



# Code of Conduct

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## 1. Introduction

The following Code of Conduct is compliant with Wavepower and must be adhered to by all members of Gloucester City Swimming Club (GCSC). Breach of any part of the Code may result in suspension or, in extreme cases in expulsion.

The following are links to resources or contacts referenced in this policy:

Swim England Wavepower	<a href="https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/">https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/</a>
GCSC Welfare Officer	<a href="mailto:Welfare@Gloucestercityswimmingclub.co.uk">Welfare@Gloucestercityswimmingclub.co.uk</a>
GCSC Policies and Procedures	<a href="https://www.gloucestercityswimmingclub.co.uk/policies-docs/">https://www.gloucestercityswimmingclub.co.uk/policies-docs/</a>

## 2. Code of Conduct- Athletes (under 18 or 18 and over)

This code is something that you as an athlete should refer to in relation to your rights as an athlete, the respect you should expect but also that which you demonstrate to other members, what is expected of you in terms of listening and being listened to and your behaviour as a member of the club.

As a member of our club, you have the right to:

- Feel safe and know how you can raise concerns.
- Be listened to.
- Be involved and contribute towards decisions within the club or activity.
- Be respected and treated fairly by every member of the club.
- Feel welcomed, valued and not judged based on your race, gender, sexuality, faith, ability or any other relevant characteristic.
- Be encouraged and developed with our help and support.
- Be looked after if there's an accident or injury and have your parents/guardians/emergency contact informed, where appropriate.

As a member of our club, we expect you to:

- Be aware of Wavepower and adhere to relevant guidance.
- Adhere to the Swim England regulations, Code of Ethics, Club Constitution and rules.
- Listen to your coach or teacher, behave responsibly and speak out when something isn't right.
- Never leave the premises (at either training or a competition) without agreeing it with your coach, teacher or team manager first. This is just as important for our adult members as well as those under 18.
- Make it to training and competitions on time and if you're running late, let a member of the club know.
- Make your coach or teacher aware if you have any difficulties attending training or competitions.

- Bring the right kit to training and competitions.
- Take care of equipment and premises as if they were your own.
- Support and encourage your teammates.
- Respect volunteers and competitors at competitions.
- Respect the committee members, coaching and teaching team, and volunteer helpers at all times.
- Get involved in club decisions, it's your sport too.

We expect certain standards of behaviour from our members. By becoming a member of the club and therefore agreeing to this Code of Conduct you agree to:

- Follow the rules of the club, squad or activity at all times.
- Respect and celebrate differences in the club and you will not discriminate against anyone else on the grounds of age, gender, race, sexual orientation, faith, ability, or any other relevant characteristic.
- Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- Respect the privacy of others especially in the changing rooms.
- Not use any mobile device, at any time, in the changing areas.
- Report any concerns you have about someone taking photographs or footage of others in the changing areas.
- Report any incidents of bullying or unacceptable behaviour to the welfare officer, even if you're just a witness.

To enable everyone to get the most from their training we expect you to:

- Make the coach aware of you have difficulties in attending training sessions as per the rules laid down for your squad.
- Arrive in good time on poolside before the training session starts and commence the pre-pool warmup without having to be asked by the coach.
- Understand that if you arrive late you must report to your coach before entering the pool.
- Ensure that you have all your equipment with you.
- Have your hat and goggles on ready for the start of the swim warm up and enter the water at the time that the coach asks you to.
- Inform the coach before leaving the pool if you need to for any reason during training.
- Listen to what your coach is telling you, and obey any instructions given.
- Always swim to the wall as you would in a race, and practice turns as instructed.
- Not stop and stand in the lane or obstruct others from completing their training.
- Not pull on the lane ropes as this may injure other members.
- Allow a sufficient gap, at least 5 seconds, before pushing off the wall behind another swimmer.

- Complete all sessions as written/prescribed for you, and not skip lengths or sets unless pre-agreed with the coach.
- Be mindful of your teammates in the same lane if your session has been adjusted by the coach and no longer reflects what they are doing.
- Think about what you are doing in training and if you have any problems discuss them with your coach at an appropriate time.
- Maintain the standards expected by GCSC when representing the club.

