

# **Oldham Aquatics Handbook**

## **2014/15**



## **Contents**

<b>Oldham Aquatics Mission Statement</b>	<b>3</b>
<b>Club Constitution (Rules of Governance)</b>	<b>3</b>
<b>Club Structure</b>	<b>3</b>
<b>Code of Conduct</b>	<b>3</b>
<b>Child Protection</b>	<b>7</b>
<b>Use of Photographic/Filming Equipment</b>	<b>7</b>
<b>Code of Ethics</b>	<b>8</b>
<b>Equity policy</b>	<b>12</b>
<b>Medication declaration</b>	<b>13</b>
<b>Asthma Medication And Other Conditions Requiring Medication Notification</b>	<b>13</b>
<b>Procedure for dealing with club disputes</b>	<b>14</b>
<b>Insurance</b>	<b>14</b>
<b>Education policy</b>	<b>15</b>
<b>Appraisal policy</b>	<b>15</b>
<b>How to Join?</b>	<b>15</b>

## **Oldham Aquatics Mission Statement**

Oldham Aquatics Swimming Club is a non-profit making organisation dedicated to the improvement and progress of competitive swimming, in all ages and to all social backgrounds. We aim to encourage and develop good sportsmanship, individual integrity, and team spirit and provide an environment in which swimmers can realise their full potential.

## **Club Constitution (Rules of Governance)**

Oldham Aquatics swimming club is affiliated to the asa and its constitution can be downloaded from [www.oldhamaquatics.co.uk/documents](http://www.oldhamaquatics.co.uk/documents) A hard copy is available on request from any committee member or can be found attached to the club notice board.

## **Club Structure**

The club has five groups ; Junior, County, Regional and National. Entry and progression through groups is made by achieving the standards laid down by the head coach.

## **When And Where Do We Train?**

Details of swimming sessions can be found on the website [www.oldhamaquatics.co.uk](http://www.oldhamaquatics.co.uk)

## **Code of Conduct**

The Club Rules are adopted from Amateur Swimming Association recommended constitution, and we also have in place Codes of Conduct for swimmers, coaches, and parents. Copies of both are available on the club website. You must agree to abide by the Club Rules and Code of Conduct when you join the Club

## **Swimmer's Code of Conduct**

At all times:

Be courteous and helpful to all other swimmers, parents, coaches, club members and officials.

Foul or offensive language should never be used.

Physical or verbal abuse towards other swimmers or club members will not be tolerated.

Do NOT go onto poolside unless a designated Club official is present.

Accept the instruction and guidance of the coach, at all times and without delay. Give your best 100% of the time.

Welcome any new club members and give them guidance when needed.

Encourage team-mates in their swimming.

Respect the property of others and never tamper with pool equipment.

Always inform club officials well in advance if you are unable to represent the club if selected, so that a substitute can be found.

## **At training:**

Be on time and bring everything you need for training.

Co-operate with the guidance and instructions from the coaches. If you have an individual

question, discuss it with your coach without interrupting the session for other swimmers.

### **At Competitions:**

Arrive in good time to warm up with your team-mates always minimum ½ hr before meet is scheduled to commence, unless otherwise stated.

Participate according to the rules and in the spirit of fair play.

Wear club uniform: club costume, swim cap and tee-shirt.

Stay away from pool deck, marshals and officials unless preparing to race.

Be friendly to other swimmers in the marshalling area. Before events, relax, focus on your race - don't be silly.

Always congratulate other swimmers after the race regardless of results.

Accept the judgement of officials and team managers.

### **Swimmer's Pool Rules**

Arrive at the pool five minutes before the session starts correctly fuelled and hydrated complete with all necessary equipment. Whilst your team mates keep you up to speed with the latest gossip perform blood flow exercises with the same enthusiasm. Know the set, know your place in the lane and be aware of your strengths and weaknesses and those of your lane mates. Team work in the lane makes training sessions flow. You may be required to lead. Watch the clock, know what times you are coming in on, what times you are holding, the set intervals and laps completed.

