

CODE OF CONDUCT

CODE OF CONDUCT FOR ALL MEMBERS

As we are affiliated to Swim England, we are expected to conduct our activities within the rules of the Association. These rules include the Swim England Code of Conduct, Code of Ethics and Equity Policy.

The club requires its members, coaches, parents/guardians, officials and volunteers to follow the following "Code of Behaviour". We would ask you to therefore to read each category carefully, so you know what is expected of you as a member of our club. The Code will be provided to all new members. In addition, we expect all swimmers to sign up to the swimmers' code of conduct.

Breaches of this code shall be dealt with in the first instances by the coaching staff, following the guidance laid out in the Club Behaviour Ladder.

A. GENERAL CODE OF BEHAVIOUR FOR ALL MEMBERS OF THE CLUB:

As a member of Clevedon Swimming Club, you are expected to meet the following requirements in regard to your conduct during any activity held or sanctioned by the club:

1. Maintain high standard of personal behaviour at all times.
2. Respect the rights, dignity and worth of others, regardless of their gender, abilities, cultural background or religion.
3. Be fair, considerate and honest in all dealings with others.
4. Be professional in, and accept responsibility for your actions.
5. Make a commitment to being a member of a club whose objective is to provide a quality service in a safe environment for the conduct of the sport.
6. Be aware of and maintain the standards, rules, regulations and policies of the sport and operate within the rules of the sport including national and international guidelines, which govern the sport.
7. Do not use your involvement with the club to promote your own beliefs, behaviours or practices where these are inconsistent with those of the club.
8. Refrain from any acts of physical or verbal aggression towards or harassment of others.
9. Refrain from any behaviour that may bring the club into disrepute.

B. SWIMMERS CODE OF BEHAVIOUR

As a swimmer/member of the club, you are expected to meet the following requirements in regard to your conduct during any activity held or sanctioned by the club:

Respect For Others:

1. Respect the rights, dignity and worth of fellow swimmers, coaches, officials and spectators.
2. Respect the talent, potential and development of fellow swimmers and competitors.

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3. Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.
4. Do not tolerate acts of aggression and report any instances witnessed or experienced.

Personal Conduct:

1. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team and cooperate with coaches and staff in their endeavour to prepare you for competition at the highest level.
2. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
3. Arrive in advance of training session start times and warm up in advance of the session commencing.
4. Behave with your coach as you would with a teacher, listen and pay attention to instruction. Training should be fun but it is not play.
5. Conduct yourself in a considerate manner relating to language and temper. Language in a public place or relevant group situation must always be appropriate and socially acceptable.
6. Alcohol and smoking is totally forbidden for athletes under age as defined by law.
7. The use of performance enhancing drugs and illegal substances is totally forbidden. It is your responsibility to check that any medication you take does not contain a banned substance under A.S.A. law.
8. Take pride in your appearance. At all times, your appearance shall be appropriate to the circumstances as indicated by the team staff with team kit being worn as directed.

Team Requirements:

1. A willingness to adopt, develop and sustain a “positive attitude” towards team goals and objectives is required, together with a high level of team co-operation with other team members and team staff.
2. Punctuality on all occasions is a desirable quality.
3. When required, team accommodation and transport as allocated by the team staff shall be used.
4. When away with the team, members must attend all team meetings and other functions as directed by the team staff and any team curfews must be observed.

C. COACHES AND POOLSIDE STAFF CODE OF BEHAVIOUR

As a member of the coaching or poolside staff you must meet the following requirements in regard to your conduct during any activity held or sanctioned by the club:

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Personal Conduct:

1. Be conscious of always presenting a professional appearance poolside and be conscious of the example this sets to the swimmers and the image this presents of the club.
2. Alcohol use and smoking is unacceptable when in charge of or responsible for swimmers' welfare.
3. When dealing with persons under 18 years of age, avoid unaccompanied and unobserved activities with such persons and demonstrate a high degree of individual responsibility as your words and actions are an example.

Relationship With Swimmers:

1. Treat all swimmers fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
2. Provide feedback to swimmers and other participants in a manner sensitive to their needs. Avoid overly negative feedback. Avoid excessive verbal targeting, shouting or exercise used as punishment.
3. Where possible, involve the swimmers in decisions that affect them.
4. Be aware of the power that you as a coach develop with your swimmers in the coaching relationship and avoid any intimacy with swimmers that could be construed as compromising.

Personal Commitment:

1. When dealing with young swimmers, at all times be conscious of and fully embrace the concepts for "Long Term Athletic Development".
2. Ensure that the tasks and/or training set are suitable for age, experience, ability, and physical and psychological conditions of the swimmers.
3. Encourage swimmers to respect one another and to expect respect for their worth as individuals regardless of their level of play.
4. Encourage and facilitate swimmers independence and responsibility for their own behaviour, performance, decisions and actions.
5. Recognise swimmers rights to consult with other coaches and experts in the field.

