



Kingston Royals Swimming Club

Children and Member's Code of Conduct

Your Rights

As a Member of Kingston Royals Swimming Club (hereinafter referred to as "KRSC") we understand you have the right to:-

- Enjoy the time you spend with us and know that you are safe.
- Be told who you can talk to if something's not right.
- Be listened to.
- Be involved and contribute towards decisions within KRSC or any activities relating to KRSC .
- Be respected by us and other team members and be treated fairly.
- Feel welcomed, valued and not judged based on your race, gender, sexuality, faith or ability.
- Be encouraged and develop your swimming, para-swimming, water polo and open water swimming skills with our help and support.
- Be looked after if there's an accident or injury and have your parents/guardians informed, where appropriate.

In return, KRSC will expect all Members to agree and adhere to the following Code of Conduct:-

General Behaviour

1. I will make KRSC a fun, happy, friendly and welcoming place to be.
2. I will treat all members of, and persons associated with and Swim England (hereinafter referred to as "SE"), with due dignity and respect.
3. I will treat everyone equally and never discriminate against another person associated with either KRSC or SE on any grounds including that of age, sexual orientation, gender, race, faith or ability.
4. I understand that the use of inappropriate or abusive language, bullying, harassment or physical violence will not be tolerated and could result in action being taken through the disciplinary or child welfare policies of KRSC.



5. I will display a high standard of behaviour and training work ethic at all times.
6. I will respect the privacy of others, especially in the use of changing facilities.
7. I will not use any device to take photographs or footage of others in the changing rooms or cubicles.
8. I will report any concerns you have about others taking photographs or footage of others in the changing rooms or poolside.
9. I understand that poor behaviour may result in KRSC taking disciplinary action against me.
10. I also understand that any behaviour which may be a criminal offence will be reported to the police by KRSC.
11. I confirm I will report any incidents of bullying or unkind behaviour to KRSC, even if I am just a witness.
12. I will recognise and celebrate the good performance and success of fellow club and team members.
13. I will take care of our equipment and premises as if they were my own.
14. I will treat other children with respect and appreciate that everyone has a different level of skill or talent.
15. I will follow the rules of KRSC, the squad or any activity provided by KRSC at all times.
16. I will respect the KRSC Committee, coaching and teaching team and all volunteer helpers at KRSC.
17. I will get involved in decisions relating to KRSC, where applicable.

Training

1. I will treat my Coach and fellow members with respect.
2. I will make my Coach aware if I have difficulties in attending training sessions or competitions as per the rules laid down for my squad.



3. I will arrive in good time on poolside before the training session starts to complete the poolside warm up as directed by my Coach.
4. I understand that, if I arrive late, I must report to my Coach before entering the pool.
5. I will ensure that I have all of my training equipment with me (e.g. kickboards, hats, goggles, pull buoy, etc.).
6. If I need to leave the pool for any reason during training, I will inform my Coach, Teacher or Team Manager before doing so.
7. I will listen to what my Coach is telling me at all times and obey any instructions given, keep myself safe, behave responsibly and speak out when something is not right.
8. I will always swim to the wall as I would do in a race and I will practice turns as instructed.
9. I will not stop and stand in the lane or obstruct others from completing their training.
10. I will not pull on the lane ropes as this is not an appropriate training attitude and may injure other members.
11. I will not skip lengths or sets – to do so means I would only be cheating myself.
12. I will think about what I am doing during the training and, if I have any problems, I will discuss them with my Coach at an appropriate time.
13. If I have any problems with the behaviour of fellow members, I will report them at the time to an appropriate adult.

Competitions

1. At competitions, whether they be open meets, national events or club galas, I will always behave in a manner that shows respect to my Coach, the officers, my team mates and the members of all competing organisations.