Leave three, five or ten seconds between you and the swimmer in front. This ensures get a good workout, (not slipstreaming and thus skiving) and enough room to complete the turns and finish on the wall. Respect your leader and the set you are following. A good leader will pace the entire lane and won't blow it out on the first set and then die. Respect! Just remember how much harder it is out in front. If you are being caught it will be necessary to let others pass. Don't take it personally we all have bad days. Pull in at the turn close to the lane line you are following and let them turn. Don't then push straight on their feet. Respect your leader. If swimming long course it may be necessary to overtake in mid pool. Move closer to the rope to allow the swimmer to pass.

Very occasionally you may have to lightly tap the feet of the swimmer in front to let them know you wish to pass. Do not persist with this as when concentrating on technique nothing is more distracting or annoying than someone playing with your piggy's. If they do not respond drop back five meters ask them to surrender their place at the next interval. If they are uncooperative inform your lane coach. Try not to overtake in the last bit of a set, say last ten in 100m as your action may prevent the leader from setting off on the right interval. Similarly be aware of others in the lane and do not turn when being lapped. Stop in the corner of the lane allow the faster swimmer to turn and rejoin at the appropriate point. Whilst you might be swimming in a session with 40+



other club members, your lane makes up its own little community. A lane that works well together will make the workout feel good even if it is challenging. Motivate your lane mates with a little positive feedback. Even a "let's go" can cheer you up in the middle of a discouraging set. So to make you go and the lane flow, Avoid toe touching, don't hog the wall at the end of sets let the rest finish, don't swim down the middle of the lane and don't have a distorted view of reality.

## **Parent's Code of Conduct**

### **At all times:**

Provide a model of good sports behaviour for your swimmers.

Allow your swimmers to enjoy their sport in a friendly, safe and respectful environment.

Support your swimmers by helping them to arrive on time for training. Encourage your swimmers' independence by making them responsible for bringing and looking after their equipment.

Support your swimmers by encouraging them to have a healthy diet and enough sleep.

Be friendly to all new swimmers and their parents, encouraging them with their involvement in the club. If and when possible, support the club by taking your turn at time keeping, fund raising, and other club / committee activities. Please read the regular newsletter from the club for important information about coming events, changes to training times and location.

Please pay swim fees, meet entries, and all other payments at the required time.

### **At Training:**

Parents are welcome to stay for the duration of training. Parents are asked to leave their stop watches at home, as times at training often bear no relation to competition. Parents are reminded that the use of mobile phones and laptops are prohibited from use on pool side. Parents are reminded that during training sessions the Coach must concentrate on the swimmers. If parents have questions for the Coach about their individual swimmers, they can arrange a mutually convenient time to speak outside of training times. General information about the program and club activities is published regularly in the newsletter.

During training parents are asked to leave the coaching, management and constructive criticisms of swimmers to the Coach, and / or Club officials as appropriate.

If you are just dropping your child off at the swimming baths, please;

- ✓ Make sure that your details are correct and up to date on the membership form, in case we need to contact you.
- ✓ Please make sure that the swimming session is running before leaving your child.
- ✓ Please be on time to collect your child after the session finishes, as this is when our responsibility for the swimmer ends once they leave the poolside.

### **At Competitions:**

Please cheer for your swimmers and all the other swimmers in the club. However, calling out to the swimmers while they are on the blocks, focussed for their races, or running along the poolside during a race, distracts both swimmers and officials.

Please keep clear of marshalling and time keeping areas.

Please do not ask timekeepers for your child's times immediately after a race. Times if taken, are collated and published as soon as possible after each event / meet.

Please accept the officials' decision on your child's swim, and discuss any concerns you have about a decision privately with the Coach at the conclusion of the meet.

If you choose not to accompany your child at meets or galas, please make sure that the coach has an up to date contact detail for a guardian and that you also inform the coach of the nominated person, that will be collecting the swimmer. Please also be available in good time to collect your child.

### **Coaches/Teachers/Volunteers**

#### **At all times:**

Provide a positive role model for all swimmers.

Maintain professional integrity, being respectful of the diversity of values, abilities, aspirations and family circumstances represented across the membership. Maintain strict confidentiality regarding all matters relating to, Swimmers, Parents, Coaches and Committee members.

Represent the Club with the highest standards of moral and ethical behaviour.

Maintain open communication with swimmers, their families, and the Committee of Management.