CODE OF CONDUCT FOR SWIMMERS

General Behaviour

1. Treat all members of the club with due respect, fellow Swimmers, Coaches and Officials.
2. Treat all competitors and representatives from competing clubs with respect.
3. The use of inappropriate or abusive language, bullying, harassment, discrimination or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy. This extends to contact over social media, cyber bullying must be reported and will not be tolerated.
4. Do not say or do anything that will bring CASC into disrepute.

Swimming Training

1. Arrive in good time to warm up on the poolside, 10 minutes before start time.
2. Have all your club kit with you. eg. Pull buoy/kickboard/fins/paddles/snorkel.
3. Give 100% of your best in both training and competition.
4. Ensure you bring a full drinks bottle to every training session.
5. Use the lavatory before training and inform the coach if you need to go during training.
6. Listen to what your coach is telling you and inform your coach if you are unwell or injured.
7. Always swim to the wall as you do in a race and practice turns as instructed. Leave room for others to do the same, ie don't block them!
8. Do stop in the lane, you may get injured.
9. Try not to pull or sit on the lane ropes as this may injure other swimmers.
10. Try not to skip lengths or sets as you are only cheating yourself.
11. Think about what you are doing during training.
12. Make sure you know what training zone or bubble you are working in.
13. Behave sensibly in the changing rooms. Note, General Behaviour point 3 above.
Inappropriate or abusive language, bullying, harassment, discrimination or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy.
14. Females and males must not share changing cubicles.

Competitions & Galas

1. Arrive 1/2 hour before your meet is scheduled and in good time to warm up or as instructed by your coach/team manager.
2. You must expect to swim the events and galas that your coach has entered/selected you for unless agreed otherwise prior to the event.
3. Be aware of the sign in and withdrawal procedure and check with your coach
4. Warm up before the event. Prepare yourself for the race.
5. Warm up and swim down properly under coaches instructions.
6. Always congratulate other swimmers after the race regardless of your own result.
7. Warm up properly by swimming, not playing or stopping in the lane.



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8. Be part of the team. Stay with the team on poolside and if you must leave for any reason, you must tell the Coach or Team Manager.
9. Listen for your race to be announced and go to the marshalling area in time and report in.
10. Support your teammates. Everyone likes to be supported.
11. You must wear club uniform (T-shirt) and club hats when representing the club.
12. Swim down after the race, if possible. Do not use this time to play.
13. After your race report to the coach to receive feedback on your race and splits.
14. Performance enhancing drugs and illegal substances are all strictly forbidden.

I agree to abide by the above codes of conduct.

Signed Date.....

CODE OF CONDUCT FOR PARENTS

Parents/Guardians are expected to:

1. Complete and return your child's medical information on your joining form. Report any changes in the state of the child's health to the coach prior to coaching sessions. Ensure the club has up to date contact details for you. Ensure the club has alternative contact details for you.
2. Deliver and collect your child punctually to and from the coaching sessions/swim meets. Please promptly inform a member of the coaching staff if there is an unavoidable problem.
3. If the club changes your child's squad, please remember the change is to provide appropriate levels of training and enable your child to progress which should be facilitated and encouraged at all times.
4. Ensure your child is properly and adequately attired for the training session/event including all required equipment, hat, goggles and all relevant training kit, including kit for dry land training.
5. Inform the coach before a session if your child is to be collected early from a coaching session/meet and if so by whom.
6. Encourage your child to obey rules and teach them that they can only do their best. Do not force your child to swim.
7. Behave responsibly as a spectator at training/meets and treat swimmers, coaches, committee members and parents of your and other clubs with due respect, meeting the Swim England commitment to equality, diversity and inclusion.
8. Ensure you and they do not use inappropriate language within the club environment.
9. Show appreciation and support your child and all the team members.
10. Ensure your child's needs are met in terms of nutritional needs and listen to advice given from the coaches.
11. Support the coaching staff and committee and raise any concerns you have in an appropriate manner. Details of the clubs Welfare Officer can be found on the BSC website.
12. Do not enter poolside during the meets unless requested to do so or in an emergency.
13. If you wish to have a discussion with the coach please speak to them after a session to arrange a suitable time. In your dealing with your child's coach, treat the coach with respect and in the same manner, as you would wish to be treated.
14. Most of all, help your swimmer enjoy the sport and achieve to the best of their ability.

The club will undertake to:

1. Ensure good child protection guidelines are followed at all times to keep your child safe.
2. Ensure all activities are properly supervised/taught/coached and consent is obtained for any activity previously agreed.
3. Inform you at once if your child is ill and ensure their wellbeing until you are able to collect them.



