



## NEWPORT & DISTRICT SWIMMING CLUB

### Code of Conduct

The principles contained within this policy are based upon the Swim England Code of Ethics shown below and found on page 18 of the Swim England Handbook ([www.swimming.org/swimengland/swim-england-handbook/](http://www.swimming.org/swimengland/swim-england-handbook/)) for swimmers, parents, coaches, committee members, officials and volunteers who work directly with children, as well as Swim England's Codes of Conduct for all individuals within Swim England, as set out in the Wavepower Document (2016-2019), which can be accessed at [www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/](http://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/).

#### **Swim England Code of Ethics adopted by Newport & District Swimming Club**

#### **All individuals within Swim England aquatic disciplines will at all times:**

- Respect the rights, dignity and worth of every person, be they adult or child, treating everyone equally within the context of the sport.
- Respect the spirit of the sport adhering to rules and laws in and out of the pool, incorporating the concept for friendship and respect for others.
- Promote the positive aspects of the sport and never condone the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.
- Accept responsibility for their own behaviour and encourage and guide all Swim England members and parents of junior members to accept responsibility for their own behaviour and conduct.
- Ensure all concerns of a child safeguarding nature are referred in accordance with Wavepower (Swim England Child Safeguarding Policy and Procedures).
- Conduct themselves in a manner that all reasonable measures to protect their own safety and the safety of others.
- Promote the reputation of the sport and never behave or encourage or condone others to behave in a manner that is liable to bring the sport into disrepute.
- Adhere to Wavepower: Swim England Child Safeguarding Policy and Procedures.
- Adhere to the British Swimming Anti-Doping Rules.
- Adhere to Swim England Equity Policy.
- Adhere to Swim England Laws and Regulations.
- Adhere to Swim England Codes of Conduct.



## **NEWPORT & DISTRICT SWIMMING CLUB**

### **Coach, Team Manager and Poolside Helper**

### **Code of Conduct**

As a member of coaching staff, Team Manager or Poolside Helper you must meet the following requirements, with regards to your conduct during any activity held or sanctioned by the club:

- Put the wellbeing, health and safety of members above all other considerations, including development of performance.
- Always adhere to the Swim England Code of Ethics, Rules and Laws.
- Always adhere to Wavepower.
- Always adhere to the Swim England Equality and Diversity Policy: To 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, socioeconomic status and other conditions.
- Treat all members with respect and dignity, value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
- Be conscious of always presenting a professional appearance on the poolside and be conscious of the example this sets to the swimmers and the image this presents of the club.
- Excessive alcohol is unacceptable when in charge of or responsible for the welfare of swimmers.
- When dealing with persons under 18 years of age, avoid unaccompanied and unobserved activities with such persons, and where possible, demonstrate a high degree of individual responsibility as your words and actions are an example.
- Develop an appropriate working relationship with members based on mutual trust and respect.
- Always model a willingness to promptly restore positive and forgiving relationships; never holding a grudge towards a swimmer.
- Provide feedback to swimmers and other participants in a manner sensitive to their needs.
- Where possible, involve all swimmers in decisions that affect them.
- Always ensure that the training and competition programmes are suitable for age, experience, ability, and physical and psychological conditions of the swimmers.
- Encourage swimmers to respect one another and to expect respect for their worth as individuals regardless of their level of ability.
- Encourage and facilitate swimmers' independence and responsibility for their own behaviour, performance, decisions and actions.
- Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.
- Be fair and equal in team and training squad selection.
- Recognise swimmers' rights to consult with other coaches and advisers.
- Co-operate fully with other specialists (for example, other coaches, officials, sports scientists, doctors or physiotherapists) in the best interests of the swimmer.
- Do not exploit any coaching relationship for personal benefit or reward. Coaches must not use their position to establish or pursue a sexual or improper relationship with a swimmer, member or someone close to them.
- Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children, young persons and adults.

- Complete a Child Safeguarding course every three years in line with the guidance in Wavepower.
- Treat all information of a personal nature about individual members as confidential, except in circumstances where to do so would allow the child to be placed at risk of harm or continue to be at risk of harm.
- Refer all Child Safeguarding concerns in accordance with the procedures detailed in Wavepower.
- Never encourage or condone members, volunteer, officials, or parents to violate the rules of the organisation or the sport and report any violations.
- Know and abide by rules, regulations and standards, and encourage swimmers to do likewise.