2. I understand that I will be required to attend events and galas that the coaching team has entered/selected me for, unless agreed otherwise by prior arrangement with the relevant Coach.
3. I understand that I must wear appropriate swimwear, KRSC tracksuits, KRSC T-shirts/shorts and KRSC hats as per the rules laid down by KRSC.
4. I will make it to training and competitions on time and if I am running late, I will let a member of KRSC know.
5. I will report to my Coach and/or Team Manager upon arrival at poolside.
6. I will warm up before the event as directed by the Coach in charge on that day and ensure I fully prepare myself for the race.
7. I will be part of the team. This means I will stay with the team on poolside.
8. If I have to leave poolside for any reason, I will inform and, in some cases, get the consent of the Coach/Team Manager before doing so.
9. After my race, I will report to my Coach for feedback.
10. I will support my team mates. Everyone likes to be supported and they will be supporting me in return.
11. I will respect the children and adults competing for other teams at competitions.
12. I will swim down after the race, if possible, as advised by my Coach.
13. My behaviour in the swim down facility must be appropriate and respectful to other users at all times.
14. I will never leave an event until either the gala is complete or I have the explicit agreement of the Coach or Team Manager.



Breaches of this Code of Conduct may result in disciplinary action being taken against you by the KRSC Committee.

Signature of Child:

Signature of Parent/Guardian/Member:

Date:



Kingston Royals Swimming Club

Parent's Code of Conduct

Your Rights

As a parent/guardian of a club member we understand you have the right to:-

- Be assured that your child is safeguarded during their time with us.
- Know how to access KRSC policies, rules and procedures.
- Know who the Welfare Officer is and how to contact them.
- Know that any concerns about your child's welfare will be listened to and responded to.
- Know what qualifications and training those with responsibility for your child have.
- Be informed of problems or concerns relating to your child, where appropriate.
- Know the procedure should your child be involved in an accident or become injured.
- Provide your consent or otherwise for photography and trips away.
- Make a complaint to the KRSC Committee or Welfare Officer (as appropriate).

As a Parent/Guardian of a Club Member I undertake to:-

1. Complete and return the Medical Information Form as requested by KRSC and provide details of any health conditions/concerns relevant to my child on the consent form. I will report any changes in the state of my child's health to the Coach prior to training sessions or events. I will ensure KRSC has up-to-date contact details for me and for any alternative person(s) as required.
2. Deliver and collect my child punctually to and from training sessions/events. I will inform a member of the KRSC Committee or coaching staff if there is an unavoidable problem.
3. If KRSC changes my child's lane and/or changing times, I will remember that the change is to provide appropriate levels of training and to enable my child to progress and I should therefore support and encourage this at all times.



4. Ensure my child is properly and adequately attired for all training, events and competitions, including all mandatory equipment, e.g. hats, goggles, food and drink, etc.
5. Inform the Coach/Welfare Officer before a session if my child is to be collected early from a training session/event and, if so, by whom.
6. Encourage my child to obey the rules and teach them that they can only do their best and remind them that the benefits of swimming include making friends, getting exercise and developing skills. It is not all about wins and losses.
7. Behave responsibly as a spectator during training, events and competitions and treat Members, Coaches, KRSC Committee Members and other parents of KRSC and any other organisation with due respect, in accordance with the SE commitment to equality and diversity.
8. Not to use inappropriate language within KRSC or any other swimming environment.
9. Show appreciation and support my child and all the team members.
10. Ensure my child's needs are met in terms of nutrition and I will listen to advice given from the Coach/Nutritionist.
11. Support the Coach and KRSC Committee appropriately and raise any concerns I may have in an appropriate manner to the Welfare Officer.
12. Not to go poolside during training or competitions unless expressly requested to do so or in an emergency.
13. Advise KRSC if you wish to talk to us about any concerns regarding your child. We will arrange a mutually convenient time so you can talk to us.
14. If I wish to have a discussion with the Coach, I will not interrupt lessons or go poolside, I will e-mail the Coach to arrange a mutually convenient time to talk. E-mail addresses for the coaches can be found on the KRSC website under **About KRSC | Coaches** or via the following link:-



https://uk.teamunify.com/SubTabGeneric.jsp?team=lrnkrs&_stabilid=153058

15. My biggest priority will be to help my child to enjoy the sport and to achieve to the best of their ability and give encouragement to your child and tell them when they've done well and provide support when they are struggling.
16. Respect and celebrate difference in KRSC or KRSC activity and not discriminate against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
17. Respect the children and adults competing for other teams at competitions.
18. Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by KRSC.
19. Understand that poor behaviour may result in KRSC taking disciplinary action against you. Any behaviour which alleges a criminal offence will be reported to police by KRSC.
20. Talk to your child and ensure they understand the rules of KRSC and the sport.
21. Ensure your child understands the Code of Conduct.
22. All swimmers and Parents/Guardians agree to sign the Code of Conduct at the start of each new swim year/season.