The parent/guardian has a right to:

1. Make a written complaint to the club if they feel the club or a member of the club is not acting appropriately to the BSC Constitution, Codes of Conduct, Ethos and Expectations and Swim England Club Laws and Rules. Details of how to do this can be obtained from the club Welfare Officer.
2. Make a complaint on behalf of their child to Swim England.

N.B. The Coach will deal with breaches of the Code for Swimmers in the first instance. This may include a verbal warning followed by a sitting out for a 'timeout'. The coach may also require the swimmer to get dressed and sit back on the poolside, if a parent or other responsible adult is not present. If the coach considers the breach (or breaches) merit this, the coach will report the incident to the Welfare Officer, which will be dealt with in accordance with the BSC and Swim England guidelines. Sanctions for breach of any code may include a verbal or written warning or suspension from the clubs activities. The Club also has the right under its constitution to suspend or expel a swimmer for breaches by the relevant parent of the code for parents.

I agree to abide by the above codes of conduct.

Signed Date.....

CODE OF CONDUCT FOR ALL SWIMMING COACHES & TEACHERS

Swimming Coaches and Teachers who work directly with children in the Swimming Club are expected to:

1. Put the well-being, health and safety of members above all considerations including developing performance.
2. At all times adhere to the Swim England Code of Ethics, Rules and Regulations.
3. At all times adhere to Wavepower, the Swim England Child Safeguarding Policy and Procedures.
4. At all times adhere to the Swim England Equality Policy.
5. Consistently display high standards of behaviour and appearance.
6. Adhere fully to the role and job description as outlined by the club and never use that role to gain favour for yourself or any individual swimmer.
7. Treat all swimmers with respect and dignity, value their worth and treat everyone equally recognising their needs and ability within the context of the sport.
8. Develop an appropriate working relationship with swimmers based on mutual trust and respect.
9. Always place the well-being, health and safety of swimmers above all other considerations including developing performance.
10. Always ensure that all teaching, coaching and competition programmes are appropriate for the age, ability and experience of the individual swimming.
11. Always identify and meet the needs of the individual swimmer as well as the needs of the team / squad.
12. Be fair and equal in team and training squad selection.
13. 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 a swimmer or someone close to them.
14. Encourage and guide swimmers to accept responsibility for their own behaviour and performance.
15. Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
16. Treat all information of a personal nature about individual swimmers as confidential
17. line with your role and complete a Safeguarding Children in Sport course, if appropriate to your role.
18. Treat all information of a personal nature about individual swimmers as confidential, except in circumstances where to do so will allow the child to be placed at risk of harm or continue to be at risk of harm.
19. Encourage all swimmers to obey the spirit of the rules and regulations both in and out of the pool.
20. Co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors, and physiotherapists) in the best interests of the swimmer.
21. Never encourage or condone swimmers, volunteers, officials or parents to violate the rules of the club or the sports and report any violations appropriately.

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22. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
23. Treat all competitors and other club teams with respect, whether that is in victory or defeat and encourage all team members and fellow club members to do the same.
24. Refer all concerns of a child safeguarding nature in line with the procedures contained in Wavepower 2012/15.

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CODE OF CONDUCT FOR ALL MEMBERS, OFFICIALS & VOLUNTEERS

Members, Officials and All Volunteers who work directly with children in the Swimming Club are expected to:

1. At all times adhere to the Swim England Code of Ethics, Rules and Regulations.
2. At all times adhere to Wavepower, the Swim England Child Safeguarding Policy and Procedures.
3. At all times adhere to the Swim England Equality Policy.
4. Adhere fully to the role and job description as outlined by the club and never use that role to gain favour for yourself or any individual swimmer.
5. Consistently display high standards of behaviour and appearance.
6. Treat all swimmers with respect and dignity, value their worth and treat everyone equally recognising their needs and ability within the context of the sport.
7. Encourage and guide swimmers to accept responsibility for their own behaviour and performance.
8. Continue to seek and maintain your own development in line with your role and complete a Safeguarding Children in Sport course, if appropriate to your role.
9. Treat all information of a personal nature about individual swimmers as confidential, except in circumstances where to do so will allow the child to be placed at risk of harm or continue to be at risk of harm.
10. Encourage all swimmers to obey the spirit of the rules and regulations both in and out of the pool.
11. Never encourage or condone swimmers, volunteers, officials or parents to violate the rules of the club or the sports and report any violations appropriately.
12. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
13. Treat all competitors and other club teams with respect, whether that is in victory or defeat and encourage all team members and fellow club members to do the same.
14. Refer all concerns of a child safeguarding nature in line with the procedures contained in Wavepower.

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