

# **City of Bristol Swimming Club (COB)**

## **Operational Guide and Rules Handbook**



# WELCOME ....

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# **1. Code of Conduct**

All club members are expected to comply with the following 'Code of Conduct' guidelines while taking part in any club activities. Above all, it is expected that all members of COB, coaches, volunteers, poolside officials and parents alike; when attending any training session, event or competition will:

- Behave without discrimination on the grounds of age, gender, race, religion, sexual identity, or disability as set out in the Clubs Equity statement (see section 4)
- Respect the rights and dignity of each member of the Club and all other competitors/swimmers
- Treat other competitors and teams with respect in victory and defeat
- Comply with the codes, rules and laws within the guidelines set out by the ASA
- Observe the authority and decisions of all officials

To assist these aims, this document establishes a set of guidelines and procedures which outline the responsibilities and behaviour of swimmers, staff and parents associated with the Club; and lays down what members and parents can expect of the Club, together with the Club's expectations of its members.

## **Members - Training and Pool Discipline**

Please remember to:

- Attend all the training sessions as required by the coach. The Club expects at least 80% attendance, unless agreed with your coach. This will be monitored by the lead coach of each squad, with the Head Coach ultimately responsible. If a swimmer is under attending they will be notified verbally, then by letter and after that moved into a squad with lower commitment levels.
- Be punctual for training sessions and meets. Arrive in plenty of time for a gentle 15 minute stretching and flexibility routine on poolside before starting swimming. If late without a good reason you will only be permitted to swim on the agreement of the coach.
- Arrive in a positive frame of mind, ready to train at the level your coach requires

- Bring all your equipment with you - goggles, pull buoys, kick boards, hand paddles, swim fins and water bottles. Look after them, mark with your name if possible.
- Respect coaches, poolside helpers, officials and other club members.
- Concentrate on what your coaches tell you and do as they ask. Coaches are there for your benefit, not their own. They are there to make you a better swimmer. With many swimmers in the pool, coaches can't always see everything and so you are trusted to do as they ask at all times.
- It is recommended that swimmers have a log-book for personal reference to record how well and how often you have trained and to register your improvement in both training and competitions. If you are in any doubt about how to use this, then please ask a coach, who will explain.
- Please observe and respect the local rules of the swimming pools we train in. The club is very fortunate to have access to these facilities and would be badly affected if they were withdrawn as a result of poor behaviour by its members. Please therefore keep the changing rooms tidy and inform coaches of any problems.
- Please do your best to make yourself available to swim in arranged open meets and competitions when selected.
- Please remember to wear club hats and T-shirts at all competitions. Swimmers should bring extra towels. Club track suit bottoms or shorts are also a good idea to wear on poolside to keep warm between events, and footwear is essential.
- Diluted still drinks from a water bottle are allowed but fizzy drinks should not be consumed. If possible, a high-energy meal (e.g. pasta) should be consumed a couple of hours before training/competition. Nothing should be consumed immediately prior to competing.

NOTE: No glass bottles are to be brought onto poolside.

When you are in the pool, particularly at club sessions, please remember:

- End each session having accomplished something.

- Practice makes perfect. The more you put into training sessions, the more you will get out of them. What you have missed in practice, you will find difficult to do when it really matters, in a competition!
- Winning is not necessarily the goal in practice. Winning is for competition. There are times in practice when other things such as technique or training correctly at the right intensity are more important.
- There are no shortcuts to success. All swimmers should complete the exercise as instructed by their coach. If you are unable to complete an exercise you should have a valid reason why and be able to explain this to your coach.
- Pace yourself properly as directed, do all the repetitions your coach asked for, and take the rest your coach requires, no more and no less
- Finish each exercise correctly. If swimming swim hard into the wall, no stopping at the end, putting your feet on the bottom and chatting during exercises.
- Turns are very important when swimming. They can make up to a quarter of the race. Please make sure you do all the turns correctly and quickly.
- Think about streamlining at all times, it is very important.
- Think about your technique at all times, it is equally important
- Drink plenty of fluids as guided by your coaches during training to avoid dehydration.
- Behave in the manner expected both on poolside at training and particularly at competitions.
- Do not interfere with other swimmers whilst training. Get on with what you are supposed to be doing and let other swimmers get on with their training. If others are faster than you, let them overtake without hindering them, but keep swimming yourself – do not stop.
- Poor behaviour in the pool will not be tolerated, especially if it affects others. Abuse of equipment - throwing or hiding kick boards, pull buoys, drink bottles, sitting on the lane ropes