Encourage and create opportunities for swimmers to develop individual skills. Encourage team participation. Ensure that the events are appropriate for the age group and the skill development level of the swimmers involved. Teach all swimmers to be friendly towards officials and opponents.

Discipline any swimmers whose behaviour is not acceptable in an appropriate and fair manner. Keep your own knowledge of coaching and developments of the sport up to date.

Share your knowledge with others as the need arises.

### **Committee Members**

#### **At all times:**

In addition to the code for all parents:

Provide a supportive environment for swimmers, their families, and the coaching team, particularly encouraging, and where necessary, directing observation of the Club Guidelines.

Maintain open communication with swimmers, their families, coaches and other Committee members. Ensure that club information is provided to members and coaches in a timely and accurate manner. Ensure that Committee decisions are clearly communicated to the club membership and Coaching team, and that the decision making processes are transparent, and available to all members.

Encourage active involvement in the club by parents and families of swimmers. Maintain professional integrity, being respectful of the diversity of values, abilities, aspirations and family circumstances represented across the membership. Maintain strict confidentiality regarding all matters relating to Swimmers, Parents, Coaches and Committee members.

Represent the Club with the highest standards of moral and ethical behaviour.

### **Officials**

Perform your duties with impartiality, honesty and to the best of your ability.

Endeavour to be fair, polite and approachable at all times.

In the event of mistakes, do all you can to rectify them so that no swimmer is disadvantaged as a result.

## **Child Protection**

Oldham Aquatics Swimming Club believes that Good Practice is as follows;

1. The welfare of children is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in swimming – administrator, Club officials, coach, parent, friends, children themselves, everyone – can help. Children and young people have a lot to gain from swimming.

Their natural sense of fun and spontaneity can blossom in positive sporting environments. Swimming provides an excellent opportunity for children to learn new skills, become more confident and maximise their own unique potential. The Club will place the needs of the child first and winning and competition second.

2. The underlying principles with respect to Child Protection are that:

- The child's welfare is the first consideration.
- All children, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse.
- Children and young people must be treated with integrity and respect.
- Children and young people's programmes and competitions will be relevant to their ages and stages of development. .
- We are committed to following the current ASA Child Protection guidelines. All our adult helpers are members of ASA and have enhanced Criminal Records Bureau checks carried out.

Oldham Aquatics swimming club

- aims to create an enjoyable environment, where young people have the right to be safe, secure and free from threat,
- acknowledges that young people have the right to be treated with respect and for their concerns to be listened to and acted upon,
- will aim to ensure that junior members have specific programmes designated for them, with adequate supervision,
- is committed to ensuring that all helpers, whatever their role, complete a Club Registration Form, sign a Code of Conduct and complete a Self Declaration Form in relation to Child Protection,
- provides clear, comprehensive, easily understood procedures for dealing with - allegations of abuse - requests for help and support on a confidential basis,
- is committed to an equitable recruitment selection policy for coaches, will always emphasise fair play.
- full details of the child protection policy can be found at [www.oldhamaquatics.co.uk/documents](http://www.oldhamaquatics.co.uk/documents) and also there is a flow chart on the notice board with relevant telephone numbers.

## **Use of Photographic/Filming Equipment**

Oldham Aquatics Swimming Club has adopted the ASA guidelines for use of photographic/filming equipment at competitions or in club sessions as follows:

Competitions

Professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least five working days before the event.

Students or amateur photographers/film/video operators wishing to record the event should seek

accreditation with the event organiser by producing their student or club registration card and a letter from their club/educational establishment outlining their motive for attending the event. All other spectators wishing to use photographic/film/video equipment with a telescopic or zoom lens should register their intent with the promoter of the event.

**Accreditation procedure:** A system should be established whereby a record should be made of the individual's name and address and club. Professionals should register prior to the event and their identification details should be recorded. Ideally, identification details should be checked with the issuing authority prior to the event. On registering, promoters of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation. Where regular events occur, the identifying label should be changed to prevent unofficial replication.

**Public Information:** the specific details concerning photographic/ video and filming equipment registration should, where possible, be published prominently in event programmes and announced over the public address system prior to the start of the event.

