

WARE SWIMMING CLUB
ADMIN PERSONNEL CODE OF CONDUCT & ETHICS
(Affiliated to SE Hertfordshire and SE East Region)



www.waresc.org.uk

Ware SC's Staff Code of Conduct reflects the Swim England (SE) Code of Ethics which aims to establish and maintain standards for all Admin personnel working with the club and to inform and protect members of the public using the club. Serious violations of SE Code of Ethics are noted by SE tribunals, with complaints being heard under SE Judicial Laws and considered when assessing guilt or sanctions. All Club personnel must observe guidelines set out in Codes, Laws and Rules, especially those concerning Child Protection, Equal Opportunities, and Equity. **Members of SE & the IOS are deemed to have assented to SE Codes.**

Ware SC Staff Code of Conduct & Ethics.

'Participants' refers to Ware SC members (club athletes) in Club training sessions of any aquatic discipline.

Club Officials, Administrators and poolside helpers should:

- Put the participants' health and safety before all other considerations including developing performance. This includes bullying, which must be reported to the Primary Welfare Officer immediately (if the bullying relates to the Primary Welfare Officer or their children then this should be reported to the Secondary Welfare Officer).
- Not divulge participants' personal information, without their approval, unless it is necessary, e.g. in pursuit of disciplinary action involving a participant or coach or as part of a Child Protection enquiry.
- Work without discrimination on the grounds of sex, race, colour, language, religion, birth or social status as set out in the SE Equal Opportunities and Equity policies.
- Encourage participants to achieve their full potential and to take responsibility for their own development in and out of the pool.
- Maintain an appropriate 'working' relationship with participants ensuring staff do not take advantage of their position of trust and authority to exert inappropriate influence over their athletes for training or social purposes.
- Meet the commitments they make to the Club, supporting agreed Club Policies and by keeping themselves informed about Club Activities.
- Refrain from public criticism of fellow staff, by dealing with minor differences of opinion privately or via the Club committee. More serious issues should be referred to SE or IOS.
- Be prepared to assist participants and their parents/guardians in any queries they may have and carry forward to the Committee any issues they are unable to resolve.
- Display a disciplined and sporting attitude and help to promote the same from the club athletes encouraging them to abide by the laws of the sport.
- Do not smoke, take drugs or drink alcohol whilst representing the club during training sessions, competitions or other duties conducted on behalf of Ware SC on poolside or whilst travelling to and from competitions with the club participants.

- Will only use the club's email and any related technologies for swimming related purposes or for uses deemed acceptable by the Committee.
- Will not disclose any passwords provided to me by the club or other related authorities.
- Will ensure that all electronic communications with participants and parents are compatible with my role.
- Will not give out my own personal details, such as mobile phone number, personal email address, personal Twitter account, or any other social media link, to participants.
- Will ensure that personal data is kept secure and is used appropriately at all times. Personal data can only be taken or accessed remotely when the Committee gives approval.
- Images of swimmers or other club members will only be taken, stored and used for professional purposes in line with club policy and with written consent of the parent, carer or club member.

This Code of Conduct forms part of the Club Discipline Policy. All Club Codes & Policies are available on the Club website to view or download, together with other 'Club Information'.

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