## NEWPORT & DISTRICT SWIMMING CLUB

### Swimmers' Code of Conduct

The swimming club exists for the benefit of the swimmers, to develop their skill in competitive swimming and to instil a code of behaviour that will carry them forward with credit.

To create an atmosphere and example necessary to achieve this objective the following Code of Conduct will be adopted.

#### General Behaviour

- Treat all members of and persons associated with Swim England with due dignity and respect.
- Treat everyone equally and never discriminate against another person associated with Swim England on any grounds including that of age, sexual orientation, ethnic origin or nationality.
- 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's Disciplinary Policy.
- Display a high standard of behaviour at all time and always report any poor behaviour by others to an appropriate club officer.
- Recognise and celebrate the good performance and success of fellow club and team members.

#### Swimming Training

- Treat your coach and fellow swimmers with respect and dignity.
- Make your coach aware if you have difficulties in attending training sessions, as laid down for your squad.
- Arrive at least 10 minutes before the swimming training session starts.
- Go to the toilet before you come onto poolside.
- Ensure you have all your equipment with you, i.e. hats, goggles, kick boards, pull buoys, hand paddles.
- If you need to leave the training session for any reason during the training session, inform your coach before doing so.
- Always listen to what your coach is telling you and follow instructions given.
- Put every effort into the training session, avoid short cuttings or missing sections by toilet excuses etc.
- Always swim to the wall, as you do in races and practice turns as instructed.
- Do not stop and stand in the lane or obstruct others from completing their turns and training.
- Do not pull on the ropes as this may injure other swimmers or damage the ropes.
- Think about what you are doing during training and if you have any problems, discuss them with your coach at an appropriate time.
- If you have any problems with the behaviour of fellow club members, report them at the time to an appropriate adult.

## Competition and Events

- At competition, whether they are open meets or club galas, always behave in a manner that shows respect to both your club coaches, officers, team mates and members from all competing clubs.
- You will be required to attend events and galas that the Head Coach has entered/selected you for, unless previously agreed otherwise with the relevant club official and coach.
- You must wear appropriate swimwear, club tee-shirts, club hoodies and club hats, as laid down by the club.
- Warm up before the event as directed by the coach in charge on that day and ensure you fully prepare yourself for the race.
- Be part of the team. Stay with the team on the poolside. If you need to leave poolside for any reason, get the consent of your coach/team manager before doing so.
- After your race, report to your coach for feedback.
- Support your team mates. Everyone likes to be supported and they will be supporting you.
- Never leave the event until either the gala is complete, or you have the explicit agreement of the club coach or team manager.
- At open meets it is expected that swimmers will remain on poolside until the end of the event unless prior arrangement with the coach. This is to ensure that all members of the team are fully supported by their team mates throughout the competition.

## Parents/Guardians

At training sessions, it is expected that you will:

- Ensure that the swimmers get to training sessions in good time and do not arrive late.
- Encourage swimmers to attend at least **75%** of the Club's training sessions.
- Keep in touch with the Club activities and events through the Website, Notice Board and Club officials.
- Direct any queries to Club officials or coaches, when not involved in training sessions.
- Where issues are unresolved, request for the issue to be raised with the Committee.
- Wherever possible, offer your assistance with Club activities and events.
- Refer any complaints regarding a member of the coaching staff to either the Welfare Officer or Club Chair.
- Please note the Club's Duty of Care covers the swimmers whilst poolside during the session only.

At all galas it is expected that you will:

- Ensure swimmers arrive at the gala venue in good time as requested by the Coach in charge.
- Remain in the spectator area, unless requested to assist.
- Recognise that swimmers should remain within the team on poolside until the end of the event and until they have been given permission to leave by the coach in charge.



