Staff and Volunteer Code of Conduct

This code applies to owners, instructors, assistant coaches, front desk staff, and volunteers. Everyone signs it before working with students and reviews it each year.

Important notice: This is a free sample safety document. It is a starting point, not a finished policy, and it is not a legal document or legal advice. Laws differ by location. Have a qualified attorney review and adapt it for your academy before use. Academy Safe is not responsible for errors or missing information in this document, or for how it is used. In an emergency, call 911.

Academy name: _____

Academy address: _____

Effective date: _____

Last reviewed: _____

Our Commitment

[Academy name] is committed to a safe, respectful training environment for every student. Each person who works or volunteers here agrees to the standards below.

Professional Conduct

- Treat every student, parent, and staff member with respect and dignity.
- Use instruction methods that are age appropriate and focused on skill, safety, and growth.
- Never use physical punishment, humiliation, threats, or exercise as punishment that puts a student at risk.
- Do not use profanity, insults, or demeaning language toward students.
- Do not attend class or academy events under the influence of alcohol, cannabis, or illegal drugs.
- Never provide alcohol, tobacco, vaping products, or drugs to a minor.

Safety and Training Standards

- Keep current any background screening, U.S. Center for SafeSport training, concussion training, and CPR/First Aid and AED certification the academy requires.
- Match training partners by size, age, and skill when possible, and supervise sparring and live drilling closely.
- Stop any activity that becomes unsafe and follow the Injury and Medical Emergency Response Procedure.
- Follow the Minor Athlete Abuse Prevention Policy at all times.

Boundaries

- Keep interactions with minors observable and interruptible.
- Use academy approved channels for communication and include parents or guardians when messaging minors.
- Do not give gifts or special privileges to individual students outside academy wide programs.
- Do not have romantic or sexual relationships with any student who is a minor, and avoid any relationship that creates a conflict with your role.

Reporting

- Report any concern about abuse or misconduct right away, following the Abuse or Misconduct Allegation Response Procedure and the law.
- Do not retaliate against anyone who makes a good faith report.
- Tell the academy owner within [24 hours] if you are arrested, charged, or become the subject of a SafeSport or similar investigation.

Consequences

Violations may lead to retraining, suspension, removal from the academy, and reports to authorities when required.

Acknowledgment

I have read and agree to follow this Code of Conduct.

Name: _____

Role: _____

Signature: _____

Date: _____

Notice

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