KRSC will:-

1. Inform you at once if your child becomes ill or is required to leave the pool for any other reason and will ensure their wellbeing until you are able to collect him/her.
2. Ensure good child safeguarding guidelines are followed at all times to keep your child safe.
3. Ensure all activities are properly supervised/ taught/coached and that consent is obtained for any activity outside of that previously agreed.

You have a right to:-



1. Make a complaint to KRSC if you feel KRSC or KRSC member is not acting appropriately or in accordance with either KRSC or SE's rules and regulations. Details of how to do this can be obtained from the Welfare Officer.
2. Make a complaint on behalf of your child to the SE Office of Judicial Administration.

Breaches of this Code of Conduct may result in disciplinary action being taken against you by the KRSC Committee. Continued issues and repeated breaches may result in Parents/Guardians being asked not to attend KRSC, something we never want to do.

Signature of Parent/Guardian: _____

Print Name: _____

Date: _____



Kingston Royals Swimming Club

Code of Conduct for Coaches and Teachers

As a Coach or Teacher, we understand you have the right to:-

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and KRSC child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at KRSC for advice on complaints.
- Be aware of KRSC rules and procedures.
- Be involved and contribute towards decisions within KRSC.
- Have access to ongoing training and CPD in all aspects of your role.
- Be respected and treated fairly by KRSC.
- Feel welcomed, valued and listened to.

As a Coach or Teacher at KRSC we expect you to:-

1. Put the wellbeing, health and safety of members above all other considerations, including the development of performance.
2. At all times, adhere to the SE Regulations, Code of Ethics, Club Constitution and Rules.
3. At all times, adhere and implement Wavepower and KRSC Safeguarding Procedures.
4. At all times, adhere to the SE Equality and Diversity Policy.
5. Adhere to any conditions for teaching and coaching under the pool hire agreement.
6. Refer all child safeguarding concerns to the Welfare Officer.
7. Consistently display high standards of behaviour and appearance.



8. Continue to seek and maintain their own professional development in all areas including keeping your coaching and/or teaching qualifications and CPD up to date.
9. Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years).
10. Complete a child safeguarding training course every three years in line with the guidance in Wavepower.
11. Consider your behaviour and do not engage in any behaviour that constitutes any form of abuse.
12. Respect your position of trust and maintain appropriate boundaries and relationships with children as set out on page 112 of Wavepower.
13. Treat all members with respect and dignity, value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
14. Champion everyone's right to take part and celebrate difference in KRSC activities by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
15. Develop an appropriate working relationship with members based on mutual trust and respect.
16. Always ensure that all teaching, coaching and competition programmes are appropriate for the age, ability and experience of the individual member.
17. Always identify and meet the needs of the individual member as well the needs of the team/squad.
18. Ensure team/squad selection is fair and transparent and be fair and equal when making decisions.
19. Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst children. Seek advice from the Welfare Officer where necessary.
20. Lead by example promoting positive behaviour, good sportsmanship and encourage children to behave in a positive manner and follow the rules of KRSC and the sport.