## NEWPORT & DISTRICT SWIMMING CLUB

### Discipline Policy and Procedure

The aim of discipline is to achieve a safe, well-ordered environment in which quality teaching and training can take place. Some swimmers will experience discipline difficulties at some point in their training. In order to ensure a consistent approach to discipline, the Code of Conduct is made available to all coaches, swimmers and their parents. It is a matter of policy that swimmers who do not follow the Code of Conduct will be corrected and if necessary, sanctions applied. Coaches are responsible for the management of swimmers' behaviour within their training sessions, ably assisted by coach volunteers, team managers, poolside helpers and chaperones, *who must all consistently deploy the discipline model below.*

As a swimmer in any activity held by a club, or when you are representing the club, you are expected to meet the following requirements with regards to your conduct during any such activity or event:

- Swimmers are expected to arrive at poolside at least 10 minutes before the start of their swim training session.
- Swimmers are expected to place utmost emphasis on their training sessions, including but not limited to recognising that others have a right to train without distraction.
- Swimmers are expected to be polite and respectful and pay attention to the coach and poolside helper at all time (including but not limited to, refraining from talking with other swimmers whilst training instructions are being issued).
- Swimmers are expected to be polite and respectful to their fellow swimmers at all times (including but not limited to, physical aggression, reckless behaviour or swearing / verbal abuse).
- Swimmers should enter and leave the water as instructed by the coach or poolside helper.
- Swimmers must respect the pool and equipment e.g. they must not pull on or sit on the lane ropes, throw equipment etc.
- Swimmers must be respectful to members of the public and other users of the swimming pool, changing rooms and shower areas.

If a swimmer displays disruptive or disrespectful behaviour during the session, the following procedure should be followed:

1. A verbal warning should be issued – this should be issued as privately as is reasonably possible with a brief explanation for the warning.
2. If the warning is ineffective in resolving the matter or a behaviour of a different inappropriate type begins during the remainder of the training session, the swimmer will be instructed to leave the water for 10 minutes.
3. They will be instructed to get a towel to wrap and stay warm until the end of the 'time out' and should sit on poolside, refraining from communicating with anybody.
4. Ideally the poolside adult who issued the warning and/or removed the swimmer should engage in a restorative conversation with the swimmer until they are satisfied that the swimmer is suitably remorseful, where the chance of further inappropriate behaviour is minimal. If this point is reached, the swimmer should be permitted to re-enter the water. If this point is not reached, the swimmer will not be permitted to participate in remainder of the training session and will be instructed to shower and get changed.
5. If the swimmer is permitted to re-enter the pool, they are expected to comply with expectations and should be treated in the same way as the other swimmers.

6. If the same swimmer is instructed to leave the water for a second time, within the same training session, the swimmer will not be permitted to participate in the remainder of the training session. In this situation, the swimmer will be instructed to shower and get changed. In the event of a swimmer being instructed to leave the water twice within one training session, it is likely that the swimmer will be excluded from the next training session.

If a swimmer demonstrates aggressive, offensive, abusive or defiant behaviour, they may be instructed to leave the water, with no possibility of participating in the remainder of the training session. In this event, the swimmer will be instructed to shower and get changed. In the event of a swimmer being removed with no warning, it is likely that the swimmer will be excluded from *at least* the next training session. In this situation, the Club Chair will be notified.

If a swimmer is involved with the ongoing bullying of another swimmer or physical assault, they may be instructed to leave the water, with no possibility of participating in the remainder of the training session. In this event, the swimmer will be instructed to shower and get changed. It is likely that the swimmer will be excluded from training sessions for *at least* a week or more, depending on the severity of the incident. In this situation, the Club Chair will be notified.

The parents/guardians of any swimmer (16 years or under) asked to leave the pool, will be notified at the earliest opportunity, ideally at the end of the training session or as soon as reasonably possible. Agreements will need to be made about future conduct prior to that swimmer being permitted to train/compete further.

If necessary, senior staff within Newport Swimming Club will be required to engage in disciplinary meetings with the swimmer (and parents, if the swimmer is under 16 years or under), with the potential for a swimmer to be excluded from training/competing temporarily or permanently with the club.

*Please note that if the behaviour of a parent of a member of the club is not acceptable at any time, the child concerned may be asked to leave the club and membership cancelled.*

.....**Please tear off and return to Head Coach**.....

Name of Swimmer:.....

**As Parent/Guardian I agree to support Newport Swimming Club in upholding these values and in ensuring that both my child and I act in accordance with expectations.**

..... (Signature of Parent/Guardian)

**As a swimmer, I agree to support Newport Swimming Club in acting in accordance with these expectations, including the action that may be taken by my coach in the event of my misbehaviour.**

..... (Signature of Swimmer)