

Codes of Conduct updated June 2020

The codes of conduct set out fundamental behaviours expected from each person involved in sport and young people. Clubs and regions should ensure all members sign up to the relevant codes of conduct annually as part of the membership renewal. Signing a code of conduct is a mandatory requirement of membership and is a Swim Ireland rule, and failure to sign cannot be used as a challenge against ignorance of the code of conduct.

For safeguarding and well-being of young people the following codes state expected behaviours for: Young People – this code may be added to by young people when creating a squad/club specific code or contract.

Parents – this code includes expectations of parents and encourages their involvement in regions and clubs.

Coaches/Teachers – this is behaviour expected from a coach or teacher, including Swim Ireland's Associate members.

Leaders – this covers all roles not otherwise specified including Children's Officers, Team Managers, Officials, etc.

Each of these codes of conduct are available separately. These codes of conduct do not replace, but act in addition to, other specific codes or expectations of behaviour for Swim Ireland roles and activities including, but not limited to:

National and regional board

National, regional and club committee

National, regional and club coach and teacher

Performance Centre staff and athlete

Official

Team manager

Course attendees

Individuals attending a specific educational or training course are expected to abide by the relevant code of conduct during a Swim Ireland course (plus adhere to course stipulations/contracts).

If, on completion of a Swim Ireland course, the individual becomes or is an existing Swim Ireland member the course attendee is bound by the relevant code of conduct for their role as a member of Swim Ireland.

If, on completion of a Swim Ireland course, an individual does not have any further involvement with Swim Ireland, they are not considered a Swim Ireland member. The individual's details and record of qualifications remain on the Swim Ireland database system according to our Data Retention policy.

The Code for Young People updated June 2020

As an athlete, you have rights and responsibilities. The following code will help identify these for you – if you are not sure ask your parent or your Children’s Officer to explain them. This is your Code, whatever your ability or wherever you take part in the aquatics. You should follow the code and encourage others to do so too.

In our sport you should:

- Be happy, have fun and enjoy taking part and being involved in our sport
- Feel safe and secure when you are taking part in our sport
- Be listened to and have a chance to reply
- Be treated with dignity, sensitivity and respect
- Have a voice in the decisions that affect you within the Club and Swim Ireland
- Say no to something which makes you feel uncomfortable
- Train and compete at a level that is suitable for your age, development and ability
- Know who you can talk to if you are upset or are uncomfortable in any way

Your responsibilities are to:

- Treat leaders, coaches, teachers, team managers, officials and parents with respect
- Respect other athletes and your opponents
- Do your best to achieve your goals; be gracious in not reaching your goals
- Be part of the team and respect and support other team members both when they do well and when things go wrong
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults
- Take part in your sport without cheating; you are responsible for not cheating and must not allow others to force you to cheat
- Behave in a manner that is respectful towards your club, your region and Swim Ireland
- Never use violence or bad language; do not shout or argue with leaders, teammates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry
- Set at a level for what you want to achieve with your parent and coach. You can then understand the commitment and attendance needed to achieve your goals
- Not take, or allow others to make you take, banned substances to improve your performance
- Keep to rules and guidelines set by Swim Ireland, the region and your club and make sure you understand the rules
- Abide by all additional Swim Ireland policies and protocols as introduced for clubs and regions

By signing below, you are agreeing to your Code of Conduct. Breaking this code of conduct may result in a complaint or disciplinary action through the Swim Ireland complaints and disciplinary process.

Print Name _____ Club _____

Signed _____ Date _____

The Code for Parents/Carers updated June 2020

You should help and support the implementation of best practice policies in your child's club by following the Codes of Conduct

The Parent/Carer Code of Conduct:

Your responsibilities are to:

- Be a positive role model for young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the club, region or Swim Ireland
- Allow your child to focus their efforts and set their own goals rather than winning being the main objective
- Understand and ensure your child/children abide by **The Code for Young People**
- Support the ethos of the club
- Choose a safe and fun club with your child
- Support your child and their teammates in a positive way
- Listen to your child if they have any concerns about our sport
- Become members of the club and contribute your time and effort in the daily running of the club; no club can operate successfully and safely without the help of volunteers
- Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club
- Where appointed to a role or duty you should not be under the influence of any banned substance or alcohol whilst involved in any club/region/Swim Ireland activities
- Have an awareness of and respect leaders and other adults and their roles
- Understand the complaints and disciplinary process; follow the proper procedure if you feel unjustly treated and that any complaint/disciplinary matter will be dealt with effectively and confidentially
- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/guardians should ensure they do not leave their child/children waiting unsupervised at any time
- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child
- Provide the appropriate leaders and your child with emergency contact information and to be reasonably available in case of emergency
- Promote that participation in sport for children and young people is fun, safe, fair and in the spirit of fair play
- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people
- Abide by the procedures and policies regarding the use of mobile phones, any type of camera and videoing equipment
- Be aware of and abide by the Swim Ireland Safeguarding Policies and the rules and constitution of Swim Ireland, the region and your own club
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions

As a Swim Ireland parent, you should:

- Have an opportunity to put forward suggestions and comments
- Have access to Swim Ireland parent support programmes
- Have access to Anti-Doping workshops

By signing below, you are committing to and agreeing with the above. Any breach in this code of conduct will be dealt with appropriately and in accordance with the Swim Ireland complaints and disciplinary process.