21. Never exert undue influence to obtain personal benefit or reward. In particular, Coaches must not use their position to establish or pursue a sexual or improper relationship with an athlete, member or someone close to them.
22. Encourage and guide members to accept responsibility for their own behaviour and performance.
23. Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.
24. Co-operate fully with other specialists (e.g. other Coaches, Officials, Sport Scientists, Doctors or Physiotherapists) in the best interests of the member.
25. Never encourage or condone Members, Volunteers, Officials or Parents to violate the rules of the organisation or the sport and report any violations appropriately.
26. Observe the authority and the decision of the Officials and only question those decisions in the appropriate manner.
27. Treat all competitors and teams of other organisations with respect, whether that is in victory or defeat and encourage all members to do the same.
28. Always put the wellbeing, health and safety of the child before all other considerations including the development of performance.
29. Keep children safe in your sessions with appropriate staffing ratios, using safe methods of instruction and techniques and by putting their safety first.
30. Ensure any equipment used is fit for purpose, safe to use and accessible.
31. Follow KRSC procedures should a child have an accident or suffer an injury.
32. Develop positive relationships with Parents/Guardians and, where possible, provide them with regular information and updates regarding their child's development in swimming, para-swimming, water polo and open water swimming.
33. Listen to any concerns the Parent/Guardian or child may have and seek advice (where appropriate) to resolve any concerns.
34. Treat all information of a personal nature about individual members as confidential, except in circumstances where to do so would allow the child to be placed at risk of harm or continue to be at risk of harm.



35. Refer all child safeguarding concerns in accordance with the procedures detailed in Wavepower.

Breaches of the Code of Conduct may result in disciplinary action being taken against you by the KRSC Committee under the judicial regulations or if you are employed under your contract of employment. Continued issues and repeated breaches may result in your dismissal from KRSC.

Signature of the Coach/Teacher: _____

Printed Name: _____

Position in KRSC: _____

Date: _____

N.B. This code is an extension to the SE Code of Ethics. Both should be followed.



Kingston Royals Swimming Club Code of Conduct for Committee Members, Officials and Volunteers

As a Committee Member of KRSC, we understand you have the right to:-

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and KRSC child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at KRSC for advice on complaints.
- Be aware of KRSC Rules and Procedures.
- Be involved and contribute towards decisions within KRSC.
- Be respected and treated fairly by KRSC.
- Feel welcomed, valued and listened to.

As a Committee Member of KRSC, we expect you to:-

1. At all times, adhere to the SE Regulations, Code of Ethics, Club Constitution and Rules.
2. At all times, adhere to and implement Wavepower and KRSC Safeguarding Procedures.
3. At all times, adhere to the SE Equality and Diversity Policy.
4. Adhere fully to the role and job description as outlined by KRSC and never use that role to gain favour for yourself or any individual Member.
5. Consistently display high standards of behaviour and appearance.
6. Champion everyone's right to take part and celebrate difference in KRSC or any activity provided by KRSC by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
7. Make KRSC a happy, friendly and welcoming place for all Members.



8. Adhere to your role responsibilities.
9. Ensure all complaints are referred under KRSC's internal club complaints process.
10. Treat all Members with respect and dignity, value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
11. Encourage and guide Members to accept responsibility for their own behaviour and performance and ensure they behave in a positive manner and follow the rules of KRSC and the sport.
12. Continue to seek and maintain your own development in line with your role and complete a child safeguarding training course, if appropriate to your role.
13. Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years) if applicable to your role.
14. Keep any qualifications or CPD up to date if applicable to your role.
15. Treat all information of a personal nature about individual Members as confidential, except in circumstances where to do so would allow the child to be placed at risk of harm or continue to be at risk of harm.
16. Encourage all Members to obey the spirit of the rules and regulations both in and out of the pool.
17. Never encourage or condone Members, Volunteers, Officials or Parents to violate the rules of the organisation or the sport and report any violations appropriately.
18. Observe the authority and the decision of the Officials and only question those decisions in the appropriate manner.
19. Treat all competitors and teams of other organisations with respect, whether that is in victory or defeat and encourage all Members to do the same.
20. Refer all child safeguarding concerns in accordance with the procedures detailed in Wavepower 2020-23.



Breaches of the Code of Conduct may result in disciplinary action being taken against you by the KRSC Committee under the judicial regulations. Continued issues and repeated breaches may result in your dismissal from KRSC.

Signature of Committee Member: _____

Printed Name: _____

Position in Club: _____

Date: _____

N.B. This code is an extension to the SE Code of Ethics. Both should be followed.