The recommended wording is:

*“In line with the recommendation in the ASA Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator entry desk before carrying out any sort of photography”.*

#### **Club Sessions**

There is no intention to prevent club coaches and teachers using video recording as a legitimate coaching aid. However, swimmers and their parent should be aware that this is part of the coaching programme and care should be taken in the storing of such films. If any member of the club is concerned that someone they do not know is using the sessions for photography or filming purposes, they should contact the pool management.

The Club or pool management may ask any such person to leave.

If you have any objections to the use of photographic equipment please indicate in the appropriate box on your membership form.

#### **Code of Ethics**

Oldham Aquatics Swimming Club has endorsed the ASA Code of Ethics for all its members.

This Code of Ethics was written with specific reference to Teachers and Coaches. However, most aspects of this Code are also applicable to other people involved in the sport. Therefore all Members of the ASA, and therefore

Oldham Aquatics swimming club should be aware that this Code also applies to them. Please see the accompanying Note for Guidance which does not form part of this Code but which are intended to assist Members in its interpretation.

The ASA and IOS acknowledge that a large part of this Code of Ethics has been derived from the code produced by the Industry Lead Body for Sport and Recreation. The Code published below will remain operational unless and until notice of any changes and amendments is given by the ASA. The British Swimming Coaches & Teaching Association (BSCTA) endorses this Code of Ethics.

#### **Teaching/Coaching and Instructing**

Even though the NVQ standards focus on and describe work functions, they are based on a number of accepted assumptions and values which underpin good practice in teaching/coaching and instructing. The British Institute of Sports Coaches has articulated these into a Code of Ethics, much of which has been incorporated into the following Code of Ethics for Swimming Teachers/Coaches. Throughout the following Code the expression ‘Teacher/Coach’ whether used

in the singular or plural shall include all teacher/coaches, assistants and other helpers whose activities are connected with the disciplines regulated by the Amateur Swimming Association (the ASA) and all members of the Institute of Swimming (IOS). Where the context of the code admits the expressions Teacher/Coach and Sports Coach this may also include Officials and others involved in the sport of swimming in any capacity. The purpose of the Code of Ethics (referred to throughout the remainder of the document as the Code) is to establish and maintain standards for Teachers/Coaches and to inform and protect members of the public using their services. Ethical standards comprise such values as integrity, responsibility, competence and confidentiality. Individuals who are members of the ASA/IOS are deemed to have assented to the Code and as such recognise and adhere to the principles and responsibilities embodied in it. The Code creates a framework within which Teachers/Coaches when engaged in sports coaching – in the fullest sense of the expression – should always work. The code has been written as a series of guidelines rather than a set of instructions. However violations of the Code may result in complaints being made to a District Judicial Tribunal (DJT) and, in which case the relevant Tribunal in determining whether a conduct complained of has brought the sport into disrepute or amounts to a violation of the ASA Laws will consider the Code's provisions when assessing the guilt of individuals against whom complaints have been made and/or the appropriate sanctions to apply.

**The Code Issues of responsibility** Teaching/Coaching is a deliberately undertaken responsibility, and sports Teacher/Coaches are responsible for the observation of the principles embodied in the Code of Ethics.

**Humanity** Teacher/Coaches must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, Teacher/Coaches must treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability or political persuasion.

#### **Relationships**

The good Teacher/Coach will be concerned primarily with the well-being, health and future of the individual performer and only secondly with the optimisation of performance. A key element in a Teacher/Coach relationship is the development of independence. Performers must be encouraged to accept responsibility for their own behaviour and performance in training, in competition, and in their social life. Teachers/Coaches are responsible for setting and monitoring the boundaries between a working relationship and friendship with their performers. This is particularly important when the coach and performer are of opposite sex and/or when the performer is a young person. The Teacher/Coach must realise that certain situations or friendly actions could be misinterpreted, not only by the performer, but also by outsiders motivated by jealousy, dislike or mistrust and could lead to allegations of sexual misconduct or impropriety. The relationship between coach and performer relies heavily on mutual trust and respect. In detail this means that the performer should be aware of the Teacher's/Coaches' qualifications and experience and must be given the opportunity to consent to or decline proposals for training and performance.

**Commitment** Teachers/Coaches should clarify in advance with performers and/or employer the number of sessions, fees (if any) and method of payment. They should also explore with performers and/or employers the expectation of the outcome of teaching/coaching.

