand the clubs (wherever the coaching takes place) codes of conduct and Child Protection policy.

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

DROP SHOT Squash Academy requires:

- All coaching staff over the age of 16 must have an up to date England Squash DBS check
- A volunteer assisting with coaching must have had a valid DBS check within the last 3 years. An England Squash DBS check must be obtained if a valid certificate cannot be produced.
- All coaching staff to attend or complete an online recognised good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- All coaching staff with ES L2 qualification and above must hold a relevant First Aid certificate
- A level 1 coach operating solo must be a minimum of 18 years old
- Any volunteer under 16 years old, assisting with coaching, must have a club induction session with a level 2/3 coach before commencing on court activity
- Attend update training when necessary. Information about meeting training needs can be obtained from Sports Coach UK, the NSPCC, and England Squash.

Photography and Video Policy – Junior Members

DROP SHOT Squash Academy may wish, on occasion, to take or use images of its junior members for the following purposes:

- To promote club activities or celebrate achievements to help increase participation
- To take video footage of juniors playing squash as a coaching tool

DROP SHOT Squash Academy is aware that use of images on websites or social media, can have a potential to put a child at risk of abuse. However, DROP SHOT Squash Academy does not advocate the banning of photography or video coaching, but instead will ensure that appropriate safeguards are put in place to prevent any images being used for inappropriate purposes.

Therefore DROP SHOT Squash Academy will adopt the following measures for use of photography or video at associate clubs, or associated events, which may include junior members or participants:

1. Photography for publication purposes is only permitted by DROP SHOT Squash Academy coaches with the permission of the administrator.
2. If a parent wishes to take photos which will include children other than their own, at any club or event, they must first request permission from the administrator of DROP SHOT Squash Academy or the lead coach for that event.
3. Photographs are used to promote the positive aspects of the Squash Academy, or sport and therefore any images taken will be in this context

4. No photographs will be taken unless the child is made aware at the time of this activity
5. No photographs or video footage will be taken of children, where a parent has indicated on a consent form that they do not want their child's image taken or used
6. The Squash Academy will not use the names of children next to photos on the website or other social media unless a specific request is made to the parent
7. Images will be only be taken of children in suitable dress / kit
8. Before any image is put on the club website or Facebook page, consideration will be given as to whether this image is appropriate, or if it could inadvertently put the child at any risk
9. Videoing of children will only be used as an aid to coaching by our coaches. At the end of a coaching session, any video footage of juniors will be erased by the coach
10. Before any video footage is taken, the persons being videoed will be asked for permission and explained what the purpose of the video is and where it may be used

DROP SHOT Squash Academy adopts the good practice guidelines for photography and video, issued by England Squash

Code Of Conduct For Coaches

General

Coaches qualified through England Squash, who are involved in coaching in association with England Squash, or who are employed directly or indirectly through England Squash, or its constituent counties for the purpose of coaching activities, shall adhere at all times to standards of personal and professional behaviour which reflect credit on themselves, their employers or the National Governing body.

It is impossible to specify precisely all those activities that could be deemed prejudicial to those standards. The following paragraphs provide an indication of the types of incident that are likely to be considered as breaches of the code of conduct

Public Criticism of Colleagues

Coaches shall refrain from public criticism of other coaches in the Squash Academy. Public, in this context, means criticism expressed in any branch of the media, or in a lecture or seminar. Any such criticism of a member/coach shall be regarded as a prima facie breach of this code and may be subject to disciplinary action.

Competition

A coach is responsible to fellow coaches and players and should not under any circumstances solicit away business from any other coach within the Squash Academy.

Advertising

A coach should ensure that any advertising is accurate and professionally restrained. Permission to display advertising should be sought from the administrator.

Co-operation

A coach should communicate and cooperate with medical and ancillary practitioners in the diagnosis, treatment and management of their players medical and psychological problems.

Confidentiality

Coaches must not divulge confidential information relating to a player or another coach unless express approval by the coach has been obtained. In the storage and disposal of personal records, coaches should be aware of the requirements of the Data Protection Act. An individual participant/player must be **allowed** reasonable access to their personal records held by a coach.