Print Name _____ Club _____

Signed _____ Date _____

The Code for Coaches/Teachers updated June 2020

As a coach/teacher in sport you have an opportunity to make a positive impact on the lives of young people. You, and any other person working with you should abide by the Codes of Conduct. You should:

- Be eligible to work in a regulated activity or position
- Understand and ensure the welfare and well-being of young people is paramount
- Be qualified for your role and keep up-to date with knowledge and skills appropriate to your position
- Abide by the club, region and Swim Ireland safeguarding policies and rules
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions
- Ensure a safe and fun environment for young people you are responsible for by:
 - Planning and preparing for sessions; explaining to young people what is planned for each session
 - Understanding a young person's developmental needs and being aware of how a young person may be physically and psychologically affected
 - Having consent and accessible emergency contact details for each young person
 - Ensuring your sessions are adequately supervised and you work in an open environment
 - Keeping an attendance register
 - Being positive in your interactions with young people
 - Prioritise young people's skill development and enjoyment
 - Setting age appropriate and realistic goals
 - Treating each young person equally and fairly; challenging bullying behaviour
 - Praising and encouraging effort
 - Engaging positively with parents/carers letting them know how they can help and what you expect from parents

Coaches/teachers must:

- Not expose a young person to criticism, hostility or sarcasm
- Not swear at, make fun of, shout unnecessarily or argue with a young person
- Be aware of a young person's sensitivity to body image
- Never use physical punishment or force
- Correct mistakes without using any form of punishment, exclusion or humiliation
- Never use banned substances or alcohol whilst responsible for or in the company of athletes
- Not engage in behaviour that is inappropriate e.g. bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a young person
- Ensure to maintain a healthy, positive and professional relationship with all athletes. A coach/teacher in a position of authority and trust must not engage in sexual relationships with 16 or 17 year old athletes where an unequal power relationship exists.

As a coach/teacher your responsibilities are to:

- Act as a role model for young people by promoting a healthy lifestyle and encouraging a positive approach to sport
- Maintain the highest standards of personal conduct and respectful behaviour in any activity related to the club, region or Swim Ireland
- Co-operate with the recommendations from medical and ancillary practitioners concerning the health and well-being of a young person. As a coach/teacher you should ensure any young person is medically fit to participate in the activity; you may request a certificate of medical fitness to ensure safe or continued participation
- Act only within your qualifications and competence; you should not carry out medical testing, therapy or provide advice if you are not qualified to do so; any such activity must only be with the assent of the young person and the consent of a parent/carer
- Keep any personal or medical information relating to a young person strictly confidential unless required to pass this on in the best interests of the young person
- Never apply undue influence or pressure on a young person for your own personal benefit or reward

By signing below, you are committing to and agreeing with the above. Any breach in this code of conduct will be dealt with appropriately and in accordance with the Swim Ireland complaints and disciplinary process.

Print Name _____ Club _____

Signed _____ Date _____

The Code for Leaders updated June 2020

As a leader you have an opportunity to have a positive impact on the lives of young people involved in sport. You have volunteered your time and effort and you, and any other person working with you should abide by the Codes of Conduct. You should

- Be eligible to work in a regulated activity or position
- Understand and ensure the welfare and well-being of young people is paramount
- Be qualified for your role and keep up-to date with knowledge and skills appropriate to your position
- Abide by club, region and Swim Ireland safeguarding policies and rules
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions
- Support the ethos of the club, region and Swim Ireland
- Understand the complaints and disciplinary process; follow the proper procedure if you feel unjustly treated and that any complaint/disciplinary matter will be dealt with effectively and confidentially
- Ensure a safe and fun environment for young people you are responsible
- Be available for specified duties if and when required;
- Have an awareness of and respect leaders and other adults and their roles
- Promote that participation in sport for children and young people is fun, safe, fair and in the Spirit of Sport
- Abide by the procedures and policies regarding the use of mobile phones, any type of camera and videoing equipment

Leaders must:

- Not expose a young person to criticism, hostility or sarcasm
- Not swear at, make fun of, shout unnecessarily or argue with a young person
- Be aware of a young person's sensitivity to body image
- Never use physical punishment or force
- Correct mistakes without using any form of punishment, exclusion or humiliation
- Never use banned substances or alcohol whilst responsible for or in the company of athletes
- Not engage in behaviour that is inappropriate e.g. bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a young person
- Ensure to maintain a healthy, positive and professional relationship with all athletes. Any leader in a position of authority and trust must not engage in sexual relationships with 16 or 17 year old athletes where an unequal power relationship exists.

As a leader your responsibilities are to:

- Act as a role model for young people by promoting a healthy lifestyle and encouraging a positive approach to sport
- Maintain the highest standards of personal conduct and respectful behaviour in any activity related to the club, region or Swim Ireland
- Co-operate with the recommendations from medical and ancillary practitioners concerning the health and well-being of a young person.
- Act only within your qualifications and competence within your assigned role
- Keep any personal or medical information relating to a young person strictly confidential unless required to pass this on in the best interests of the young person
- Never apply undue influence or pressure on a young person for your own personal benefit or reward

As a Swim Ireland leader, you should:

- Be properly recruited and supported in your role
- Have access to and attend required training for your role

By signing below, you are committing to and agreeing with the above. Any breach in this code of conduct will be dealt with appropriately and in accordance with the Swim Ireland complaints and disciplinary process.

Print Name _____ Club _____

Signed _____ Date _____