

ESSU Code Of Conduct

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Part 1 – Introduction

The English Smallbore Shooting Union (ESSU) is the Home Nation Governing Body responsible for selecting teams to represent England in the disciplines of small-bore rifle, air rifle, air pistol and 25m/50m pistol shooting, primarily for the Commonwealth Games but also for annual Home Nation competitions. The ESSU work closely with British Shooting and have compiled the ESSU policies and procedures using many of the British Shooting governance documents. Many of the links in this document refer directly to supporting policies and procedures and should be read in conjunction with those when they are relevant. By aligning in this way we are fully supportive of and supported by the lead National Governing Body recognised by the International Federation whose matches our Teams aspire to represent.

The purpose of this ESSU Code of Conduct is to ensure that everyone who takes part in ESSU activities knows what is expected of them and feels safe, respected and valued at all ESSU/England Shooting activity.

Who does this Code apply to?

This Code of Conduct applies to all individuals interacting with ESSU business. Everyone concerned is expected to adopt the behaviours and conduct standards laid out in this document. And understand what will happen if there is an incident which involves inappropriate behaviour. This applies to all activity, when representing ESSU or England, whether inside or outside of ESSU specific organised activity, including behaviour that takes place online. It is an individual's responsibility to understand the relevant aspects of the Code. The ESSU expects and assumes everyone is aware of their own responsibilities and expectations.

This Code of Conduct applies to all groups who engage in ESSU activity and/or represents England/ESSU, including (but not limited to):

- All Athletes (including Olympic and Paralympic discipline, Target Sprint, Para Trap)
- Parents, Guardians, Carers, Supporters.
- Competition participants (ESSU/England representation) unless covered by TE or CG codes of conduct.
- Officials and coaches at events.
- ESSU members, or any others who provide a service on behalf of the ESSU.
- All volunteers.

ESSU Values

This based Code of Conduct underpins our ESSU Values:

- **P**eople are at the heart of what we do as an organisation.
- **R**espect, have consideration for oneself, others, and the wider environment. It includes respecting the rules of sport and the officials who uphold them.
- **I**nspiration from being a positive role model – someone using their achievements to lead the way for others.
- **D**etermination in us all pushing themselves to the limit to achieve what we set out to do.
- **E**quality in how we recognise that people have equal worth, whatever their differences and take positive action to overcome prejudice and discrimination.

These values have been developed by athletes, coaches and staff and are the blueprint of how we aspire to behave at ESSU.

Rights of Individuals

The rights of individuals apply to everyone in shooting no matter at what level, age, ability or involvement. Everyone has the right:

- 1.1 to take part in shooting.
- 1.2 to enjoy safe participation in shooting without fear or harassment.
- 1.3 to be always respected and treated as individuals.
- 1.4 to receive support for their individual needs within reason.
- 1.5 to communicate with in a respectful and caring manner.
- 1.6 to be treated in accordance with ESSU Codes, Regulations, Rules and Policies.
- 1.7 to enjoy an environment free of discrimination on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.to challenge discrimination in whatever form it takes.
- 1.8 to enjoy an environment free of sexual harassment, sexual abuse and any behaviour that could be construed as abuse.
- 1.9 to make a complaint, and to be heard and have their complaint acted upon in accordance with the ESSU Complaint Policy.

Breaches of this Code of Conduct

This Code of Conduct prohibits conduct ranging from serious criminal acts to unsportsmanlike behaviour or a lack of courtesy. In addition, the code of conduct prohibits intimate relationships between anyone in a position of authority (for example but not limited to, coach, practitioner, official) and an athlete (aged 18 and over) they work directly with.

Not all breaches will justify the taking of formal disciplinary action. Individuals will be able to resolve, formally or informally, many issues arising from breaches occurring within their own areas of work. ESSU encourages all individuals to work together in a collaborative manner to identify and resolve minor breaches.

Any breaches of the Code of Conduct identified as a potential safeguarding adult or safeguarding children concern will be dealt with under the ESSU Safeguarding Adult Policy or ESSU Safeguarding Children Policy and procedures.

Disciplinary procedure: The information set out here is not an exhaustive disciplinary procedure, however everyone must understand the potential consequences of breaching any aspects of this Code of Conduct. ESSU staff may respond based on the severity of the incident/breach to the Code of Conduct in the following ways:

- Informal discussion.
- Verbal warning.
- Written warning.
- Removal from the training session/camp.
- Removal from ESSU activity .

