



Newbury District Swimming Club

Behaviour Policy

POLICY MANAGEMENT:

This policy was adopted by the Committee on: 12th November 2018

Behaviour Policy Statement:

Every club needs rules and procedures so that we can do what we come to the club to do; swim. This **Behaviour Policy** is designed to help swimmers, coaches, parents and club members to understand how they need to behave in order to promote the best interests of the club. The policy is underpinned by the following behaviours, which are:

- Do the right thing.
- Do my best.
- Respect others.
- Enjoy my sport.

The policy also provides a reference to help the committee, coaches and volunteers to decide what action to take in the unlikely event that a member's behaviour adversely affects others and undermines the smooth running of the sessions or the club.

The laws of the sport are defined by the governing body, the Swim England and swimmers, parents, coaches and club members are expected to understand and abide by their helpful guidance and rules of swimming. These are set out on the Swim England website.

Newbury District Swimming Club has Codes of Conduct for swimmers, parents, coaches and volunteers/committee members which are required to be signed. A copy of these can be found on the Newbury District Swimming Club website under policy documents.

The behaviour policy is underpinned by the Codes of Conduct and the ASA guidance document **Wavepower** (2016-19) particularly the sections on managing challenging behaviour, bullying, cyber-bullying and social networking guidance.

The club believes that having a behaviour policy is one of the key ways of promoting successful and effective learning and swimming. The policy applies to all swimmers in all squads in the club.

This behaviour policy is designed to:

- Promote and recognise positive behaviour.
- Manage challenging behaviour in an assertive, non-confrontational way.
- Ensure fairness and encourage consistency of response to both positive and inappropriate behaviour.
- Promote early intervention.
- Enhance learning and swimming performance.
- Develop swimmers with a sense of self-discipline and an acceptance of responsibility for their own actions.



It applies to all swimmers:

- When waiting at the pool for sessions to start, within the sports centre, changing rooms and after sessions.
- During land training and swimming sessions.
- Travelling to and from club competitions on the coach (Arena League and Thames Valley Junior League).
- On all swim club activities such as competitions and away trips/camps.
- When representing the club in any capacity.
- In Social Media exchanges relating to or with reference to the club e.g. Snapchat, Whatsapp, Facebook, Instagram.

We expect our swimmers, coaches, parents, volunteers and committee to work together to achieve the highest standards of behaviour within and beyond the club in accordance with this policy document. The club models and promotes positive behaviour at every opportunity. Newbury District Swimming Club encourages each swimmer to take responsibility for themselves and others, as well as their learning and training. It is expected that when behaviour is poor that swimmers, parents, coaches and volunteers address this as soon as possible by either intervening to defuse the situation, or reporting this to the coach and welfare officer.

Positive Behaviours

Positive behaviours are acknowledged by the coaching staff and are recognised in a variety of ways within the club such as verbal feedback from coaches to individuals or to the whole squad and more formally in celebration at the annual club presentation evening.

Inappropriate Behaviour

Behaviour is considered inappropriate if it is not in-keeping with the spirit of the Swimmers' Code of Conduct. The core aspects of this are reflected within, but not restricted to a range of policies and expectations of the club.

Examples (but not limited to) of inappropriate behaviour are swimmers who:

- Do not follow the Code of Conduct.
- Do not follow the instructions of a coach or team manager.
- Are disruptive, rude, abusive, bullying or discriminatory to others.
- Fight or are physically or verbally towards other swimmers, coaches or helpers.
- Use social media to bully, intimidate or belittle swimmers, coaches, parents or other members of the Swim England.
- Use destructive behaviour including throwing equipment.

Instances of inappropriate behaviour will be subject to restorative steps or one or more sanctions across the range of those available. Sanctions will be determined by the severity and persistence of the inappropriate behaviour and the circumstances.



Restorative Steps

Where possible restorative steps will be taken to prevent reoccurrence of poor behaviour by:

- Promotion of self-reflection and self-discipline; an acceptance of responsibility and giving a commitment not to repeat the behaviour.
- Making a formal verbal face-to-face or written apology.

Sanctions

Where a sanction is required it will be in accordance with ASA guidelines and the **Club Rules** and proportionate to the issue and to the individual. If this involves a second warning or possible exclusion from a future session(s) the parents/guardians will be informed.

With any sanction the offending swimmer's welfare must be considered, for example being kept dry and warm and not being asked to leave poolside to sit up on the balcony or to leave the sports centre.

Sanctions may include (in no particular order):

1. Swimmer being verbally asked to address their behaviour by coach or team manager.
2. If the poor behaviour is then repeated this will lead to a first verbal warning from the coach and parent/guardian will be informed.
3. Swimmer could be asked to sit out of part or all of the session, for example a ten minute 'time out' to reflect upon the situation followed by a discussion with the coach. They will be asked to keep warm with a towel or clothing in this instance.
4. Second verbal warning and parents/guardians informed and asked to reinforce positive behaviour.
5. Swimmer parents/guardians asked to meet with coach and/or welfare officer to discuss how positive behaviour will be maintained.
6. Swimmer and parents/guardians may be required to sign a **Behaviour Plan** in accordance with ASA Wavepower, an example is included in this policy.
7. The Club Welfare Officer and nominated committee member(s) are contacted and a temporary suspension from the club. In such cases the swimmer and parents/guardians will be notified of the period of suspension and fees are not refundable in these circumstances.
8. Permanent exclusion from the club following an investigation in accordance with procedures in this policy and panel hearing – after which the ASA may be informed.

Behaviour that may lead to temporary exclusion

Persistent unmanageable behaviour, physical or verbal aggression, behaviour that is a danger to others or theft are regarded as serious breaches of the Code of Conduct and may require investigation by the committee. During this time the swimmer may be excluded from swimming sessions in accordance with the **Club Rules**.



Fixed term or permanent exclusion

The committee has the power to expel a member when, in its opinion, it would not be in the best interests of the club for the individual to remain a member. In these instances the procedure followed would be as laid down in the ASA Handbook, Judicial Regulations.

Investigating Complaints

The club will investigate behaviour related issues in accordance with its constitution and with reference to the ASA **Judicial Rules** and the guidance set out in ASA Wavepower. This may involve swimmers and parents/guardians meeting with the welfare officer and an executive officer to discuss the issue.

The club will aim to:

1. Appoint someone to lead the investigation, for example the Welfare Officer.
2. Meet with the complainant and take notes of the meeting (usually the Welfare Officer and another Committee Member).
3. Ensure parents/guardians are present when the swimmer is spoken to.
4. Where required, ask any witnesses to provide verbal testimony and / or written statements (their parents/guardians to be asked for consent to approach them when under 18).
5. Consider and where appropriate, promote reconciliation/mediation.
6. Follow the same protocol as above with the swimmer who is the subject of the complaint.
7. Conclude the investigation as soon as is reasonably possible ensuring fairness to both parties and keeping them informed of what is happening throughout.
8. Manage the issue as an internal club dispute where the complaint is not resolved informally between two club members or the club view the nature of the allegation to be a serious departure from the Code of Conduct.

Useful References (all available on the ASA Website)

ASA Wavepower Social Media Guidance

ASA Wavepower Toolbox including anti-bullying/cyber bullying policy

ASA Handbook 2016