Teachers/Coaches have a responsibility to declare to their performers and/or employer any other current teaching/coaching commitments. Teachers/Coaches should also find out if any prospective client is currently receiving guidance from another Teacher/Coach. If so, that teacher/coach should be contacted to discuss the situation. Teachers/Coaches who become aware of a conflict between their obligation to their performers and their obligation to their Governing Body or other organisation employing them must make explicit the nature of conflict, and the loyalties and responsibilities involved, to all parties concerned.

#### **Co-operation**

Teachers/Coaches should communicate and co-operate with other sports and allied professions in the best interest of their performers. An example of such contact would be the seeking of educational and career advice/counselling for young performers whose training impinges upon the performance of their studies. Teachers/Coaches must communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their performers' medical and psychological problems.

### **Advertising**

Advertising by sports teacher/coaches in respect of qualification and/or services shall be accurate and professionally restrained. Teachers/ Coaches shall not display any affiliation with an organisation in a manner that falsely implies sponsorship or accreditation by that organisation.

### **Confidentiality**

Teachers/Coaches inevitably gather a great deal of personal information about performers in the course of a working relationship. Teacher/Coach and performers must reach agreement as to what is regarded as confidential information, i.e. not divulging to a third party without the express approval of the performer. Confidentiality does not preclude the disclosure of information, to persons who can be judged to have a 'right to know', relating to performers when relevant to the following: evaluation of the performer within the sport for competitive selection purposes and recommendations concerning performers for professional purposes; pursuit of disciplinary action involving performers within the sport; pursuit of disciplinary action by the ASA and/or IOS involving fellow coaches in alleged breaches of this Code of Ethics and Conduct.

### **Abuse of Privilege**

The Teacher/Coach is privileged, on occasion to have contact with performers and to travel and reside with performer in the course of teaching/coaching and competitive practice. Consequently, a Teacher/ Coach must not attempt to exert undue influence over the performer in order to obtain personal benefit or reward.

### **Personal Standards**

The Teacher/Coach must consistently display high personal standards and project a favourable image of their sport and of teaching/coaching – to performers, other teachers/coaches, officials, spectators, the media and the general public. Personal appearance is a matter of individual taste but the sports teacher/coach has an obligation to project an image of health, cleanliness and functional efficiency. *The Teacher/Coach should never smoke when teaching/ coaching.* Teachers/Coaches should not drink alcohol so soon before teaching/coaching that their judgement may be impaired and the smell will still be on their breath when working with performers.

### **Safety**

Teachers/Coaches have a responsibility to ensure the safety of the performers with whom they work as far as possible within the limits of their control. All reasonable steps should be taken to establish a safe working environment. The work done and the manner in which it is done should be in keeping with regular and approved practice within that sport. The activity being undertaken should be suitable for the age, experience and ability of the performers. Performers should have been systematically prepared for the activity being undertaken and made aware of their personal responsibilities in terms of safety.

### **Issues of Competence**

Teachers/Coaches shall confine themselves to practice in those fields of sports in which they have been trained / educated, and which are recognised by the ASA and IOS as being valid. Valid areas of expertise are those directly concerned with sports coaching. Training includes the accumulation of knowledge and skills through both formal Teacher/ Coach Education courses and by experience at a level of competence acceptable for independent teaching/coaching practice. Teachers/Coaches must be able to recognise and accept when to refer performers to other agencies. It is the responsibility of the Teacher/Coach as far as possible, to verify the competence and integrity of the person to whom they refer a performer. Teachers/Coaches should regularly seek ways of

increasing their professional development and self awareness. Teachers/Coaches should welcome evaluation of their work by colleague and be able to account to performers, employers, Governing Bodies and colleagues for their actions. Teachers/Coaches have a responsibility to themselves and their performers to maintain their own effectiveness, resilience and abilities, and to know when their personal resources are so depleted as to make it necessary for them to seek help and/or withdraw from teaching/ coaching whether temporarily or permanently.

