



# WOLVERHAMPTON SWIMMING CLUB

Founded 1876

Affiliated to Staffordshire ASA &  
Swim England West Midlands Region

## CODES OF CONDUCT

CONSOLIDATED VERSION

January 2021



STAFFORDSHIRE AMATEUR SWIMMING ASSOCIATION

# Contents

<b>Page No</b>	<b>Section</b>
3	An Introduction to the WSC Club Codes of Conduct
4	Code of Conduct for SWIMMERS
9	Code of Conduct for PARENTS
11	Code of Conduct for OFFICIALS/VOLUNTEERS/COMMITTEE
13	Code of Conduct for COACHES
15	MOBILE DEVICE Policy

# WSC Codes of Conduct

## “The Rules”

The WSC Codes of Conduct form the rules that govern standards of behaviour, conduct and expectations for ALL members of our Club.

Together, they aim to make sure that the Club is a safe, enjoyable and productive environment for swimmers and volunteers alike.

Our members represent the Club in many arenas around the County, Region and Country at all levels of competition. It is hoped that acceptance, understanding and application of our Codes **at all times** will go a long way to presenting the Club in a positive, well run, and well-disciplined manner.

## Acceptance

Acceptance of the Code(s) of Conduct appropriate to the role/position taken within the organisation **is a condition** of the membership agreement with Wolverhampton Swimming Club.

As part of the TeamUnify online registration process you will be asked to acknowledge receipt and confirm your understanding and acceptance of the appropriate Code(s) of Conduct and the responsibilities that accompany membership of Wolverhampton Swimming Club.

This indicates that you have read and understood the rules, and that you agree to follow them at all training sessions and galas. Some of our younger swimmers may need to have the rules carefully explained to them by a parent or carer where appropriate.

## Code of Conduct for Swimmers

The aim of WSC is to promote competitive swimming with a friendly open approach. The Club is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, or political persuasion. WSC believes that the welfare of children is everyone's responsibility and that all children and young people have a right to have fun, be safe and protected from harm.

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

### General Swimmer Conduct

- Ensure that your behaviour and personal conduct is of a high standard and reflects well on the Club and the sport of swimming.
- Show respect for others and treat them how you would expect to be treated yourself. Bullying of any sort will not be tolerated.
- Show respect for the property of others.
- Use all swimming equipment in the appropriate way.
- Arrive in good time for the start of training sessions and galas.
- Carry out all appropriate instructions given by the Coach, teaching staff, poolside helpers or Team Managers to the best of your ability.
- Notify the Coach, teaching staff, poolside helpers or Team Manager of any relevant medical problem, injury or illness that may affect your swimming (e.g. asthma).
- If you have an urgent need to contact your parent(s) and/or guardian(s) during any training session or gala, please alert the Head Coach/Coach/Team Manager and inform them of your requirement so that they can make contact in an appropriate way.
- Use appropriate and socially accepted language (no swearing).
- Recognise the value and importance of Coaches, officials and helpers (whether employed or volunteers). They give their time and resources to provide recreational activity for you. Do ensure that you actively support them.

### Mobile Devices including Phones, Tablets and Other Image Capturing Equipment

Many Leisure Centres and Swimming Pools across the country now have policies in place which strictly prohibit the use of **mobile devices including phones, tablets and other image capturing equipment** both within the spectator areas and on poolside.

Furthermore, Staffordshire Amateur Swimming Association endorses this approach to promote safeguarding for all swimmers and requests that its member Clubs are responsible for monitoring compliance.

As a Club affiliated to the Staffordshire ASA, we are committed to conducting our activities within the rules and expectations of the Association.

## Club Policy

It is recognised that smartphones and tablets contain a wide variety of functionality which can be susceptible to misuse.

Misuse includes but is not restricted to the following.

- taking of and distribution of indecent images
- exploitation
- bullying

Misuse of smartphones and tablets can cause distress to individuals, impact on self-confidence and mental well-being, as well as affecting privacy and rights to confidentiality.

Such concerns are not exclusive to children and young people.

It can be difficult to detect when smartphones and tablets are being used, particularly in relation to some of the additional functionality.

Due to the reasons outlined above, we have decided to introduce “**mobile free areas**” within the Club environment.

We request that **NO MOBILE DEVICES** are to be used on poolside during the following times,

- at Club Training Sessions
- at Open Meets, Club Galas or Regional/National Events
- at League Events and Galas, e.g. Staffs League, Arena League & Diddy League etc.