At competitions, whether they be open meets, national events or club galas we expect you to:

- Always behave in a manner that shows respect to your coach, the officers, your teammates and the members of all competing clubs.
- Attend events and galas that the Head Coach has recommended you attend unless agreed otherwise by prior arrangement with the relevant coach.
- Wear appropriate swimwear, t-shirts/shorts, club kit and hats as per the rules laid down by the club and Swim England.
- Report to your coach and/or team manager on arrival on poolside.
- Warm up before the event as directed by the coach in charge on that day and ensure you fully prepare yourself for the race.
- Inform, and in some cases get the consent of, the team manager/coach before leaving poolside for any reason.
- Report to your coach for feedback after your race.
- Support your teammates.
- Swim down after the race, if possible, as advised by your coach.
- Behave appropriately in the swim down facility and be respectful to other users at all times.
- Stay at an event until either the gala is complete, or you have the explicit agreement of the coach or team manager to leave.
- Not dress/undress on poolside.

### **3. Code of Conduct- Parents/ Guardians**

As a registered Swim England Member, and parent/guardian of a Member (under 18 years of age) at the Club, or a parent/guardian of a Club Member (under 18 years of age) but not a registered Swim England Member yourself, you are required to agree to this code of conduct.

As a parent/guardian you have the right to:

- Be assured that your child is safeguarded at all times during activity with the club.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of Wavepower and appropriate safeguarding and welfare reporting procedures,
- Know that any concerns about your child's welfare will be listened and responded to.

- Know that anyone training or looking after your child at a club activity has the appropriate qualifications, checks and training.
- Be informed of any problems or concerns relating to your child raised by their coach.
- Know how to access the club policies, rules and procedures including the club complaints process and who to contact.
- Provide your consent or otherwise for photography and trips away.

As a parent/guardian of a Club Member (under 18 years of age) we expect you to:

- Make sure your child has the right kit for training and competitions.
- Ensure your child arrives to sessions on time and is picked up promptly.
- Let the club know if you're running late to collect your child, if your child is going home with someone else or you have made alternative arrangements.
- Complete all consent, contact and medical forms and update us straight away if anything changes.
- Respect the decisions made by your child's coach or teacher but understand you have the right to raise any concerns regarding your child. We will arrange a mutually convenient time so you can talk to use.
- Remember that children get a wide range of benefits from participating in one of our sports, including making friends, having regular exercise and developing new skills. It's not all about winning.
- Not enter poolside or interrupt training or competitions unless in an emergency situation.
- Talk to your child and ensure they understand the rules of the club and the sport.
- Ensure your child understands the Athlete Code of Conduct.

We expect certain standards of behaviour from all club members as well as parents/guardians/grandparents.

By agreeing to this Code of Conduct you agree to:

- Behave positively as a spectator at training or competitions and treat others with respect.
- Give encouragement to your child well and provide support when they are struggling.
- Respect and celebrate differences in the club and not discriminate against anyone else on the grounds of gender, race, sexual orientation, faith, ability, or any other relevant characteristic.
- Respect anyone competing for other teams at competitions.
- Respect all volunteers, committee members. Coaches and teachers at the club.
- Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated at the club.

We expect parents to:

- Complete the registration via Active by the due dates stipulated by the club, providing all the requested details for your child, including Swim England number, medical information and details of any health conditions/concerns.
- Update any changes in circumstances during the season via Active.
- Ensure that the club has up-to-date emergency contact details.
- Read all club communications and, if required, respond within the timescales stipulated by the club.
- Understand that coaches may take action during sessions if any swimmer breaches the Code and not interfere during the session.
- Support the club through volunteering.
- Ensure your child's needs are met in terms of nutrition.
- Be supportive of the coaching team, publicly and privately (at home) in front of your child, other members and non-members. Raise any concerns or issues with the Head Coach, Welfare Officer(s) or Chair as appropriate.

#### **4. Code of Conduct- Coaches and Teachers**

This code is something that you as a member of the coaching or teaching team should refer to in relation to your rights in your role, the respect you should expect but also that which you demonstrate to all members, what is expected of you in terms of listening and being listened to and your behaviour as a member of the club.

As a coach or teacher, you have the right to:

- Be supported in your role and respected and treated fairly by the club.
- Be informed of Wavepower and appropriate reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the club complaints process and who to contact at the club.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Have access to ongoing training and CPD in all aspects of your role.