Abuse of Privilege

A coach must not attempt to exert undue influence over a player in order to obtain personal benefit or reward

Misrepresentation

Coaches must ensure they do not in any way misrepresent their qualifications, affiliations, or personal competence to any client, or in any publication, broadcast, lecture, or seminar. Misrepresentation will be regarded as a serious breach of the code.

Criminal Convictions

Members of England Squash must report any alleged criminal offence to the National Body at the earliest convenience. Any convictions of a squash coach by a court of law are capable of reflecting adversely on England Squash and its members. Cases of a minor personal nature are unlikely to be regarded as breaches of the code but all reported cases will be considered.

Safety

Coaches have a responsibility to ensure the safety of players. All reasonable steps should be taken to establish a safe working environment and practices. The activity being undertaken should be suitable for the age, experience and ability of the players.

Coaches should be adequately protected with third party insurance, which covers them if a player is injured while in their charge.

If they have other coaches who work under their direction or take work for them in their absence, they should be protected with adequate Employers Liability Insurance.

Competence

Coaches shall only practise in those fields of the sport where they have been trained and are recognised by the governing body.

Coaches should regularly seek ways of increasing their professional knowledge.

Coaches have a responsibility to their players and themselves to maintain effectiveness.

Personal Misconduct

Personal misconduct by coaches may give rise to disciplinary action by England Squash. Such conduct is deemed to be misconduct or gross misconduct; even if such conduct does not give rise to disciplinary proceedings directly by an employer other than England Squash, or lead to conviction in a court of law.

The following examples are not exhaustive or exclusive:

Misconduct:

Bad timekeeping

Unreasonable or unexplained absence

Lack of application

Damage to property or equipment

Gross misconduct:

Theft

Falsification of reports or accounts

Breach of confidentiality

Violence

Indecency

Any form of child abuse

Disciplinary Procedure

The willing and active cooperation of all squash coaches in accepting certain standards is essential if the status of coaches engaged in squash activities is to be raised in England. The procedures detailed below will be used in the handling of all disciplinary matters concerning squash coaches acting under the umbrella of England Squash.

The exact nature of the offence will determine the appropriate course of action in any particular situation. All coaches will be treated impartially and no acts of favouritism or discrimination will be permitted.

- A squash coach will render themselves liable to disciplinary action if the Code of Ethics and Conduct for coaches is continually breached
- The coach will be informed of the nature of the breach as laid against them as soon as possible and will have the opportunity and the right to state their case before any decision regarding the appropriate disciplinary action is taken
- When the facts have been established and the responsibility is clear, disciplinary action can comprise of one of the following:
 - o Verbal warning
 - o Written warning
 - o Termination of coach status with England Squash and DROP SHOT Squash Academy

Code of Conduct For Volunteers

The essence of good ethical conduct and practice is summarised below. All volunteers must:

- Complete an England Squash and Racketball Personal Disclosure Form and return it to the Administrator
- Consider the well-being and safety of participants before the development of performance
- Develop an appropriate working relationship with players and coaches, based upon mutual trust and respect
- Make sure all activities are appropriate to the age, ability, and experience of those taking part
- Promote the positive aspects of the sport (eg fair play)
- Display consistently high standards of behaviour and appearance
- Follow all guidelines laid down by England Squash & Racketball and DROP SHOT Squash Academy
- Never exert undue influence over players to obtain personal benefit or reward
- Never condone rule violations, rough play, or the use of prohibitive substances
- Encourage players to value their performances and not just results

Code of Conduct For Juniors

DROP SHOT Squash Academy is fully committed to safeguarding and promoting the well-being of all its members. The Squash Academy believes that it is important that players, coaches, administrators and parents associated with the squash academy, should, at all times, show respect and understanding for the safety and welfare of others. Therefore members are encouraged to be open at all times and to share any concerns or complaints that they have with the Squash Club Child Protection Officer.

As a member of DROP SHOT Squash Academy you are expected to abide by the following Junior Club rules:

- All players must play within the rules and respect officials and their decisions
- All players must respect opponents
- Players should keep to agreed timings for training and competitions or inform their coach or administrator if they are going to be late
- Players must wear suitable kit for training and match sessions, as agreed with the coach. This must include clean non-marking court shoes
- Players must pay any fees for training or events promptly

- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the Squash Academy