**EXCEPT** in the following specific circumstances and where permitted by Leisure Centre policy.

- For recording attendance via TeamUnify’s OnDeck mobile app by an approved member of the Coaching Team or any other approved Club official.
- In an emergency where parents/guardians/medical assistance must be contacted due to illness, injury, or any other such emergency by an approved member of the Coaching Team or any other approved Club official.

The Club recognises that some swimmers like the facility of their phone for warm up race music, so we would ask that alternatives are considered, such as MP3 players provided that they do not contain image recording functionality.

Whilst at Club training sessions across all locations (WV Active Central, Colton Hills Community School, Smestow School and any other locations used for occasional training camps), the following areas are considered to be the most vulnerable and sensitive.

- Changing Rooms
- Toilets
- Showers
- Poolside

Therefore, and with immediate effect a **ZERO TOLERANCE** policy has been introduced with regards to use of mobile devices by any individual in these areas.

## **Inappropriate use**

Everyone should be aware that any members taking photographs or using vulgar, derogatory, or obscene language while using a mobile device in any of the designated mobile free areas will face disciplinary action as sanctioned by the Club, which could result in the withdrawal of their membership.

Additionally, the taking or sending photographs of objectionable images may be subject to criminal proceedings outside of the Club.

## **Conduct during Training**

- Listen to instructions from the Coach and/or teaching staff and ensure that you follow these instructions. You should take pride in your training and always perform to the best of your ability.
- Try to arrive in plenty of time with the correct equipment so that you can be ready to get into the water when the session begins.
- Do not enter the water until told to. You should not leave the poolside, for whatever reason, without permission from your Coach.
- Do not push people off the blocks or off the poolside, and do not run on poolside.
- If you leave the session early for any reason, you must get changed and return to poolside promptly unless your parent is present.
- You, or your parent must inform the Coach if you are to leave early.
- The Coach cannot supervise you once you have left poolside. It is therefore preferable that an adult responsible for you is present at each training session.
- Failure to return to poolside if no responsible adult is present may put you in danger and is a serious infringement of the code.
- Speak to the Coach first if you are returning to training after illness or injury.
- Swimmers will not be permitted to train if the Coach in charge of the session feels they are injured or unwell and training would be to their detriment. (Coaches will contact parents if a child is advised to leave the session)
- Swimmers are expected to concentrate on the training session and on instruction from the Coaches. Do not be distracted or distract others and do not keep looking over to the spectator area to parents/guardians.
- Swimmers are at the session to train. The important social side of being a member of the Club should take place before and after the session, and away from poolside.
- Maintain good lane discipline - this is essential if accidents are to be prevented. Swimmers should at all times follow the instructions of their Coach as to all aspects of order, gap between swimmers, direction of swimming, and whether they should be swimming singly or otherwise.
- You should not interfere with other swimmers in the lane.
- You should swim complete lengths without stopping unless instructed otherwise.
- Swimmers should keep to the side of the lane to avoid collisions and enable overtaking. Any overtaking should be carried out with due care.
- Do not sit on lane ropes. These are expensive to repair and/or replace.
- When you have finished your set, move to one side to allow other swimmers to finish at the wall.

## Long Course Training

- Conduct at long course training is as required for conduct on poolside for training.
- Remember you are representing the Club and good conduct is expected at all times.

## Conduct at Galas

- Remember that you are representing the Club and that good conduct is expected at all times.
- Please respect the Club's **NO MOBILE DEVICES** policy at all times.
- Be punctual. Arrive at least 15 minutes before the specified warm-up time.
- When first you arrive on poolside report to the Team Manager and remain with the team throughout the gala. If you need to leave the poolside for any reason get permission from the Team Manager or Coach. They need to know where you are at all times. If they cannot find you, you may miss a race.
- Swim every event that you are asked to swim to the best of your ability, even if it is not your best or favourite stroke.
- Respect, encourage, and support all of your teammates. They are as much a part of the team as you, and everyone's contribution to the team effort is important and should be valued and appreciated. Never denigrate the efforts of others.
- Do not leave litter on the poolside or in the changing room. Put all sweet wrappers, drinks bottles and other rubbish in a bin.

