

# Code of Conduct

## *Purpose*

The ethos of Eastleigh and Oaklands Swimming Club is to value and respect every member of the club from the Club Coach and committee through to the most junior member in the Learn-to-Swim scheme.

The swimming club exists for the benefit of swimmers who wish to develop their skills in competitive swimming and to instil a code of behaviour that will carry them forward as a credit to themselves and the club they represent. To create the atmosphere and example necessary to achieve this objective the following code of conduct has been adopted by the club and members are expected to adhere to it.

## *Swimmers*

### *Training*

Make sure you have all your training aids: fins, hand paddles, pull-buoy, kick board and drink bottle. Always check you have your goggles and keep a spare pair in your bag.

Arrive for the training session in good time as lateness disrupts other swimmers.

Use the lavatory before the training session.

Spend time prior to a session preparing for the session by doing flexibility exercises.

If you do have to leave early please only do so, by arrangement with your coach.

Put every effort into the training session and avoid short cutting or missing sections by toilet excuses etc.

Always swim to the end of the lane.

All training swims should start with a push off the wall unless instructed otherwise.

When you have finished a set, move out of the way for the others, who have not.

Try not to hold the lane up, let faster swimmers through.

Do not impede others by swimming in the middle of the lane.

Any swimmer or swimmers disrupting training sessions will be asked to leave the pool. If this is a regular occurrence, the offenders could be suspended from all squad training sessions.

Keep up with the activities of the club by reading the notice board.

Observe and conform to all signs displayed at pool complexes.

No swimmer can train with or swim for another club without direct written permission of Eastleigh and Oaklands Swimming Club.

### *Behaviour*

Good behaviour in the water and within the pool complexes must be observed at all times.

Fighting or bullying of any kind in the club is entirely unacceptable. If it happens to you or you see it happening to anyone else, please report it to your coach.

Any swimmer, who is reported to have been involved in bullying another swimmer, or insolence towards a coach or official, may be asked not to attend training sessions until the matter is resolved.

In cases of serious misconduct, or if a written warning has already been given, a swimmer may be asked to leave the club.

## *Galas/Open Meets*

At team galas it is expected that swimmers will:

Arrive at the venue in plenty of time for the warm up and immediately join their team group.

Remain at all times throughout the gala with their team group unless they have agreed with their team manager and given a reason to leave.

Not leave the poolside after their last swim until their team manager has agreed for them to go.

In a trophy gala, remain to acknowledge the winning team.

Provide support and encouragement to fellow team members.

At open meets, be responsible for posting their re-entry cards, and ensure that their cards are placed in the appropriate boxes by the due time.

If there are any problems then your coach or club representative should be made aware.

Keep in constant touch with the programme, and prepare themselves in plenty of time for their race without relying on the team manager.

In the interest of safety, a coach or team manager must know where you are.

If a hat is worn, it should be a club hat. At galas, swimming costumes should be Eastleigh & Oaklands swimming club costumes/trunks or plain black (see club swim shop to order our designer wear).

Generally act in a responsible manner at all times.

## *Swimmers and Coaching Staff*

**Consumption of Alcohol** is totally forbidden for athletes under age as defined by UK law. It must not be consumed by swimmers or staff members whilst en route, prior to, or following a competition event, training camp or team activities, without specific consent of the Team Manager. During competition alcohol is strictly forbidden to ALL swimmers and staff.

**Smoking** is prohibited by swimmers and staff whilst en route, prior to, during or following a competition event, training session or team activities.

**Illegal and Performance Enhancing Drugs and Substances** are strictly forbidden. Swimmers are expected to be aware of the current list of banned substances and are particular care must be exercised if anyone is on medication prior to a meet.

**Illegal Drugs and Substances:** The use of these, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.

**Accommodation** at hotels or equivalent must be directed by the club staff and at no times must anyone extra be accommodated in swimmers' rooms.

**Medication:** It is important that information on ALL medication being currently taken should be reported to the Team Manager who will report it to the relevant personnel. Allergies to any medication must be reported to the Team Manager.

## *Teachers/Coaches/Officials*

At all times it is expected they will:

Arrive in good time to organise and control their activities.

Meet the commitments they make to the club.

Be prepared to assist swimmers and their parents/guardians with 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 swimmers.

Issue a detailed report to the committee where there is a case of misconduct.

Adhere to the ASA Code of Conduct and Ethics and Child Protection Policy.

All officials to abide by ASA Laws and Technical rules.

All must have current CRB certificates

Paid instructors, teachers and coaches who are not members of the club must be members of a body which accepts that its members are bound by the A.S.A.'s Code of Ethics, the Laws relating to Child Protection and those parts of the Judicial Laws, Judicial Rules and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of the A.S.A. shall be subject to all the constraints and privileges of the Judicial Laws and rules.

## *Parents/Guardians*

At training sessions it is expected they will:

Ensure the swimmers get to training in good time.

Keep in touch with the club activities, through the notice boards and the club officials.

Direct any queries to club officials or coaches, when not involved in training sessions.

Remember always that children are involved in the sport for their enjoyment and their sense of achievement.

Encourage their child to believe that honest effort is equally important as winning so that the result of each race is accepted without undue disappointment. A personal best (PB) can be as big as an achievement as a gold medal.

Turn defeat into victory by helping their child to learn from the experience and work towards improvement and good sportsmanship.

Remember that children learn best by example.

Applaud good performances whether they are from Eastleigh & Oaklands S.C or swimmers from other clubs.

Encourage their child to show the same courtesy.

Recognise the value and importance of volunteer teachers and coaches and not undermine them.

Refrain from coaching your child from the balcony. Feel free to discuss your child's progress with the coach at any reasonable time.

## *Club Sickness Policy*

The club operates a sickness policy for all of its members. Where a member falls ill and becomes unable to participate in the scheduled sessions, they (or their parent/guardian where appropriate) must write to the committee. The member's monthly fees will be suspended from the first full calendar month of the sickness until their return (Please note that when the swimmer returns to the swimming pool they will be liable for the whole months fees regardless of the number of sessions attended). The committee will confirm in writing that they have received notification of sickness and the date from which the monthly fees will be suspended. Members will not be eligible for participation in this policy unless all fees (monthly, annual and ASA) are paid up to date. The club reserves the right to ask for medical certification for illness or withdraw this policy at any time without notice.

## *Club's Responsibilities*

The Club will undertake to:

Endeavour to inform the relevant parent (or the adult they have left responsible for their child during training) at once if their child becomes ill and ensure their well being until the relevant parent or responsible adult are able to collect him/her.

Ensure that the ASA Child Protection Policy and guidance is followed to keep each child safe.

All helpers, teachers, coaches, officials and committee members must have current CRB certificates

Ensure all activities are properly supervised / taught / coached and consent is obtained for any activity outside of that previously agreed.

Ensure that all our coaches and committee members adhere to the current ASA's Code of Ethics and treat all members with respect.

A parent/guardian has a right to:

Make a complaint to the Club if they feel that the Club or a member of the Club is not acting in accordance with ASA/Club laws and rules. Details of how to do this can be obtained from the Club welfare officer or a member of the Club's management committee.

Make a complaint on behalf of their child to the ASA.

## **ASA CODE OF ETHICS**

**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, 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** most 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 secondary 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 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 Teachers/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 professional 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 sport 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. 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 or 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.