As a coach or teacher of the club we expect certain standards of behaviour from our members. By becoming a member of the Organisation and therefore agreeing to this Code of Conduct you agree to:

Rules and Regulations	Coaching and Behavior	You the person
Adhere to and implement Wavepower.	Respect your position of trust to maintain appropriate boundaries and relationships with athletes, not using your position to obtain personal benefit or reward.	Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith, ability, or any other relevant characteristic.
Adhere to the Swim England Equality and Diversity Policy.	Not engage in any behavior that constitutes any form of abuse.	Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith, ability, or any other relevant characteristic.
Adhere to the Swim England regulations, Code of Ethics, Club Constitution and rules.	Refer all safeguarding and welfare concerns to the Welfare Officer.	Challenge and address instances of poor, negative, aggressive or bullying behavior amongst children. Seek advice from the Welfare Officer where necessary.
Adhere to any conditions for teaching and coaching under the pool hire agreement.	Respect children's trust and rights whilst being honest and open with them.	Keep your coaching and/or teaching qualifications and CPD up to date.
Keep children safe in your sessions with appropriate staffing ratios, using safe methods of instruction and techniques and by putting their safety first.	Lead by example creating and promoting positive behavior and a safe culture.	Complete Swim England safeguarding training every three years.
Ensure any equipment used is fit for purpose, safe to use and accessible.	Encourage children to behave in a positive manner and follow the rules of the club and sport.	Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years).
Follow the club procedures should a child have an accident or suffer an injury.	Ensure team/squad selection is clear and transparent and be fair and equal when making decisions.	
	Use positive and constructive methods when teaching and coaching and ensure programmes are appropriate for the age, ability and experience of the child.	
	Always put the wellbeing, health and safety of the child before all other considerations including the development of performance.	

As a coach we expect you to:

- Develop an appropriate working relationship with members based on mutual trust and respect.
- Always identify and meet the needs of the individual member as well as the needs of the team/squad.
- 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, member or someone close to them.
- Encourage and guide members to accept responsibility for their own behaviour and performance.
- 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.
- Co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors or physiotherapists) in the best interests of the member.
- Never encourage or condone members, volunteers, officials or parents to violate the rules of the club or the sport and to report any violations appropriately.
- Follow the club's disciplinary procedure.
- Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
- Treat all competitors and teams of other clubs with respect, whether that is in victory or defeat, and encourage all members to do the same.
- Not consume alcohol when in charge of or responsible for the welfare of swimmers.
- Avoid unaccompanied and unobserved activities with persons under 18 years of age and, wherever possible, demonstrate a high degree of individual responsibility as your words and actions are an example.
- Consistently display high standards of behaviour and appearance.

## **5. Code of Conduct- Committee Members, Officials and Volunteers**

As a volunteer at the club, we understand you have the right to:

- Be supported in your role and respected and treated fairly by the club.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of Wavepower and appropriate reporting procedures.
- Be informed of the club complaints process and who to contact at the club.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Feel welcomed, valued and listened to.

As a volunteer of the club we expect certain standards of behaviour from our members.



By becoming a member of the club and therefore agreeing to this Code of Conduct you agree to:

Rules and Regulations	Volunteering and Behavior	You the person
Adhere to and implement Wavepower.	Refer all safeguarding and welfare concerns to the Welfare Officer.	Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith, ability, or any other relevant characteristic.
Adhere to the Swim England Equality and Diversity Policy.	Respect children's trust and rights whilst being honest and open with them.	Challenge and address instances of poor, negative, aggressive or bullying behavior amongst children. Seek advice from the Welfare Officer where necessary.
Adhere to the Swim England regulations, Code of Ethics, Club Constitution and rules.	Treat all personal information about members or their families on a confidential 'need-to-know' basis unless information sharing with others is required to protect and safeguard a child from harm.	Keep any qualifications and CPD up to date relevant to your role.
Adhere to any conditions stipulated under the pool hire agreement.	Encourage children to behave in a positive manner and follow the rules of the club and sport.	Complete Swim England safeguarding training every three years as applicable to your role.
Keep children safe in sessions and at competitions with appropriate staffing ratios.	Adhere to your role responsibilities allowing others to adhere to theirs.	Ensure you have a current Disclosure and Barring Service (DBS) check (renewable every three years) as applicable to your role.
Ensure any equipment used is fit for purpose, safe to use and accessible.	Promote a positive and welcoming environment and culture within the club.	
Follow the club procedures should a child have an accident or suffer an injury.	Always put the wellbeing, health and safety of the child before all other considerations including the development of performance.	
Ensure any complaints raised to you are appropriately referred under the Swim England Club Complaints process.		
Support the club as required in completing and maintaining minimum affiliation standards.		

We expect you to:

- Consistently display high standards of behaviour and appearance.
- Encourage and guide members to accept responsibility for their own behaviour and appearance.
- Never encourage or condone members, volunteers, officials or parents to violate the rules of the organisation 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 teams of other organisations with respect, whether that is in victory or defeat, and encourage all members to do the same.
- 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.