**Failure to comply with the above rules will result in the Coach/Team Manager taking the following actions:**

- **1<sup>st</sup> offence: verbal warning.**
- **2<sup>nd</sup> offence: record name of swimmer in a logbook and parents to be informed after the session.**
- **3<sup>rd</sup> offence: as 2 above, but swimmer will be asked to leave poolside immediately. Staff will endeavour to contact parents to collect swimmer.**

The logbook will be reviewed on a monthly basis.

Swimmers appearing in the logbook more than **three times** will be spoken to along with their parent(s), the Head Coach and welfare officer. If a swimmer has been asked to leave a session **three times or more during a four-week period**, then the matter will be referred to a disciplinary panel as set out below.

As in the case above, or cases of deemed serious misconduct e.g. verbal or physical abuse, then swimmers will be asked to leave poolside immediately and Coaches will contact parents to collect their swimmer. Coach(es) will report the incident to the welfare officer detailing as much information as possible as soon after the event as is allowed.

This will be recorded by the welfare officer, and if further investigations are required then it may be that the swimmer is temporarily suspended from training, dependent on the outcome of the investigation. The matter will be referred to a disciplinary panel.

The disciplinary panel will consist of at least one committee member; one member of poolside staff; one parent/member of the Club and one adult (independent of the Club and not related to the swimmer or directly involved in the incident). The panel will decide on an appropriate sanction: e.g. a fixed term suspension and/or behavioural contract, and in extreme cases it could result in permanent withdrawal from membership of the Club (which may prevent a swimmer from joining another Club). It could also result in the withdrawal of participation in Club events, e.g. long course training.

If any case of serious misconduct by the same swimmer occurs within twelve months of the first infringement, and is subsequently proven by the panel, then the swimmer could be permanently excluded from the Club. Any further misconduct or incidents logged by Coaches within the same twelve months will result in a review of the swimmer by the panel and further sanctions may be imposed.

## Code of Conduct for Parents

Parents are expected to:

- Complete the Medical Information section within TeamUnify and maintain the information during their child's membership of the Club. If there are any specific health needs for your child, please notify the Coaches and/or welfare officer (WO) where this will be treated in strict confidence. Any changes in the condition of your child's health should be reported to the Coach prior to training sessions and ensure the Club has up to date contact details for you and any alternative guardian.
  - Deliver and collect your child punctually to and from training sessions/swim meets. Please inform coaching staff if there is an unavoidable problem. If the Club changes your child's lane and training times, please remember the change is to provide appropriate levels of training and enable your child to progress and should always be facilitated and encouraged.
  - Ensure your child is properly and adequately attired for the training session/events including all required equipment, i.e. hats, goggles etc.
  - Inform the respective Lead Coach or Welfare Officer before a session if your child is to be collected early from a coaching session/meet and if so, by whom.
  - Encourage your child to obey the Club's rules and teach them that they can only do their best.
  - Ensure they do not use inappropriate language within the Club environment.
  - Show appreciation and support for your child and all the team members.
  - Support the Club Coaches and committee appropriately and raise any concerns you have in an appropriate manner. Details of the Club contacts and Welfare Officer can be found on the Club website and noticeboard.
  - Behave responsibly as a spectator at training sessions/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.
  - Do not enter poolside unless requested to do so, or in an emergency. If you wish to have a discussion with the Coach, please ensure that this is done before or after training.
  - If you have an urgent need to contact your child during any training session or competition, please alert the Head Coach/Coach/Team Manager and inform them of your requirement so that they can make contact in an appropriate way.
  - If during any gala or other competitive event you have any concerns or disagreements with decisions that have been made, then please channel your views/concerns through the Head Coach/Coach/Team Manager. At no point should any parent approach any meet official with their concerns.
  - Help your child enjoy the sport and achieve to the best of their ability.
- **Act in accordance with the WSC Mobile Device Policy at all times. A failure to observe this policy may result in disciplinary action as sanctioned by the Club. This policy is available on request and forms part of the Swimmers' Code of Conduct and is a condition of their membership agreement with the Club.**

The Club will undertake to:

- Inform you at once if your child is ill and ensure their wellbeing until you are able to collect him/her.
- Ensure child protection guidelines are followed at all times to keep your child safe.
- Ensure all activities are properly supervised/taught/coached and consent is obtained for any activity outside of that previously agreed.