etc. is unacceptable. Be aware that swimmers consistently interfering with others swimmers' training will be asked to leave the pool, and will risk losing their place.

### **Members - General Behaviour**

- Behaviour and personal conduct must at all times be of high standard and reflect favorably on the club and the sport. Language in public or relevant group situations must always be appropriate and socially acceptable. Be polite at all times to your fellow club members, coaches and pool officials.
- Bullying will not be tolerated in any form.
- Consumption of alcohol is totally forbidden for athletes under age as defined by UK law. It must not be consumed by swimmers or staff members, prior to, or following a competition event, training or team activities without specific consent of the club coach/ team manager. During competition, alcohol is strictly forbidden to all swimmers and staff.
- Smoking is prohibited by swimmers and staff whilst on route, prior to, during or following a competition event, training session or team activities
- Personal appearance shall be appropriate to the circumstances and as indicated by the team manager. Team kit and equipment shall be worn as directed by the club coach/ team manager when competing and training, when assembling or travelling, at official team functions on other occasions as notified.
- Attendance at all activities is expected unless agreed by the club coach/ team manager. Throughout the duration of any trip swimmers should inform staff of their whereabouts. Punctuality on all occasions is essential.
- The use of any drugs or substances other than for medical reasons is prohibited.
- Medication. It is important that information on all medication being currently taken should be reported to the coach/team manager who will report it to the relevant personnel. Allergies to any medication must be reported to the team manager.

- Illegal and performance enhancing drugs and substances are strictly forbidden. Swimmers/parents are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a competition. Please refer to the British Swimming Anti-Doping Rules Jan 2015 and as updated in the future. Swimmers are reminded to check that any drugs used for medical purposes are not on the ASA 'banned' list. (If in doubt checks should be made with the ASA Medical Officer via the club Welfare Officer).
- Illegal drugs and substances, the use of these, even though they may not appear on the banned list in respect of performance enhancing drugs, is nonetheless prohibited.
- Travel: When travel is organised for the Club as a whole, we encourage everyone to travel together using the organised transport. Seat belts where fitted are to be worn at all times.

## **Sanctions**

With limited training times, we cannot afford for coaches to be wasting session time continually disciplining swimmers. If necessary, we will enlist the support of parents in resolving behavioral issues.

- Swimmers disrupting sessions for whatever reason will be issued an initial warning by the coach. Swimmers continuing to ignore the warning will be asked to leave the pool. A letter will be sent home and the offender will only be allowed to attend subsequent sessions with a parent present, whilst the problem continues.
- More serious breaches of the Code of Conduct will be reported to the chairman/secretary of the club and the matter will be discussed at the next committee meeting.
- The committee has the right to decide on any matters not covered in the Code of Conduct.
- The failure of any club member to continually comply with all of the Code of Conduct will result in sanctions being taken under the club rules which may result in permanent exclusion from the club.

