Excel Race Academy Coaches & Staff Code of Conduct

Last Reviewed: 7th October 2026
Next Review: 7th October 2027

This Code of Conduct applies to all individuals working or volunteering with Excel Race Academy (hereafter “the Club”), including but not limited to coaches, assistant coaches, volunteers, chef, house parents, teachers, pastoral staff, drivers, therapists, and support personnel.

Safeguarding and Athlete Welfare

Athletes must be treated with dignity, fairness and respect, and their independence, resilience and positive team culture actively promoted.

Staff must follow the SnowSafe Policy, uphold good safeguarding practice, and act in the best interests of all athletes at all times. Staff have a duty to promptly report any concerns about safeguarding and welfare to the Club’s Child Welfare Officer (CWO) and follow established reporting procedures. Staff are not responsible for determining whether abuse has occurred, but they must take all concerns seriously and report them appropriately while maintaining confidentiality and professionalism.

One-to-one situations should be avoided wherever possible; where unavoidable, transparency and accountability must be ensured. Staff must never enter athlete bedrooms except in an emergency or where required by their role, such as house parent duties, and always in accordance with safeguarding guidance. Behaviour that could be interpreted as grooming, favouritism, or inappropriate familiarity is strictly prohibited.

Professional Conduct and Behaviour

Staff are expected to act as positive role models at all times and to use appropriate language and behaviour in athlete environments. Bullying, humiliating, discriminatory or degrading behaviour will not be tolerated. Staff must not form exclusive relationships with individual athletes.

Any physical contact must be appropriate and relevant to coaching or welfare duties.

Staff must dress appropriately for a youth sport environment and refrain from public criticism of athletes, parents, officials or colleagues. Coaches must wear official team kit during training and racing on the mountain at all times.

Supervision and Boundaries

Staff are responsible for athletes during designated training, travel, accommodation and competition periods. Athletes must not be left unsupervised in high-risk environments. Transport arrangements must follow Club policy at all times.

Unauthorised individuals must not be allowed into athlete-only areas. Clear separation between staff and athlete accommodation must be maintained wherever possible. Staff must not share bedrooms with athletes except where explicitly required by house parent responsibilities and safeguarding policy.

Alcohol Policy

If alcohol is consumed during designated off-duty periods on residential trips, it must be consumed responsibly and never in excess, such that staff must remain fit to respond to emergencies. At least one responsible adult must remain alcohol-free. Consumption must not bring the club into disrepute or impair a staff member's ability to fulfil their duties the following day. Staff must never become intoxicated while responsible for athletes. Staff must never purchase, provide, or facilitate access to alcohol for athletes under any circumstances, including those over the legal drinking age.

Smoking and E-Cigarettes

Smoking and the use of e-cigarettes or vapes is strictly forbidden in athlete areas. Athlete areas include accommodation, balconies, corridors, ski rooms, training areas, lift queues, team vehicles and any designated team spaces. Staff must not smoke or vape in view of athletes and must comply with local laws regarding smoking in public places.

Damages and Liability

Staff and coaches are expected to treat all club property, equipment, and vehicles with care and respect. Any item provided by the Club must be used appropriately and maintained in good condition. This includes, but is not limited to, team clothing, drills, radios, snow glides, gym equipment and any other kit provided by the Club for the purpose of coaching activities.

Staff members are liable for the cost of replacement or repair of any items that are lost, damaged, or destroyed due to negligence, misuse, or carelessness. Normal wear and tear is excluded.

Staff and coaches using the Club vehicles or rental vehicles are responsible for the care of those vehicles. Any damage caused to vehicles through negligence or improper use will be the responsibility of the staff member. Staff must report any accident or damage to the police promptly for insurance purposes and notify the Club management immediately. If a police report is not obtained, the staff member will be liable for the full cost of repair or replacement. Staff are liable for any fines, including speeding tickets, parking fines, or other traffic violations incurred while using Club or rental vehicles.

Where permitted by law and the employee's contract, the Club may recover reasonable costs, including through deductions from salary.

Use of Club Funds and Bank Card

Staff and coaches may be provided access to Club funds or the Club bank card for official Club expenses. All staff must adhere to the following rules:

All receipts for items purchased using Club funds or the bank card must be collected and submitted to the Team Director at the end of each month.

Staff must maintain accurate records of all purchases to ensure accountability and transparency.

Using Club funds or the bank card for personal purchases is strictly prohibited. Any personal expenditures accidentally made with Club money will be deducted from the staff member's wages in full, and may result in further disciplinary action.

Misuse of funds or failure to submit receipts may impact continued access to Club funds and could result in termination.

Compliance with Laws and Local Regulations

Staff must abide by the laws of the country in which they are operating at all times. This includes laws relating to alcohol, safeguarding, driving, employment, discrimination and child protection.

Equality, Diversity and Inclusion

All athletes must be treated equally regardless of gender, race, religion, disability, sexual orientation or background. Reasonable adjustments should be made to support athletes with medical needs, SEN or additional support requirements.

Social Media and Online Safety

Social media can play an important role in promoting the team and celebrating athlete achievements. Staff may follow athletes on social media for professional purposes. However, professional boundaries must always be maintained.

Staff must not engage in private one-to-one messaging with athletes through personal social media accounts. Communication with athletes should take place through approved Club channels (WhatsApp), group messages, or include parents or guardians where appropriate.

Staff Social media safeguarding advice is:
Follow = OK
Public interaction = OK
Private messaging = NOT OK

Professional standards must be maintained in all online interactions. Any content shared publicly must not bring the Club, its athletes, colleagues or the sport into disrepute. Inappropriate, offensive, discriminatory or sexually suggestive content must never be shared. Posting content while under the influence of alcohol that could undermine professional credibility is not acceptable.

Images of athletes must not be posted, shared or commented on without appropriate consent and in line with Club policy. Athletes must not be tagged in personal posts without consent and safeguarding consideration. Online behaviour that could be interpreted as grooming, favouritism or forming exclusive relationships is strictly prohibited.

Breach of Code

Breaches of this Code may result in verbal or written warnings, removal from camp or event, suspension from duties, termination of employment or volunteer role, or referral to statutory authorities or the relevant governing body. Serious safeguarding breaches will be treated as gross misconduct.

Signed:



Rob Bullen, *Managing Director*

Date: 07/10/2026