The parent has a right to:

- Make a complaint to the Club if they feel the Club or a member of the Club is not acting appropriate to Swim England/Club laws and rules. Details of how to do this can be obtained from the Club Welfare Officer.
- Make a complaint on behalf of their child to Swim England.

Any misdemeanours or breaches of this code of conduct will be dealt with by the Club committee utilising the same format and procedures explained in the swimmer's code of conduct under the guidance of the Swim England regulations.

## Code of Conduct for Volunteers, Officials, and Committee Members

Any Volunteers, Officials, and Committee Members who work directly with children in the Swimming Club agree to:

- At all times adhere to the Swim England Code of Ethics, Rules and Laws.
  - At all times adhere to the Swim England Child Safeguarding Policy and Procedures.
  - 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.
  - Consistently display high standards of behaviour and appearance.
  - 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.
  - Encourage and guide swimmers to accept responsibility for their own behaviour and performance.
  - 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.
  - Meet Swim England's commitment to Equality, Diversity, and Inclusion.
  - 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.
  - Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.
  - Never encourage or condone swimmers, volunteers, officials, or parents to violate the rules of the Club or the sports and report any violations appropriately.
  - Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
  - 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.
  - Refer all concerns of a child safeguarding nature in line with the Club/Swim England safeguarding children policy.
- **Act in accordance with the WSC Mobile Device Policy at all times. A failure to observe this policy may result in disciplinary action as sanctioned by the Club. This policy is available on request and forms part of the Swimmers' Code of Conduct and is a condition of their membership agreement with the Club.**

## **Equality, Diversity, and Inclusion**

1. Swim England and British Swimming have committed themselves to tackling forms of discrimination and to strive to become inclusive of all those who want to participate in swimming (as competitors, officials, Coaches, and administrators) irrespective of their race, gender, disability, age, sexual orientation and faith and ability.
2. This code of conduct includes Swim England's commitment to address equality, diversity, and inclusion in swimming. To this end the Association will not tolerate:
  - a) Discrimination on the grounds set out in 1 above.
  - b) Harassment.
  - c) Bullying.
  - d) Abusive or insensitive language.
  - e) Inappropriate behaviour detrimental to any individuals or groups of individuals.
3. Swim England and British Swimming are governed by UK law and will seek to ensure that its participants are committed to addressing its responsibilities under the Sex Discrimination Act 1975, Race Relations Act 1976, Race Relations (Amendment) Act 2000, Equal Pay Act 1970, Disability Discrimination Act 1995, Human Rights Act 1998, Disability Discrimination Act (Amendment) 2005, Equality Act 2006.
4. Committees, officials, and volunteers in all aquatic disciplines must address this responsibility to support equality, diversity and inclusion in our sport.

## Code of Conduct for Coaches

The aim of WSC is to promote competitive swimming with a friendly open approach. The Club is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, or political persuasion. WSC believes that the welfare of children is everyone's responsibility and that all children and young people have a right to have fun, be safe and protected from harm.

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

This Code is an extension of the Swim England Code of Ethics. Both should be followed.

### **The Teacher/Coach must:**

- Always place the well-being, health and safety of swimmers above all other consideration including developing performance.
- At all times adhere to the Swim England Code of Ethics, Rules and Laws.
- At all times adhere to the Swim England Child Safeguarding Policy and Procedures.
- Consistently display high standards of behaviour and appearance.
- Treat all swimmers with respect and dignity, value their worth and treat everyone equally, recognising their needs and abilities within the context of their sport.
- Develop an appropriate working relationship with swimmers based on mutual trust and respect.
- Meet the Swim England commitment to equality, diversity, and inclusion.
- Always ensure that all teaching, coaching, and competition programmes are appropriate for the age, ability and experience of the individual swimmer.
- Always identify and meet the needs of the individual swimmer as well the needs of the team/squad.
- Be fair and equal in team and training squad selection.
- 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 or someone close to them.
- Encourage and guide swimmers to accept responsibility for their own behaviour and performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- 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.
- Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.
- Co-operate fully with other specialists (e.g. other Coaches, officials, sport scientists, doctors, and physiotherapists) in the best interests of the swimmer.
- Never encourage or condone swimmers, volunteers, officials, or parents to violate the rules of the Club or the sport and report any violations appropriately.

- Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
- 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.
- Refer all concerns of a child safeguarding nature in line with the Club/Swim England safeguarding children's policy.
  