## **Club Coaches, Officials, Volunteers**

The club promotes a high standard of ethical conduct and practice. All club coaches, officials, poolside helpers and volunteers must follow the principles set out below:

- Behaviour and personal conduct must at all times be of high standard and reflect favorably on the club and the sport.
- Be a positive role model, set a good example.
- Recognise the importance of fun and enjoyment in coaching.
- Consider the well-being and safety of swimmers before development of performance.
- Develop an appropriate working relationship with swimmers, based on mutual trust and respect.
- Ensure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport.
- Follow all guidelines laid down by the Amateur Swimming Association and the club.
- Ensure swimmers are selected for competition on their ability.
- Work to gain and maintain the appropriate valid qualifications.
- Undertake the continuing professional development (training) necessary to discharge your duties to the best of your ability in the light of current knowledge.
- Never exert undue influence over swimmers to gain personal benefit or reward
- Never condone rule violation, rough play, or use of prohibited substances.
- Encourage all swimmers to value their performance, and not just results.
- Recognise and celebrate good performance.
- Respect the basic human rights, worth and dignity of all members.



- Take appropriate and timely action on behavioral problems.
- Keep parents updated on their child's progress.
- Start and finish training sessions on time.

### **Code of Conduct for Parents/Guardians/Carers**

The club recognises the vital role that parents play and realises it cannot meet its aims and objectives without the help and support of its parents. An important aim of the club is to encourage appropriate ethical behaviour amongst its members. Parents, guardians and carers are important role models and in this respect, they can best support the membership by displaying the behaviours set out below:

- Remember children swim and play for their own enjoyment, not their parent's.
- Encourage your child to learn the rules and play within them.
- Ensure children behave in a manner that does not interfere with other swimmers.
- Encourage your child to follow the coaches' advice.
- Discourage unfair play and arguing with officials.
- Keep winning and losing in perspective. Help your child recognise good performances, not just results.
- Never force your child to take part in sport.
- Set a good example and applaud the good performances of competitors, teams, with respect in victory and defeat.
- Never punish or belittle a child for a poor performance, making mistakes or losing.
- Accept officials' judgements and comply with the codes, rules and laws within the guidelines set out by the ASA.
- Encourage your child's involvement and help them enjoy the sport.
- Use correct and proper language at all times

In addition, for the guidance of parents, and to prevent possible

misunderstanding, we have set out the club's basic expectations of parents as follows:

- Bring your child to training sessions regularly and on time and ensure they have the correct equipment.
- Arrive in time to collect your children at the end of training sessions.
- Familiarise yourself with the organisation and rules of the club.
- Keep up to date with club information posted on the notice board and the COB website
- Pay membership, training and registration fees regularly and on time.
- Update the clubs web based IT system promptly of any change in contact information and any other relevant information we need to know about to facilitate your child's participation, safety and welfare.
- Do not allow your child to swim if they are unwell, particularly if they have any open wound or have an upset stomach.
- Inform the club of any health concerns your child may have, whether permanent or temporary.
- Please share your concerns with club coaches and officials.
- Be involved with club activities either as a committee member or swimming official and share your expertise.
- Support the club at open meets and other functions.

## **2. Wavepower 2016 – 2019 The ASA Child Safeguarding Policy and Procedures**

As a club affiliated to the ASA (Amateur Swimming Association) COB has adopted and conforms to this policy and procedure.

It has been produced by the ASA to assist clubs in safeguarding and protecting children. Ensuring that children are safeguarded is a key part of how COB operates to provide a safe, happy and fun environment in which children can develop their swimming skills.

The responsibility to safeguard children does not belong to any one person, but instead belongs to everyone who plays a part in delivering our activities. Wavepower is intended for anyone involved in these activities and offers practical guidance and information on mandatory requirements and good practice.

The full ASA Wavepower document can be viewed on the COB website or via the following link: -

[www.swimming.org/asa/clubs-and-members/safeguarding-children/](http://www.swimming.org/asa/clubs-and-members/safeguarding-children/)

**The Disclosure & Barring Service (DBS)** [previously known as the Criminal Records Bureau (CRB)] enables ASA organisations to make more informed recruitment decisions for vacant positions. Any individual who wishes to work with children or adults at risk are required to undertake a Barred List check and/or Enhanced DBS Disclosure, if appropriate. Guidance on DBS checks can be provided by the club's Welfare Officer or by viewing the club's policy regarding DBS checks and safeguarding training on the COB website.