Reporting of disciplinary matters: Depending on the nature of the incident, ESSU may pass on information regarding a Code of Conduct breach to relevant persons at other Home Nations sports councils and/or shooting federations and any other relevant third parties including, if necessary, the Police (for those individuals under 18 years old, parents will be informed at all stages). At any stage during the investigation process, ESSU will consider which investigative route is most appropriate depending on the severity and nature of the complaint. This could include independent processes, such as mediation, the British Shooting Ethics Committee or via the Sport Integrity Service.

Note: Allegations of bullying, discrimination, harassment, or abuse on high performance programmes will be investigated by Sport Integrity Service.

Part 2 – Standards of Behaviour and Conduct

The Code of Conduct is arranged so that the standards which apply to every participant are set out first, and then for specific participant groups, additional standards more specific to their role are outlined.

All individuals should be aware of both the general and additional specific standards of conduct that apply to them and must appreciate that it is their personal responsibility to fulfil them on every relevant occasion.

Standards of Behaviour and Conduct for **ALL** Participants

All individuals must understand that their own competitive aspirations or those of other members of the shooting community do not ever justify failure to promote and follow ESSU's

Code of Conduct, Rules, Regulations and Policies

All Individuals must:

- 2.1 adhere to the letter and the spirit of the ESSU Code of Conduct, any specific competition disclaimers and any other contract/conduct documentation required for ESSU Programmes;
- 2.2 comply with the ESSU policies on Safeguarding Children Policy, Safeguarding Children Procedures, Safeguarding Adults Policy and Procedures and (when relevant) the British Shooting [Anti-Doping Policies](#);
- 2.3 not behave or conduct themselves in any manner which could bring the sport of shooting, ESSU, its affiliated competitions and partners into disrepute.
- 2.4 not allow any form of behaviour that might violate any of the ESSU Code, Regulations, Rules, or Policies to go unchallenged.
- 2.5 not engage in acts of verbal or physical abuse, and refrain from using offensive or inappropriate language.
- 2.6 respect the rights, dignity and worth of other participants, and not discriminate
- 2.7 act equitably and not allow any form of discrimination or victimisation to go unchallenged;
- 2.8 not engage in bullying or any other behaviour that could reasonably

- be viewed as inappropriate;
- 2.9 not enter into inappropriate relationships which involve one person having a position of authority or influence over another; as defined but not limited to best practice in our safeguarding children and safeguarding adults' policy and procedures.
- 2.10 not carry out any acts for the purpose of cheating or the manipulation of competition;
- 2.11 always be a positive role model;
- 2.12 not act in any way that would result in an actual or potential conflict of interest.
- 2.13 refrain from the use of inappropriate or offensive language.
- 2.14 not take part in any betting or gambling activity relating to the sport of shooting.
- 2.15 promote 'safety' in shooting through complying with all relevant safety measures and with the ESSU Safeguarding Policies.
- 2.16 where applicable, possess valid firearms paperwork that must not be under review/revoked.
- 2.17 unless requested not to, agree that ESSU can use images of themselves (or images of the individual under the age of 18 for whom you are completing this Code of Conduct) for appropriate purposes such as promotional activity.
- 2.18 unless requested not to, ESSU can publish an individual's name in relation to an appropriate reason (e.g. publishing competitions scores).
- 2.19 confirm I have read, understood and will abide by the ESSU Shooting Policies.
- 2.20 uphold ESSU's values.
- **P**eople are at the heart of what we do as an organisation.
 - **R**espect, have consideration for oneself, others, and the wider environment. It includes respecting the rules of sport and the officials who uphold them.
 - **I**nspiration being a positive role model – someone using their achievements to lead the way for others.
 - **D**etermination in us all pushing themselves to the limit to achieve what we set out to do.
 - **E**quality in how we recognise that people have equal worth, whatever their differences and take positive action to overcome prejudice and discrimination.

Additional Standards for **ATHLETES on any ESSU Programme or when representing an ESSU/England team in an ISSF or WSPS event**

Note: ESSU/England Teams constitute individuals selected across all disciplines for ISSF/WSPS/ESC Major/Minor Events by ESSU, and any other ESSU organised competition activity.