- **Act in accordance with the WSC Mobile Device Policy. However, it is acknowledged that Coaches need to be contactable whilst at Open Meets and other such galas, and may also need to access meet information, results etc whilst attending these competitive events. Therefore, appropriate use of a mobile device is acceptable for Coaches unless the local centre policy dictates otherwise. A failure to observe this policy may result in disciplinary action as sanctioned by the Club. This policy is available on request and forms part of the Swimmers' Code of Conduct and is a condition of their membership agreement with the Club.**

## **Equality, Diversity, and Inclusion**

1. Swim England and British Swimming have committed themselves to tackling forms of discrimination and to strive to become inclusive of all those who want to participate in swimming (as competitors, officials, Coaches, and administrators) irrespective of their race, gender, disability, age, sexual orientation and faith and ability.
2. This code of conduct includes Swim England's commitment to address equality, diversity and inclusion in swimming. To this end the Association will not tolerate:
  - a) Discrimination on the grounds set out in 1 above.
  - b) Harassment.
  - c) Bullying.
  - d) Abusive or insensitive language.
  - e) Inappropriate behaviour detrimental to any individuals or groups of individuals.
3. Swim England and British Swimming are governed by UK law and will seek to ensure that its participants are committed to addressing its responsibilities under the sex discrimination Act 1975, Race Relations Act 1976, Race Relations (Amendment) Act 2000, Equal Pay Act 1970, Disability Discrimination Act 1995, Human Rights Act 1998, Disability Discrimination Act (Amendment) 2005, Equality Act 2006.
4. Committees, Officials and Volunteers in all aquatic disciplines must address this responsibility to support equality, diversity, and inclusion in our sport.

## Mobile Device Policy

(Mobile Devices include Mobile Phones, Tablets and Other Image Capturing Equipment)

Many Leisure Centres and Swimming Pools across the country now have policies in place which strictly prohibit the use of **mobile devices including phones, tablets and other image capturing equipment** both within the spectator areas and on poolside.

Furthermore, Staffordshire Amateur Swimming Association endorses this approach to promote safeguarding for all swimmers and requests that its member Clubs are responsible for monitoring compliance.

As a Club affiliated to the Staffordshire ASA, we are committed to conducting our activities within the rules and expectations of the Association.

### Club Policy

It is recognised that smartphones and tablets contain a wide variety of functionality which can be susceptible to misuse.

Misuse includes but is not restricted to the following.

- taking of and distribution of indecent images
- exploitation
- bullying

Misuse of smartphones and tablets can cause distress to individuals, impact on self-confidence and mental well-being, as well as affecting privacy and rights to confidentiality. Such concerns are not exclusive to children and young people.

It can be difficult to detect when smartphones and tablets are being used, particularly in relation to some of the additional functionality.

Due to the reasons outlined above, we have decided to introduce “**mobile free areas**” within the Club environment.

We request that **NO MOBILE DEVICES** are to be used on poolside during the following times,

- at Club Training Sessions
- at Open Meets, Club Galas or Regional/National Events
- at League Events and Galas e.g. Staffs League, Arena League & Diddy League etc.

**EXCEPT** in the following specific circumstances and where permitted by Leisure Centre policy.

- For recording attendance via TeamUnify’s OnDeck mobile app by an approved member of the Coaching Team or any other approved Club official.
- In an emergency where parents/guardians/medical assistance must be contacted due to illness, injury, or any other such emergency by an approved member of the Coaching Team or any other approved Club official.

The Club recognises that some swimmers like the facility of their phone for warm up race music, so we would ask that alternatives are considered such as MP3 players provided that they do not contain image recording functionality.

Whilst at Club training sessions across all locations (WV Active Central, Colton Hills Community School, Smestow School and any other locations used for occasional training camps), the following areas are considered to be the most vulnerable and sensitive.

- Changing Rooms
- Toilets
- Showers
- Poolside

Therefore, and with immediate effect a **ZERO TOLERANCE** policy has been introduced with regards to use of mobile devices by any individual in these areas.

### **Inappropriate use**

Everyone should be aware that any members taking photographs or using vulgar, derogatory, or obscene language while using a mobile device in any of the designated mobile free areas will face disciplinary action as sanctioned by the Club, which could result in the withdrawal of their membership.

Additionally, the taking or sending photographs of objectionable images may be subject to Criminal proceedings outside of the Club.