

# Ware Swimming Club

## Code of Conduct

### 1.0 Introduction

Ware Swimming Club is fully committed to safeguarding and promoting the well being of all its members. The Club believes that it is important that swimmers, coaches, helpers and parents associated with the club should at all times, show respect and understanding for the safety and welfare of others, as well as the safety and welfare of themselves. Therefore members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with a member of the poolside team or a Committee member.

All coaches, teachers and Officers of the club, volunteers, members or parents of a member of Ware Swimming Club are expected to abide by the Code of Conduct defined by the club.

### 2.0 Coaches, Teachers, Officers and Volunteers Code of Conduct & Responsibilities

The conduct of all Coaches, Teachers, Officers of the club and volunteers is expected to comply with the guidance given in the ASA Code of Ethics (available on line at [www.britishswimming.org](http://www.britishswimming.org)).

### 3.0 Objective and Scope

The purpose of this document is to establish a set of guidelines and procedures which outline the responsibilities and behaviour of both staff and swimmers who are members of Ware Swimming Club. The Code of Conduct should be followed at all events and training sessions and is also applicable to all "away" trips undertaken by the club.

### 4.0 Swimmers Code of Conduct & Responsibilities

#### 4.1 General

1. All swimmers must participate in their sport within the rules of the ASA and respect both officials and their decisions.
2. All swimmers must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
3. Swimmers should keep to the agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
4. Swimmers must wear suitable kit for training and galas as agreed with the coach/team manager.
5. Swimmers are not permitted to smoke, consume alcohol or drugs on club premises or whilst representing the club.

Illegal and Performance Enhancing Drugs and Substances are strictly forbidden. Swimmers 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 meet.

Illegal Drugs and Substances: The use of these, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.

6. Swimmers must respect the pool facilities, equipment and other pool users when attending training sessions or open meets/galas.
7. When using/sharing facilities with the public or in the public eye, swimmers are expected to behave in a manner at all times that reflects the good name of the club.
8. Swimmers must be on best behaviour in changing rooms (before and after swimming) and respect others.
9. Bullying will not be tolerated.

## **4.2 Training Sessions**

1. Ensure you are pool side in good time before the start in order to warm-up/stretch before training session starts. If you are unavoidably late for a session apologise to your coach.
2. Pay attention to pre-training instructions and explanations of the set – it wastes time for both the coaches and the swimmers if instructions need repeating.
3. Put maximum effort and commitment into your training – set yourself a goal for each session to help you focus on improvement and skill development.
4. Be consistent in your training habits – adhere to your agreed sessions in order to get maximum benefit from your training.
5. Do not distract other swimmers.
6. Do not leave the pool without letting your coach know.
7. Do not interrupt or argue with the coach.
8. Do not depend on parents and others to tell you what to do – take personal responsibility for your training (equipment) – if you do make a mistake learn from it and avoid blaming others.

### **4.2.1 Lane Etiquette**

1. Swimmers are allocated to training lanes by the coaches – accept their decisions and train accordingly.
2. Remain conscious of where your team mates are in the lane.
3. Be considerate to allow a faster swimmer to pass safely by slowing down, avoid stopping where possible, and do not submerge to let the swimmer pass.
4. Pulling on others swimmers is forbidden.
5. Remember to allow other swimmers behind you to turn or finish correctly and safely, move out the way of their finish.

## **4.3 Open Meets / Galas**

1. Obey the instructions of the Warm Up Marshals.

2. Compete in all events entered unless otherwise communicated with coach or team manager.
3. Inform your coach/chaperone/team manager if you have to leave pool side for any reason and gain permission, eg toilet.
4. Publicly accept the officials' judgments. If you need to speak to the referee be polite. He/She will not mind you asking.