- 3.1 agree to adhere to any logistical requirements related to any ESSU camp/competition and provide relevant information when requested and in a timely manner (understanding that I may be liable to any costs associated with any changes made due to poor or late communication).
- 3.2 understand that all ESSU athletes must stay in the designated team hotel and that where appropriate, room sharing may be required and agreed by all parties.
- 3.3 agree that for self-funding athletes; I agree with ESSU making all arrangements regarding attendance at a camp/competition, OR I agree that if I choose to make my own arrangements, I am responsible for all associated costs and must put in place my own travel/personal insurance. I understand I must arrange to stay in the same hotel as the ESSU team but am free to arrange my own flights. I understand that I must attend all team meetings. I also understand that I must still adhere to this Code of Conduct in its entirety.
- 3.4 agree to attend all pre-event briefings prior to events and any team meetings held during events.
- 3.5 agree that If I am an athlete under 18 years old, I agree to sign a Young Person's Agreement form and comply with the regulations of the chaperone system.
- 3.6 agree to wear ESSU kit when at the activity as directed and to follow any kit rules and regulations that may be in place from time to time. I agree it is my responsibility to ensure any on-range kit complies with ISSF/WSPS regulations.
- 3.7 agree to follow the lead of the Team Leader at events or staff at camps, be punctual, attend meetings and comply with any rules in place at these times.
- 3.8 agree that where possible I will make every effort to support other team

members by spectating at ranges during competitions and attending medal ceremonies.

- 3.9 I agree to make my best effort to recognise the support from the ESSU during any interviews pre/during/post competitions.
- 3.10 I understand that any journey or activity undertaken that is not under the jurisdiction of ESSU or competition/event organisers is undertaken at my own risk.

Additional Standards for **COACHES, OFFICIALS and VOLUNTEERS** working with ESSU

Position of Trust Law (June 2022)

As someone in a position of authority, you must abide by the law (Position of Trust June 2022 law) which states you have a responsibility to maintain a positive, healthy relationship with young people under your authority. For the avoidance of doubt, we will not allow intimate relationships between anyone in a position of authority and athletes (including aged 18 and over) that they directly work with. This will be considered as a breach of our code of conduct and will be dealt with accordingly.

Anyone with a position of authority or responsibility should lead by example. This includes staff, coaches and volunteers. It's against the law for someone in a position of authority to engage in sexual activity with a child in their care, even if that child is over the age of consent (16 or over). We expect everyone to conduct themselves with a high degree of honesty, integrity, and competence. For more guidance on our best working practice please refer to our Safeguarding Adults Policy and our Safeguarding Children Policy and Procedures.

In relation to staff, coaches and volunteers, we strongly advise that any personal or intimate relationships between anyone of any age contracted to ESSU is declared to their line manager/designated point of contact (whether that relationship is between someone in a position of authority or responsibility or not)

Coaches, Officials and Volunteers must:

- 4.1 act equitably in officiating and combat discrimination based on gender, age, race, colour, sexual orientation, political opinion, etc.;
- 4.2 condemn cheating, manipulation of competition, and the use of prohibited substances or methods and take responsibility for providing guidance and education to participants on these issues;
- 4.3 take action to report concerns they may have about inappropriate behavior towards any participant
- 4.4 maintain an environment free of fear and harassment;
- 4.5 observe appropriate boundaries and relationships with their participants; as defined but not limited to best practice in our safeguarding children procedures and safeguarding adults procedures. See more information on what we mean by appropriate boundaries and relationships and what is expected of you by reading our safeguarding child and adult procedure documents.

- 4.6 not behave in a manner that could be seen as abuse of any kind;
- 4.7 not force anyone to participate in the sport or place undue pressure on them;
- 4.8 comply with ESSU Codes and Policies;
- 4.9 not allow any form of behaviour that might violate the ESSU Codes, Regulations and Rules to go unchallenged;
- 4.10 ensure any physical contact is appropriate and necessary and is carried out only with the participants' full consent and approval;
- 4.11 not assume responsibility for any role which they are not qualified or prepared for, or mislead others as to the level of their qualification or competence;
- 4.12 maintain confidentiality and comply with relevant data protection legislation
- 4.13 recognise the rights of all participants to be respected, treated as equals, with their dignity preserved;
- 4.14 recognise the rights of participants to seek advice from other coaches and experts;
- 4.15 promote the concept of a balanced lifestyle, supporting the well-being of participants in and out of shooting;
- 4.16 be appropriately discreet in any conversations about participants, coaches, or any other individuals;
- 4.17 display control, respect, dignity, and professionalism to all involved in shooting, accepting responsibility for their actions;
- 4.18 commit to ongoing continuing professional development to ensure safe and correct practice;
- 4.19 work respectfully with other organisations., ensuring that required levels of communication, collaboration and permissions are observed;
- 4.20 promote good practice in others and challenge any poor practice they observe;
- 4.21 demonstrate appropriate personal behaviour and conduct at all times;

