

British Parachute Association

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CODE OF PRACTICE FOR BPA INSTRUCTORS AND COACHES

Rights/Relationships/Responsibilities

Code of Practice for BPA Instructors and Coaches

Instructors and coaches play a crucial role in the development of our sport, as well as in the lives of those they instruct and coach. It is their duty to ensure that participants involved in sport parachuting have nothing but positive experiences working toward achieving their full potential. It is from these experiences that more people are likely to continue within our sport.

Instructors and coaches must demonstrate a high degree of professionalism, honesty, integrity and competence at all level. The need to understand and act upon their responsibilities is of vital importance to the safety and professional image of our sport and is therefore essential with good instruction and coaching practices. This code of practice for BPA instructors and coaches defines all that is best in good instructing and coaching practices.

Good instructing and coaching practice needs to reflect the following key principles:

- **Rights**

Instructors and coaches must respect and champion the rights of every individual to participate in our sport.

- **Relationships**

Instructors and coaches must develop a relationship with students (and others) based on openness, honesty, mutual trust and respect.

- **Responsibilities – personal standards**

Instructors and coaches must demonstrate proper personal behavior and conduct at all times.

- **Responsibilities – professional standards**

To maximise the benefits and minimise the risks to sport parachutists, instructors and coaches must attain a high level of competence through qualifications, and a commitment to ongoing training that ensures best and correct practice.

These principles are defined in more detail further in this form.

Code of Practice for BPA Instructors and Coaches

Principle	Statement	Issues	Actions
Rights	Instructors and coaches must respect and champion the rights of every individual to participate in our sport.	<p>Instructors and coaches should:</p> <ul style="list-style-type: none"> assist in the creation of an environment where individuals has the opportunity to participate in sport parachuting/skydiving create and maintain an environment free of harassment recognise the rights of members to be treated as individuals recognise the rights of members to confer with other instructors, coaches and experts promote the concept of a balanced lifestyle, supporting the well-being of the performance both in and out of the sport 	<ul style="list-style-type: none"> Treat all individuals in the sport with respect at all times. Do not discriminate on the grounds of gender, marital status, race, colour, disability, sexual orientation, age, occupation, religious beliefs or political opinion. Do not condone or allow any form of discrimination to go unchallenged. Do not publicly criticise or engage in demeaning descriptions of others. Be discreet in any conversations about members, instructors, coaches or any other individual. Communicate with and provide feedback to members in a manner that reflects respect and care.
Principle	Statement	Issues	Actions
Relationships	Instructors and coaches must develop a relationship with students (and others) based on openness, honesty, mutual trust and respect	<p>Instructors, coaches:</p> <ul style="list-style-type: none"> must not engage in behavior that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying) should promote the welfare and best interests of their students must avoid sexual intimacy with students either while instructing or coaching them or in the period of time immediately following the end of a lesson/brief must take action if they have a concern about the behavior of an adult to anyone under age should empower students to be responsible for their own decisions should clarify the nature of the instruction/coaching services being offered to students should communicate and cooperate with other organisations and individuals in the best interests of the students 	<ul style="list-style-type: none"> Be aware of the physical needs of students, especially the developmental stage of students and ensure that training loads and intensities are appropriate Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines (provided by the Parachute Training Organisation) with the student's full consent and approval It is strictly forbidden for instructors/coaches to use sexual innuendo, flirting or inappropriate gestures and terms. Instructors and coaches are in a position of power and trust in relation to students. By entering into an intimate/sexual relationship with a student, an instructor/coach may be deemed guilty of abusing this position and in relation to young or vulnerable people may be unlawful. Inform parents or guardians immediately if you are at all concerned about the welfare of a young or vulnerable person unless there are concerns that would not be in the interests of that person. Know and understand any relevant protection and/or safeguarding policies or procedures in this regard and adhere to them. Report any concerns you have – non-action is not acceptable. Arrange to transfer a student to another instructor/coach if it is clear that an inappropriate or intimate relationship is developing. Respect the student's opinions when making decisions about participation in the sport. Encourage students to take responsibility for their own development and actions. Allow students to discuss and participate in the decision-making process. Do not work with another instructor/coaches student without first analyzing their jump history. This can be done in discussion with the student combined with study of their logbook/training record. Contact previous instructors/coaches is also be recommended.

Code of Practice for BPA Instructors and Coaches

Principle	Statement	Issues	Actions
Responsibilities – personal standards	Instructors and coaches must demonstrate proper personal behavior and conduct at all times	Instructors and coaches should: <ul style="list-style-type: none"> • be fair and honest and considerate to their students and others in the sport. • project an image of health, cleanliness and functional efficiency. • be models for students and other sport parachutists/skydivers at all times. 	<ul style="list-style-type: none"> • Operate within the requirements of the BPA Operations Manual and the spirit of the sport • Educate students on issues relating to the use of performance-enhancing drugs in sport and cooperate fully with the BPA's sport policies • Maintain the same level of interest and support when a student is sick or injured • Display high standards in use of language, manner, punctuality, preparation and presentation • Encourage students to display the same qualities • Do not smoke, drink alcohol or use recreational drugs before or while instructing or coaching. This reflects a negative image and could compromise the safety of your students • Display control, respect, dignity and professionalism to all involved in the sport
Principle	Statement	Issues	Actions
Responsibilities – professional standards	To maximise the benefits and minimise the risks to students, instructors and coaches must attain a high level of competence through qualifications and commitment to ongoing training that ensures safe and correct practice.	Instructors, coaches will: <ul style="list-style-type: none"> • ensure the environment is as safe as possible, taking into account and minimizing possible risks, • promote the execution of safe and correct practice • be professional and accept responsibility for their actions • make a commitment to providing a quality service to their students • actively promote the positive benefits to society of participation in sport • contribute to the development of instructing and coaching by exchanging knowledge and ideas with others, and by working in partnership with others. • gain relevant sport instructional and coaching qualifications appropriate to the level at which they instruct/coach 	<ul style="list-style-type: none"> • Follow the rules and guidelines of the BPA and Parachute Training Organisation (PTO) where you instruct/coach. • Plan all/any lessons/briefs so they meet the needs of the students and are progressive and appropriate. • Maintain appropriate records (logbooks) of your students progression. • Recognise and accept when it is appropriate to refer a student to another instructor or coach. • Seek to achieve the highest level of qualification available . • Demonstrate commitment to instructing/coaching by undertaking/attending learning opportunities to maintain up-to-date knowledge of technical development in the sport. • Undertake/attend courses/programmes to maintain up-to-date knowledge and understanding of other issues that might impact on both you and your students. • Actively contribute to local, regional and national initiatives to improve the standards and quality of instructing/coaching in sport parachuting/skydiving and sport in general. • Practice in an open and transparent fashion that encourages other instructors/coaches to contribute to or learn from your knowledge and experience. • Engage in self-analysis and reflection to identify your professional needs. • Seek opportunities to develop your instructing/coaching skills and competences, and update your knowledge. • Manage your lifestyle and instructing/coaching commitments to avoid burnout that might impair your performance • Do not assume responsibility for any role for which you are not qualified or prepared. • Do not misrepresent your level of qualification. • Promote good instructing/coaching practice in others and challenge any poor practice that you become aware of.