### **Violations of this Code**

An alleged breach of this Code shall be grounds for making a complaint under ASA Law. This is a formal expression of dissatisfaction with the actions of behaviour of clubs, bodies, organisations or individuals or with alleged unfair practice in connection with the sport and will be dealt with by a Judicial Tribunal. The procedures for making a complaint are set out in the ASA Judicial Laws, which are reproduced in the current edition of Laws of the Sport and the ASA Handbook (See Club Secretary). Any complaint relating to matter contained in this Code may be referred by the Chairman of the District Judicial Tribunal to an independent investigator to be appointed by the ASA. The terms of reference shall be set by the ASA. Dependent upon the outcome of the investigation the Chairman of the DJT may direct that the matter may not proceed as a complaint under the ASA judicial system. In such a situation the Chief Executive may authorise such other action for instance the offering of guidance of education support or the issue of a warning as to future conduct, as may be appropriate in the circumstances. Thereafter dependant upon the outcome of such other action the Chief Executive may refer the matter back to the Chairman of DJT for reconsideration as to whether the matter may proceed as a complaint.

The ASA Child Protection Officer shall have the power in exceptional circumstances to commence or take over conduct of any complaint made in respect of any breach of any of the provisions of this Code.

### **Team Staff Appointments Policy**

The policy of the Amateur Swimming Association and Amateur Swimming Federation of Great Britain is as follows: Where one athlete aged below eighteen years of age is travelling they must be accompanied by one member of staff and parental consent obtained with regard to the identity of the staff member. Where there are two or more athletes travelling there must be a minimum of two members of staff accompanying the athletes. Where the group of athletes are of mixed sex, there must be staff members of each sex.

**Note for Guidance:** Under the ASA/IOS Code of Ethics Honorary officials are entitled to expect the same respect and dignity of treatment as to which employees are entitled. It follows from this that if an official is not performing satisfactorily in their role the official is entitled to be told, to be given an opportunity to respond to the criticism and the opportunity to improve. Further, the Club may wish to consider establishing a mentoring system with senior figures(s) in the Club (possibly a Past President) offering guidance and support to officials and also encouraging the development of new talent to ensure successions within the Club's administration.

### **Conduct of Meetings**

In particular any member wishing to make any direct overt-criticism of an official or other member of the club in a general meeting must advise the Chairman in good time to enable the Chairman to advise such person in advance of the meeting in order that he is able to prepare himself for such criticism. Furthermore, as a separate obligation on the chairman of the meeting when an official or member is the subject of criticism the chairman must specifically afford such person the opportunity to respond to include if requested consideration of an adjournment to enable the person to collect their thoughts. Any failure to follow these principles may give rise to a complaint to a DJT under the ASA/IOS Code of Ethics. It is not intended that the Code should be used to stifle democratic debate but ethical considerations and indeed common sense decency dictates that advance warning should be given to anyone who is to be the subject of criticism in a general meeting.

## **Bullying**

The damage caused by bullying is frequently underestimated and can and does cause considerable distress and harm to children. It is important that all settings in which children are provided with services or activities promote a policy which is not tolerant of bullying. No swimmer will be able to reach their full potential if they feel they are the victims of bullying, by an adult or one of their peers. Tackling bullying must be the responsibility of everyone in the club.

### **Guidelines and strategies to support an anti-bullying policy**

The chances of bullying happening in a club can be greatly reduced if there is a general atmosphere where members are valued and cared for. The following strategies which are embodied in the ASA Code of Ethics will support a club's attempt to prevent bullying:

- Encourage an ethos of mutual respect for difference throughout the club
- Give positive encouragement and promote the value of self and others
- Raise awareness of all to the possible cause and effect of bullying
- Make it clear that bullying will not be tolerated and is unacceptable, but that both victims and bullies will be given the necessary support
- Enable swimmers, coaches and teachers to understand that no form of bullying be it physical, verbal or emotional will be tolerated by the club or the Association.
- Enable members to feel confident that their concerns will be listened to and taken seriously
- Publicise SwimLine and the NSPCC Child Protection Helpline

Any club where bullying is evident but not addressed will be considered to be breaching the ASA Code of Ethics. Clubs should ensure that any bullying which involves children should be seen in the same light as other child protection concerns and the ASA Child Protection Procedures should be implemented if a serious concern is raised

## **Equity policy**

### **Statement of Policy**

The club is committed to preventing unlawful discrimination and promoting equality of opportunity in all its activities. The club recognises that it is in its best interest, as well as in the interest of its members, to utilise the skills of all its members. The aim of this policy is to ensure that no member or applicant is discriminated against either directly or indirectly or suffers any form of harassment on the grounds of race, colour, creed, nationality, ethnic or national origin, sex, marital status, sexuality, social background, age or disability. The club will promote equal opportunities and will keep its policies, procedures and practices under review to ensure that its applicants and members are afforded equal opportunities in membership, recruitment, training, promotion and all terms and conditions of membership.