**Swimline 0808 100 4401**

**Child line 0800 1111**

**NSPCC Helpline 0808 800 5000**

You can also visit the following websites;

**[www.britishswimming.org](http://www.britishswimming.org)**

**[www.kidscape.org.uk](http://www.kidscape.org.uk)**

**[www.worriedneed2talk.org.uk](http://www.worriedneed2talk.org.uk)**

**[www.childline.org.uk](http://www.childline.org.uk)**

**[www.bullying.co.uk](http://www.bullying.co.uk)**

### **3. Health & Safety Policy**

COB recognises its responsibility for the welfare of its members, to provide, as far as practicable, a safe and risk free environment for members and others who may be affected by the club's activities.

To assist the club in meeting its responsibilities, COB relies upon every member to adopt and maintain a responsible attitude in regard to their own health and safety, as well as to the safety and well-being of others.

#### **Activities Covered**

The club's activities covered by this safety policy include the following:

Club	Weekday evening and weekends
Training Sessions	
Club Home Events	For the duration of the gala
Club Away Events	For the duration of the gala where the host club have not provided adequate arrangements
Open Competitions	The club expect host clubs/organisations to provide adequate lifeguard facilities

## **Pool Safety**

### **Lifeguard provision**

The club undertakes to agree with pool operators on the arrangements necessary for ensuring the safety of the club swimmers at all times when pool hire occurs.

It is the responsibility of the pool operator to provide life guarding cover as part of the hire facility. All COB representatives should take instructions from the pool operator lifeguards.

No swimmer is allowed in the pool until the club coach is present.

**If there is no one on the poolside with such a qualification, then no swimming is to take place.**

### **Coach Qualifications**

The club will ensure that all club coaches are suitably qualified to ASA standards.

### **Swimmer/Coach Ratios**

The club will ensure that the swimmer: teacher ratios (for swimmers in the water) as laid down in the ASA's "[Safe Supervision for Teaching and Coaching Swimming](#)" (Awaiting for ASA to review and update their guidelines) will be adhered to based on the ratio to which the coach is qualified.

### **Normal Operating Procedures (NOP) / Emergency Action Plan (EAP)**

The club will ensure that all teachers, coaches, and other appropriate personnel are familiar with and understand the club's emergency procedures; and the pool operators' Normal Operating Procedures (NOP) and Emergency Action Plan (EAP), which set out the control measures for ensuring user's safety in normal and emergency conditions.

The coaches will ensure that the 'Pool Rules' as set out in the pool operators' NOP to reduce risks are adhered to.

**Risk Assessments:** Risk assessments are required for all activities that take place under the COB name.

Copies of the following documents can be obtained from the COB Welfare Officer if required: -

COB Health and Safety Policy

COB Incident and procedures guidelines

### **Medical Conditions**

**The welfare and safety of any swimmer in the club is of paramount importance and the following guidance and**

### **conditions need to be followed:**

1. All swimmers joining the club are asked to notify the club of any medical condition they may have. Similarly, any swimmers who may have developed a medical condition since joining the club and may need medication e.g., asthma inhalers, must inform the club membership secretary, welfare officer and coaching team so that they are made aware of the condition. Completion of the ASA asthma medication form is essential if swimming in National Events or above. The form can be found using this link and can be found in section 5 page 114

[www.swimming.org/asa/clubs-and-members/safeguarding-children/](http://www.swimming.org/asa/clubs-and-members/safeguarding-children/)

2. All children reporting to swim are assumed fit to complete a normal session, unless written notification of an injury or other condition is provided to the coach, welfare officer or membership secretary.
3. Following any injury/illness that has prevented a swimmer from swimming for more than 6 weeks then a medical declaration stating that the swimmer is fit to return to training from a Doctor or allied health care professional (which would include physiotherapist) is required and must be given to the welfare officer prior to training. This information would then be shared with the coaching team and committee so that a training schedule can be implemented for that individual swimmer to ensure their safety and welfare.
4. Such information will be treated confidentially.
5. The welfare officer will inform coaches in writing of any reported conditions, with any known training limitations identified. A meeting will then be arranged by the welfare officer between the coach, parents and swimmer to discuss the swimmer's training schedule.
6. The welfare officer will inform the coach/membership secretary of any reported conditions. If there are concerns these will be raised with the chairperson.
7. The head coach in agreement with all the coaching staff has the right to request a swimmer does not attend sessions if in their opinion the swimmer cannot be safely accommodated. In all instances the coach will raise their concerns with the welfare officer.