Additional Standards for **PARENTS, GUARDIANS, CARERS and SUPPORTERS** interacting with ESSU

ESSU welcomes supporters, whether these be family, friends, personal coaches or significant others. Parents, guardians, carers and supporters can help create a positive sporting environment by being role models for children under 18 and the wider team of athletes.

In addition to the requirements in 2.1 – 2.20

Parents, Guardians, Carers and Supporters must:

- 5.1 not force children or others to participate in the sport or place undue pressure on them;
- 5.2 conduct themselves with respect for athletes, coaches, staff, officials at an event or competition, and other participants, supporters, and other members or parent/carers.
- 5.3 focus on and encourage learning and enjoyment of all aspects of involvement in shooting
- 5.4 encourage fair play and sportsmanship;
- 5.5 never engage in or tolerate offensive, insulting, or abusive language or behaviour;
- 5.6 ensure that their child (if under 18) understands the requirement to follow and to adhere to this Code of Conduct
- 5.7 agree that parents/supporters are not to travel in any official capacity with the team or share a room with a competitor unless this has been agreed with ESSU for a specific reason, for example as a chaperone
- 5.8 adhere to any parent specific guidance that ESSU may put in place from time to time.
- 5.9 Inform ESSU (if your child is under 18) of any medical condition that may impact their wellbeing or safety, particularly in the event of an emergency where medical information of the child is essential.

Additional Standards for any Individual **WORKING WITH CHILDREN**

In addition to the above, anyone working with children **must** be familiar with, comply with and promote the Safeguarding Children Policy. Safeguarding Children Procedures

When working with Children, Individuals **must**:

- 6.1 recognise that the welfare of children and adults at risk is paramount and that the need to ensure that children are protected is a primary consideration and may override the rights and needs of those adults working with them;
- 6.2 observe appropriate boundaries and relationships with children including use of contact and in language and communication both in person and in a virtual context.
- 6.3 always be publicly open when working with children, avoiding coaching, meetings or situations where a child or children and the individual are completely unobserved;
- 6.4 work with the child's parent/carer to ensure that the level and type of participation is appropriate to the child's stage of development

Additional Standards for ADULTS WITH CARE AND SUPPORT NEEDS

In addition to the above, anyone working with adults with care and support needs must be familiar with, comply with and promote the Safeguarding Adults Policy.

All adults have the right to take part in the sport, free from abuse and neglect and any concerns must be followed up using the relevant procedures.

When working with adults with care and support needs, individuals must:

- 6.5 ensure that the level and type of participation is appropriate for the adult and any care and support need they have; working with the adult and any relevant people in their lives.
- 6.6 Understand the preferred communication style of the adult and provide information in a suitable format that ensures that the adult understands relevant policies and procedures including this Code of Conduct.
- 6.7 ensure that the well-being of adults who are at risk of harm will be put first and the adults will be actively supported to communicate their views and the outcomes they want to achieve from disclosing concerns;
- 6.8 ensure that a 'person-centered' approach to safeguarding adults is taken, meaning that no decision about the adult is made, without consulting them first. Adults have the right to be involved in the safeguarding process concerning them

Part 3 – Adopting the Code of Conduct

ESSU expects all individuals to abide by this Code and ensure they fully understand their own responsibilities and expectations. To that end it applies to all individuals interacting with ESSU as outlined in this document.

Athletes, Coaches and Staff who are part of formal ESSU Programmes are also required to complete a sign-up process for the Code of Conduct. This can be done by clicking the link below:

[ESSU Code of Conduct Sign Up Form](#)

ESSU will commit to making the Code fully accessible (via our website and social media) and to continually promote this document through multiple channels (Inductions, event and competitions briefings, camps, training days, event entry processes and pre-event communications).

Policy Review

This code of conduct will be reviewed:

- As required following legislative or organisational changes.
- Following significant incidents or lessons learned.
- At least once every 3 years.