**Application of Policy:** This policy applies to all members of the club.

### **Responsibility for Equal Opportunities**

The overall co-ordinating responsibility for equal opportunities lies with the committee; however it believes that all members have an individual responsibility to actively co-operate to ensure that discrimination does not occur. Individuals must co-operate with measures introduced by the committee to ensure equality of opportunity and non-discrimination. Must not harass, abuse or intimidate any other members on the grounds of race, colour, creed, nationality, ethnic or national origin, sex, marital status, sexuality, social background, age or disability. Must inform a committee member if they suspect discrimination is taking place. Committee members, Coaches and Helpers In addition to their responsibilities as individual members, committee members and coaches:- Have a responsibility not to discriminate in membership selection decisions. Should ensure that proper records of membership decisions are kept and that there is a regular review of membership policy must ensure that grievances and complaints are dealt with in a fair and

consistent manner and in line with Procedure. Should ensure that all members are aware of their responsibilities regarding the policy on equal opportunity.

### **Areas of Discrimination**

The Club has identified the following areas where unfair discrimination may occur:-

**Recruitment & Membership** The intention of the recruitment procedure is to ensure the most appropriate response to any employment vacancy within the club. Recruitment and selection decisions should be made on the basis of job requirements and the individual's ability. The club will undertake to ensure that its membership policy is periodically reviewed to ensure that it is fair and equitable and that all applications for membership receive equal treatment.

**Training & Development** The club will not discriminate in the provision of training courses. Appropriate training will be provided to enable all staff to perform effectively and pursue development opportunities. Selection criteria for training courses will not be discriminatory on the grounds of age, sex or disability. Where appropriate, training courses will promote equal opportunities within the club.

### **Monitoring**

The club will monitor the implementation of its equal opportunity policy. Where evidence is found to suggest that the policy is ineffective, immediate action will be taken to ensure that it is re-assessed in the light of this evidence.

### **Grievance & Discipline**

Members or coaches who feel that they have been the victim of unlawful discrimination will have the right to have their complaints reviewed by the clubs committee. The club will not treat lightly or ignore genuine grievances from members.

### **Medication declaration**

Medication declaration forms can be found at [www.oldhamaquatics.co.uk/documents](http://www.oldhamaquatics.co.uk/documents)

### **Asthma Medication**

#### **And Other Conditions Requiring Medication Notification**

*By virtue of the affiliation of the Club to ASA North West Region, the Club and all members of the Club acknowledge that they are subject to the laws, rules and constitutions of:*

*2.4.4 British Swimming (to include in particular its Doping Control Rules and Protocols and Disciplinary Code);*

Oldham Aquatics ASC has endorsed these procedures for its members to follow:

It is a requirement of our (ASFGB) doping procedures for all swimmers registered to take part in open competition, and who take regular medication for asthma, to send these details for inclusion on their registration record. It is important therefore that clubs ensure that members are aware of this. In addition to this it is now a requirement of FINA that information is notified to the Governing Body regarding medical conditions requiring the permanent use of a banned substance where there is no other substitute. As these conditions are less common (see list below) there is no general form to complete for this notification.

Following the receipt by the Governing Body of a medical certificate, a dispensation to swim in competitions up to National level may be given. Information will be issued on an individual basis including details for applying for dispensation to compete in international competition which requires further approval by the FINA Doping Control

Review Body.

