



## Codes of Conduct

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**Organisation:** Traditional Shotokan Karate UK (TSKUK)

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### 1. Introduction

These Codes of Conduct set out the standards of behaviour expected of everyone involved with Traditional Shotokan Karate UK (TSKUK).

TSKUK is committed to promoting the highest standards of conduct, ethics, integrity and sportsmanship. These Codes are designed to create a positive, respectful, inclusive and safe environment for all participants, officials, volunteers, instructors, parents and spectators.

All individuals representing TSKUK are expected to uphold these standards and contribute to a culture of respect, accountability, safeguarding and fair play.

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### 2. TSKUK Values

Everyone involved with TSKUK is expected to:

- Treat others with dignity, respect and courtesy.
- Promote equality, diversity and inclusion.
- Act with honesty, integrity and fairness.
- Safeguard children and adults at risk.
- Challenge bullying, discrimination, harassment and abuse.
- Promote positive behaviour and sportsmanship.
- Support a safe and welcoming environment.
- Represent TSKUK responsibly both online and offline.
- Respect the traditions and values of Karate.

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### 3. Policy Scope

These Codes apply to:

- All TSKUK members.
- Students and participants.
- Instructors and assistant instructors.
- Coaches.
- Referees and judges.
- Officials and volunteers.
- Parents, carers and guardians.
- Affiliated clubs.
- Any individual acting on behalf of TSKUK.

These Codes apply during:

- Training sessions.
- Competitions and events.
- Courses, seminars and camps.
- Travel associated with Karate activities.
- Online activities and digital communications.

These Codes also apply outside official activities where conduct could reasonably:

- Bring TSKUK into disrepute.
- Affect the welfare of participants.
- Undermine confidence in TSKUK.
- Conflict with the values and standards expected by TSKUK.

This includes conduct on social media and other online platforms.

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#### **4. Online Conduct**

All individuals involved with TSKUK must:

- Communicate respectfully and responsibly online.
- Follow TSKUK safeguarding and online safety requirements.
- Avoid cyberbullying, harassment, intimidation or abusive behaviour.
- Protect the privacy and dignity of others.
- Not post discriminatory, offensive, threatening or inappropriate content.
- Not share confidential information without authority.

- Consider the impact that online behaviour may have on individuals, clubs and TSKUK.

Online conduct will be treated in the same manner as conduct occurring in person.

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## **5. Code of Conduct for Instructors, Coaches and Staff**

Instructors, coaches and staff must:

- Prioritise the welfare, safety and wellbeing of all participants.
  - Act as positive role models.
  - Maintain appropriate professional boundaries at all times.
  - Deliver instruction in an age and ability appropriate manner.
  - Promote a child-centred and inclusive approach.
  - Treat all participants fairly and consistently.
  - Avoid favouritism or behaviour that could be perceived as favouritism.
  - Challenge unacceptable behaviour.
  - Report safeguarding concerns, poor practice and low-level concerns promptly.
  - Follow all safeguarding policies and procedures.
  - Avoid unnecessary physical contact. Any contact must be appropriate, consented to and relevant to instruction or safety.
  - Never engage in personal relationships with participants under 18 or adults at risk.
  - Maintain professional standards both in person and online.
  - Promote equality and challenge discrimination, bullying, harassment and abuse.
  - Undertake appropriate safeguarding, health and safety and professional development training.
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## **6. Code of Conduct for Volunteers**

Volunteers must:

- Support a safe, positive and inclusive environment.
- Treat all individuals with dignity and respect.
- Act as positive role models.
- Promote fairness, encouragement and cooperation.
- Follow safeguarding policies and procedures.
- Report concerns promptly.
- Avoid favouritism.