8. Any swimmer not following this policy will be swimming at their own risk and the club / coaching staff will not accept any responsibility for injury or harm.

### **Insurance**

The club will ensure that a copy of a current and valid insurance policy is displayed on all club notice boards. The original will be held with the club secretary once received from ASA.

### **Emergency Contact Information**

All swimmers joining the club are asked to provide emergency contact details to ensure that all poolside personnel have access to emergency contact information for all members in their care. All coaches have access to this information on a need to know basis. The information is kept up to date by the Membership Secretary and swimmers must notify the Membership Secretary immediately if this information changes.

### **Taking Action - Accident / Incident Procedures**

All coaches have a copy of the COB emergency procedures. They are also kept in the open meet suite at the far end of the pool along with the accident book.

### **Accident/ Incident Reporting**

All accidents or incidents will require a verbal report immediately following the occurrence and subsequently in writing from those responsible for the group or event in progress at the time of the incident. This written report must be submitted to the membership secretary and the details entered in the Accident Report Book.

The club management committee will:

- record all incidents, accidents and injuries
- report all injuries where relevant to the appropriate authorities
- investigate all matters relating to health and safety

### **Policy Review**

The club will receive and update this safety policy document as and when required by new circumstances, pool operator requirements or changes to current safety legislation.

## **4. Equity Policy Statement**

This can be viewed in the full ASA Wavepower document can be viewed on the COB website or via the following link: -

[www.swimming.org/asa/clubs-and-members/safeguarding-children/](http://www.swimming.org/asa/clubs-and-members/safeguarding-children/)

## **5. COB Late Payment Policy (this policy can be amended by the COB Committee without amendment to the Constitution)**

Payments (fees) are: -

Monthly training fees payable by bank standing order.

Entry fees for Open Meets and other Competitions where the entry is made on behalf of the athlete by COB

Other payments made on behalf of the athlete by COB

**Failure to pay within 30 days will result in: -**

### **After 30 days**

An urgent request for payment will be issued in writing (or by email), asking for payment by return.

A phone call may also be made advising of the Late Payment Policy and requesting payment will be made.

Requests for assistance / flexible payment terms should be made, in writing (or by email), to the COB Club Secretary.

### **After 60 days**

A final demand for payment will be issued in writing, asking for payment.

Failure to pay within a further 30 days will result in membership being suspended and the potential loss of membership of the Club with the vacant position being offered to another member

**Requests for assistance / flexible payment terms will not be considered after this point.**

### **After 90 days**

Termination of membership will be formally agreed by the COB Committee and informed to the member in writing. No further appeal against termination will be available.



### **Persistent Late Payers**

For persistent late payers, for example those who pay a month, miss month, pay a month. The 30 days stage of the process will not apply and the Club will move straight to the 60 days stage.

### **Genuine Cases of Hardship**

City of Bristol Swimming Club (COB) has made financial provision for cases of hardship and the COB Committee considers each request for assistance / flexible terms with payments on its merits. Requests for assistance / flexible payment terms should be made, in writing (or by email), by the parent or guardian, to the Club Secretary within 60 days of the payment becoming due.

Requests for assistance / flexible payment terms will not be considered after 60 days of the payment becoming due

**Long Term Absence** - For absences due to illness or injury, for periods exceeding one calendar month, which would affect an athlete's ability to train, members are entitled to request a refund of fees paid. No refund for the first month. The COB Committee must be informed of the impending absence as soon as is possible. To be signed off by a Head Coach.