Swimmers or their parents should send the medical certificate, which must clearly indicate the name and address of the swimmer and their doctor to,  
Registration Department, ASFGB Freepost LE6678, Loughborough, LE11 0BR. in an envelope marked "Notifiable Medication". Conditions which may require notifiable medication

Medical Condition Required treatment

- Diabetes - Insulin injections
- Growth disorders - Growth Hormone
- Hormone deficient conditions of the pituitary gland or adrenal gland - Steroid treatment
- Orthopaedic conditions – Intra-articular steroid injections
- Juvenile arthritis - Prednisolone · Behaviour problems - Ritalin
- Renal failure - Erythropoetin

Notification must also be given on any other medical conditions equiring the permanent use of a banned substance where there is no other substitute.

A copy of the ASFGB Doping Control Rules is available on request from ASA Customer Services. At Oldham Aquatics swimming club the Club Secretary and Membership Secretary hold copies of the ASFGB Doping Control Rules.

**Asthma Forms:** FINA and the IOC ban some asthma medications because they contain anabolic agents and/or stimulants and they require that all swimmers declare any asthma medication that they are taking. There are certain medications which are acceptable for controlling asthma and it is important therefore that ASFGB is sure that a swimmer is taking an approved medication and that they are using this for a legitimate purpose. In order to ensure that our information is current, *the swimmer is required to complete a form each year* and clubs hold a small supply of forms for any swimmers who may need to complete this information.

***Swimmers should be aware that they must complete a new form if there is any change, at any time, in their medication.***

It is not possible to keep asthma details for swimmers who are not registered competitors, so forms should not be submitted for Category One members who are not yet able to compete in open events and whose individual details are not therefore registered. It is important that all swimmers who compete in open competitions are aware of the requirements and if they are taking medication for asthma understand the importance of completing the form. This is a responsibility that falls to clubs - ignorance is no defence against a positive doping test.

Completed forms should be returned by the swimmer or their parent directly to  
Registration Department, ASFGB Freepost LE6678, Loughborough, LE11 0BR. in an envelope marked "Asthma". Additional Asthma forms are available from the ASA Registration Department.

Forms are available from Oldham Aquatics SC Membership Secretary.

If you have any queries regarding the administrative procedures contact:

ASA Membership Services Department 01509-264357 or [customerservices@swimming.org](mailto:customerservices@swimming.org)

Any queries regarding medication should be directed to: Dr David Hunt  
telephone: 01773 872865 fax 01773 590979

### **Procedure for dealing with club disputes**

Oldham Aquatics swimming club has adopted the asa guidelines for handling internal club disputes. A copy can be found at [www.oldhamaquatics.co.uk/documents](http://www.oldhamaquatics.co.uk/documents)

### **Insurance**

Oldham Aquatics swimming club by its affiliation to the asa has civil & employers liability

insurance. A copy of which is found on the club notice board and can be found at [www.oldhamaquatics.co.uk/documents](http://www.oldhamaquatics.co.uk/documents)

### **Education policy**

Education courses Level 1, 2 and 3.

The club will endeavour to try and obtain funding for courses.

Child protection /CPD courses

The club will at endeavour to cover the cost of such courses.

Please Note: The Club recommends that all poolside helpers hold professional indemnity to cover their role as a coach through membership of ASA / IoS / BSCTA / NASC or similar. Course application forms are available from the Club Secretary.

### **Appraisal policy**

Oldham Aquatics swimming club keeps an up to date record of all its volunteers, teachers, coaches, and committee members, their achievements, qualifications and CPD records and helps set out a personal development plan for each individual.

### **How to Join?**

Membership forms can be found on the website [www.oldhamaquatics.co.uk/documents](http://www.oldhamaquatics.co.uk/documents) or from any committee member. Swimmers are asked to read the club rules and swimmers conduct before joining. Payment is by cheque for club membership and direct debit for session fees.

Role descriptions.

We rely on volunteers to meet the club's aim. We work to ensure that we always have a sufficient number of qualified volunteers working within the club. There are many different roles within the club;

- committee posts
- coaching, poolside assistants
- team managing at galas
- officials-timekeepers,judges,referees,stewards
- helping run our galas-on the door, raffle/tombola, announcing etc
- help with fund raising.

If you wish to find out more about the roles, description of roles can be found on the website [www.oldhamaquatics.co.uk/documents](http://www.oldhamaquatics.co.uk/documents)

Any help is welcome and if every parent/guardian invested 2 hours of their time each year to help Oldham Aquatics swimming club, then our swimmers would profit so much from your gift.