- Maintain appropriate professional boundaries.
  - Support the values and reputation of TSKUK.
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## **7. Code of Conduct for Referees, Judges, and Officials**

Referees, judges, examiners and officials must:

- Act impartially and objectively.
  - Make decisions fairly and consistently.
  - Treat all participants equally and with respect.
  - Declare actual, potential or perceived conflicts of interest.
  - Avoid situations that could compromise impartiality.
  - Not accept gifts, hospitality or benefits that could influence decisions.
  - Maintain the highest standards of integrity.
  - Support a safe and inclusive environment.
  - Challenge inappropriate behaviour where appropriate.
  - Conduct themselves professionally at all times.
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## **8. Code of Conduct for Students and Participants**

Students and participants must:

- Treat others with respect regardless of age, grade, role, ability or background.
- Display honesty, integrity and good sportsmanship.
- Respect instructors, officials, volunteers and event organisers.
- Follow all safety instructions and rules.
- Participate fairly and responsibly.
- Attend activities punctually and prepared.
- Support fellow participants.
- Communicate respectfully.
- Raise concerns through appropriate channels.

Participants must not:

- Engage in bullying, cyberbullying or harassment.
- Engage in discrimination or hate-related behaviour.
- Use threatening, abusive or offensive language.

- Deliberately intimidate or exclude others.
  - Engage in sexual harassment or harmful behaviour towards others.
  - Cheat or deliberately breach competition rules.
  - Bring TSKUK into disrepute.
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## **9. Code of Conduct for Parents, Carers and Guardians**

Parents, carers and guardians must:

- Encourage children to participate positively and safely.
- Promote enjoyment, development and learning.
- Treat all participants, instructors, officials and volunteers with respect.
- Support all children equally.
- Respect decisions made by instructors and officials.
- Raise concerns through appropriate channels.
- Avoid abusive, aggressive or intimidating behaviour.
- Communicate respectfully at all times.
- Refrain from discussing safeguarding, disciplinary or complaints matters publicly or on social media.
- Inform instructors of relevant health, welfare or support needs.
- Ensure children attend activities appropriately prepared.
- Follow venue rules and event procedures.
- Support a positive, inclusive and respectful environment.

Parents should avoid coaching children during training or competition unless acting in an official coaching capacity.

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## **10. Collection of Children**

Parents and carers are responsible for ensuring children are:

- Brought into the venue safely.
- Collected promptly at the end of activities.
- Not left unsupervised in car parks or other areas.

Children should not be left alone with a single instructor. Wherever possible, at least two responsible adults should be present.

### **10.1 Late Collection Policy**

A period of up to 15 minutes after the end of an activity is considered a reasonable grace period.

During this time:

- Children will remain supervised.
- A child will not be left alone with a single instructor.
- Safeguarding requirements will continue to be followed.

For collections exceeding 15 minutes:

- Attempts will be made to contact parents or guardians.
- TSKUK reserves the right to recover reasonable costs associated with prolonged supervision.

If a child remains uncollected after 30 minutes and no contact has been made:

- Safeguarding procedures will be followed.
- The Designated Safeguarding Person will be contacted.
- Statutory agencies may be contacted where appropriate.

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## **11. Affiliated Clubs**

Affiliated clubs must:

- Comply with TSKUK policies and procedures.
- Promote these Codes of Conduct locally.
- Address misconduct appropriately.
- Cooperate with safeguarding, complaints and disciplinary processes.
- Support investigations, audits and reviews when required.

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## **12. Compliance and Enforcement**

Compliance with these Codes is mandatory.

Breaches may result in action including:

- Informal intervention.
- Verbal warning.
- Written warning.
- Removal from specific activities or roles.
- Temporary suspension.
- Removal from appointments.

- Termination of membership.
- Referral to statutory agencies.
- Disciplinary action under TSKUK procedures.

The seriousness of any sanction will reflect:

- The nature of the breach.
- The level of risk posed.
- Any safeguarding implications.
- Previous conduct.
- Any pattern of behaviour.

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### **13. Monitoring and Review**

These Codes will be reviewed annually or sooner if required by:

- Changes in legislation.
- Changes in safeguarding guidance.
- Learning from incidents.
- Organisational changes.

Oversight of these Codes rests with the Chief Instructor and Designated Safeguarding Person.

These Codes should be read alongside the TSKUK Safeguarding Policy, Adults at Risk Policy, Complaints Procedure, Disciplinary Procedure, Online Safety Policy and all associated safeguarding procedures.