



# Swindon ASC

## Members Code of Conduct

### **Purpose:**

This document has been created to establish a set of guidelines and rules which will outline the responsibilities and behaviour of Swimmers, Parents/ Carers and Coaches/Teachers.

This Code of Conduct is an extension to the Amateur Swimming Association (ASA) Code of Ethics. Both should be followed.

Committee Members / Officials will use this in addition to their own Code of Conduct.

### **General:**

1. Treat all members of and persons associated with the Amateur Swimming Association (ASA) with due dignity and respect.
2. Treat everyone equally and never discriminate against another person associated with the ASA on any grounds including that of age, sexual orientation, ethnic origin or nationality.
3. The use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy.
4. Display a high standard of behaviour at all times. Always report any poor behaviour by others to an appropriate Club Member.
5. Recognise and celebrate the good performance and success of fellow Club and team members.
6. The rules above apply (but are not limited to) in person, use of social media like Twitter / Facebook, text, mobile phone, email etc.
7. Read and follow the Club's Policies and Procedures which support this Code of Conduct (includes but is not limited to): Health and Safety, Safeguarding, Social Networking, Use of Photography / Filming, Anti-Bullying, Equity / Disability.

### **Swimmers:**

#### **Training Session**

1. Treat your Coach/Teacher and fellow Swimmers with respect.
2. Make your Coach/Teacher aware if you have difficulties in attending training sessions as laid down for your squad.
3. Arrive in good time on poolside before the training session starts to complete poolside warm up as directed by your Coach/Teacher.
4. If you arrive late report to your Coach/Teacher before entering the pool.



# Swindon ASC

## Members Code of Conduct

5. Ensure you have all your equipment with you, i.e. paddles; kick boards, hats, goggles, a drink, etc.
6. If you need to leave the pool for any reason during training inform your Coach/Teacher before doing so.
7. Listen to what your Coach/Teacher is telling you at all times and adhere to instructions given.
8. Always swim to the wall as you do in a race, and practice turns as instructed.
9. Do not stop and stand in the lane, or obstruct others from completing their training.
10. Do not pull on the ropes as this may injure other Swimmers.
11. Do not skip lengths or sets - you are only cheating yourself.
12. Think about what you are doing during training and if you have any problems discuss them with your Coach/Teacher at an appropriate time.
13. If you have any problems with the behaviour of fellow members report them at the time to an appropriate adult.

### **Competitions**

1. At competitions whether they are open meets, national events or club galas always behave in a manner that shows respect to both your Coach, officials, members and team mates and the members of all competing clubs.
2. You may be asked to attend events and galas.
3. You must wear appropriate swimwear, tracksuits, T shirts/shorts and hats as recommended by Swindon ASC.
4. Report to your Coach and / or Team Manager on arrival on poolside.
5. Warm-up before the event as directed by the Coach and ensure you fully prepare yourself for the race.
6. Be part of the Team. Stay with the Team on poolside. If you have to leave poolside for any reason, ensure you inform and in some cases get the consent of the Team Manager / Coach, before doing so.
7. Support your team mates. Everyone likes to be supported and they will be supporting you.
8. Swim down after the race, if possible, as advised by your Coach. Your behaviour in the swim down facility must be appropriate and respectful to other users at all times.

# Swindon ASC

## Members Code of Conduct



9. Never leave an event until either the gala is complete or you have the explicit agreement of the Coach or Team Manager.

### **Other activities such as social events**

General rules apply.

### **Parents / Carers:**

1. Complete and return the Medical Information Form as requested by the Club and detail any health conditions/concerns relevant to your child on the form. Any changes in the state of your child's health should be reported to the Coach/Teacher prior to coaching sessions.
2. Ensure the Club has up to date contact details for you and any alternative person.
3. Deliver and collect your child punctually to and from coaching sessions / swim meets.
4. Please inform the Coach/Teacher or Competition Secretary if there is an unavoidable problem.
5. If the Club changes your child's lane and changing times, please remember the change is to provide appropriate levels of training and enable your child to progress and should be facilitated and encouraged at all times.
6. Ensure your child is properly and adequately attired for the training session/events including all required equipment, i.e. hats, goggles etc.
7. Inform the Coach/Teacher before a session if your child is to be collected early from a coaching session/meet and if so by whom.
8. Encourage your child to obey rules and teach them that they can only do their best.
9. Behave responsibly as a spectator at training/meets and treat Swimmers, Coaches, Officials, Committee members and Parents of yours and other clubs with due respect, meeting the Amateur Swimming Association (ASA) commitment to equality.
10. Ensure you do not use inappropriate language within the Club environment.
11. Show appreciation and support your child and all the team members.
12. Ensure your child's needs are met in terms of nutritional needs and listen to advice given from the Club Coaches.



# Swindon ASC

## Members Code of Conduct

13. Support the Coaches and Committee appropriately and raise any concerns you have in an appropriate manner.
14. Not enter poolside unless requested to do so or in an emergency.
15. Attempt to arrange suitable times to speak with Coaches/Teachers only before or after training and teaching sessions.
16. Help your child enjoy the sport and achieve to the best of their ability.

Swindon ASC will commit to:

1. Inform you at once if your child is ill and ensure their wellbeing until you are able to collect him/her.
2. Ensure good child safeguarding guidelines are followed at all times to keep your child safe.
3. 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:

1. Make a complaint to the Club, if they feel the Club or a member is not acting appropriate to ASA / Swindon ASC rules and regulations. Details of how to do this can be obtained from the Complaints Policy and Procedure.
2. Make a complaint on behalf of their child to the ASA Office of Judicial Administration.

### **Coaches / Teachers:**

1. Put the well-being, health and safety of members above all considerations including developing performance.
2. At all times adhere to the ASA Code of Ethics, Rules and Regulations.
3. At all times adhere to Wavepower the ASA Child Safeguarding Policy and Procedures.
4. At all times adhere to the ASA Equality Policy.
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 abilities within the context of their sport.
7. Develop an appropriate working relationship with Swimmers based on mutual trust and respect.

# Swindon ASC

## Members Code of Conduct



8. Always place the well-being, health and safety of Swimmers above all other considerations including developing performance.
9. Always ensure that all teaching, coaching and competition programmes are appropriate for the age, ability and experience of the individual Swimmer.
10. Always identify and meet the needs of the individual Swimmer as well the needs of the team / squad.
11. Be fair and equal in team and training squad selection.
12. 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.
13. Encourage and guide swimmers to accept responsibility for their own behaviour and performance.
14. Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching Children.
15. 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.
16. Encourage all Swimmers to obey the spirit of the rules and regulations both in and out of the pool.
17. Co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors, and physiotherapists) in the best interests of the Swimmer.
18. Never encourage or condone swimmers, volunteers, officials or parents to violate the rules of the club or the sport and report any violations appropriately.
19. Observe the authority and the decision of the Officials and only question those decisions in the appropriate manner.
20. 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.
21. Refer all concerns of a child safeguarding nature in line with the procedures detailed in Wavepower 2012/15.