## **5.0 Parents, Swimmers, Club Officials & Volunteers Code of Conduct & Responsibilities**

### **5.1 General**

1. Do not criticise a coach in the presence of your swimmer – the bond between swimmer and coach is important and should not be undermined.
2. Refrain from entering onto pool side during training or competition unless invited to do so by the coach.
3. Make an appointment to discuss any concerns regarding your swimmer with the coach at a convenient and appropriate time.
4. Actively participate in helping the club progress by offering assistance and support to the coaches and the Committee.
5. Be patient with progress – understand that the journey to the top can be a long one.
6. Encourage your child to abide by the ASA rules for swimming. (LAWS: to view visit [www.britishswimming.org](http://www.britishswimming.org))
7. Discourage unfair play and arguing with officials and coaches.
8. Help your swimmer to recognise good performance, not just results.
9. Never force your swimmer to take part in swimming.
10. Set a good example by recognising fair play and applauding good performances by all swimmers.
11. Never punish or belittle your swimmer for losing or making mistakes.
12. Publicly accept the officials' judgments.
13. Support your swimmers involvement and help them to enjoy swimming
14. Use correct and proper language at all times.
15. Encourage and guide swimmers to accept responsibility for their own performance and behaviour.

16. Medication: It is important that information on all medication being currently taken should be reported to the Team Manager/Membership Secretary who will report it to the relevant personnel. Allergies to any medication must be reported to the Team Manager.
17. Bullying will not be tolerated.
18. Abide by the Guidelines issued by the club.
19. Disciplinary matters for unacceptable conduct are at the discretion of the coach and chaperones, in accordance with Club policies, who are acting in loco parentis (i.e. with the authority and responsibility of a parent).

## **5.2 Training Sessions**

1. Ensure that your swimmer arrives at training in good time before the start of the session.
2. Ensure the coach has a contact number for you if you are not staying for the session and that your child has a mobile or money in order to call you.
3. Ensure your child is aware who is collecting them and has the correct contact number (lift shares in particular).
4. Ensure that you arrive to collect your child before the scheduled end of the session. Your child's behaviour and safety is your responsibility until they are pool side and in the presence of a coach at the start of a session. They then become the coach's responsibility until the swimmer leaves the pool side at the end of the session. At that point, all parents must resume responsibility for their children.
5. Be supportive and not intrusive, trust the coaches and do not try and interfere with the session. Refrain from communicating with your swimmer/s during training session, let the coach do the coaching

## **5.3 Open Meets / Galas**

1. Show respect and compliance to coaches and chaperones.
2. Behave in a manner that supports and reflects the good name of the club.
3. The coach will be the judge of the swimmers performance, who will be the first point of communication before and immediately after an event for accurate/specific feedback on performance in line with the coach's instructions/observations.
4. Indicate to the team manager in reasonable time (ie at the latest one week after the gala invite has been given) your availability to represent the club.
5. Inform the coach or team manager immediately/as practically possible if your swimmer cannot compete/going to be late in an event they have entered / been chosen to represent the club in competition.
6. Do not interfere or take your child from the team during a competition without permission from the coach.

#### **5.4 Away Trips**

1. Accommodation at hotels or equivalent must be as directed by the club staff and at no times must anyone extra be accommodated in swimmers' rooms.

#### **6.0 Breaches of the Code of Conduct**

Behaviour and personal conduct must at all times be of a high standard and reflect favourably on Ware Swimming Club and the sport. Should the Code of Conduct be breached and a Coach or Club Official finds it necessary to discipline any swimmer during a training session/ gala/ competition or social event, the action may be followed up in writing to the swimmer's parents/guardian by the Committee.

Swimmers who exhibit violent, verbal and/or physical behaviour during a club training session or social event will be asked to leave and will not be allowed to take part in any further training sessions or social events until the matter is discussed at the next Committee meeting.

The Committee will send a letter to the swimmer's parents/guardian detailing the incident and asking them to reinforce positive behaviour and the Ware SC Code of Conduct.

If there is no improvement following the initial letter, a second warning letter will be sent and the Committee would request a parent/guardian is present during training sessions or social events. The second letter will also inform the swimmer/parent/ guardian that membership will be withdrawn in one month if behaviour persists.

Membership and training fees will still be due during any suspension period.

If no improvement occurs the Committee will write to advise membership has been withdrawn and the swimmer will be asked to leave the club.

The swimmer will then be given the opportunity to appeal within seven days upon receipt of the Committee's decision, if they wish to defend their behaviour and appeal against the disciplinary action.

Any appeal must be made in writing to the Club Secretary. The appeal will be heard by the Executive Committee Members at a mutually convenient time for both parties.

Name (please print) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

#### **For Members under 12 years**

As the parent/carer of the above name member, I hereby confirm that I have explained to them the contents and implication of this Code of Conduct.

Signed (parent/carer) \_\_\_\_\_ Date \_\_\_\_\_