



## Code of Conduct for those Committee Members, Officials and Volunteers who work directly with children in the Swimming Club



- At all times adhere to the ASA Code of Ethics, Rules and Regulations.
- At all times adhere to Wavepower the ASA Child Safeguarding Policy and Procedures.
- At all times adhere to the ASA Equality Policy.
- 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.
- 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 regulations 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 procedures contained in Wavepower.

Signed:

Date:





## Code of Conduct for Parents

### Parents are expected to:

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 consent form. Any changes in the state of your child's health should be reported to the coach prior to coaching sessions. Ensure the club has up to date contact details for you and any alternative person.
2. Deliver and collect your child punctually to and from coaching sessions/swim meets. Please inform a member of the committee or coaching staff if there is an unavoidable problem. 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.
3. Ensure your child is properly and adequately attired for the training session/events including all required equipment, i.e. hats, goggles etc.
4. Inform the Coach/Welfare Officer before a session if your child is to be collected early from a coaching session/meet and if so by whom.
5. Encourage your child to obey rules and teach them that they can only do their best.
6. Behave responsibly as a spectator at training / meets and treat swimmers, coaches, committee members and parents of yours and other clubs with due respect meeting the ASA commitment to equality.
7. Ensure you do not use inappropriate language within the club environment.
8. Show appreciation and support your child and all the team members.
9. Ensure your child's needs are met in terms of nutritional needs and listen to advice given from the club coach / nutritionist.
10. Support the club coach and committee appropriately and raise any concerns you have in an appropriate manner. Details of the club Welfare Officer can be found on [complete as appropriate].
11. Do not enter poolside unless requested to do so or in an emergency. If you wish to have a discussion with the coach check

with the club Welfare Officer how this can be arranged.

12. Most of all help your child enjoy the sport and achieve to the best of their ability.

### The club will undertake 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 of the club is not acting appropriate to ASA / club rules and regulations. Details of how to do this can be obtained from the club Welfare Officer.
2. Make a complaint on behalf of their child to the ASA Office of Judicial Administration.

Signed:

Date:





## Code of Conduct for Swimmers from all disciplines



### General behaviour

1. Treat all members of and persons associated with the 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 officer.
5. Recognise and celebrate the good performance and success of fellow club and team members.

### Swimming training

1. Treat your coach and fellow swimmers with respect.
  2. Make your coach 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.
  4. If you arrive late report to your coach before entering the pool.
  5. Ensure you have all your equipment with you, i.e. paddles; kick boards, hats, goggles etc.
  6. If you need to leave the pool for any reason during training inform your coach before doing so.
  7. Listen to what your coach is telling you at all times and obey 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 at an appropriate time.
13. If you have any problems with the behaviour of fellow club members report them at the time to an appropriate adult.

### Competition

1. At competitions whether they be open meets, national events or club galas always behave in a manner that shows respect to both your club coach, officers and team mates and the members of all competing clubs.
2. You will be required to attend events and galas that the Chief Coach has entered / selected you for unless previously agreed otherwise with the relevant club official and coach.
3. You must wear appropriate swimwear, tracksuits, T shirts/shorts and hats as laid down by the club.
4. Report to your club coach and / or Team manager on arrival on poolside.
5. Warm-up before the event as directed by the coach in charge on that day 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 inform and in some cases get the consent of the Team manager / coach before doing so.
7. After your race report to your coach for feedback.
8. Support your team mates. Everyone likes to be supported and they will be supporting you.
9. Swim down after the race, if possible again as advised by your coach. Your behaviour in the swim down facility must be appropriate and respectful to other users at all times.
10. Never leave an event until either the gala is complete or you have the explicit agreement of the club coach or team manager.

Signed:

Date:



## Code of Conduct for Swimming Coaches and Teachers



This Code is an extension to the ASA Code of Ethics. Both should be followed.

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

- Put the well-being, health and safety of members above all considerations including developing performance.
  - At all times adhere to the ASA Code of Ethics, Rules and Regulations.
  - At all times adhere to Wavepower the ASA Child Safeguarding Policy and Procedures.
  - At all times adhere to the ASA Equality Policy.
  - 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.
  - Always place the well-being, health and safety of swimmers above all other considerations including developing performance.
  - 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 regulations 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 procedures detailed in Wavepower 2012/15.

Signed:

Date:

