



swim21  
Accredited



# Dorking Swimming Club

## DORKING SWIMMING CLUB CODE OF CONDUCT

Date of Issue; 10 October 2008 Authorised by; DCS Committee

### 1.0 OBJECTIVE AND SCOPE

1.1 The purpose of this document is to establish clear rules and guidelines so that all club members, swimmers, parents/guardians and coaches, understand the boundaries which the club operate within and what will happen when the rules have been breached. It will cover three main areas:

- i. Rules and regulations
- ii. Guidelines for Coaching Staff
- iii. Sanctions that could be enforced when the rules have been broken.

1.2 The Code of Conduct is designed to outline a recognized and consistent system to deal with any breach of rules and the objective is to emphasize and encourage improvements in individual conduct. A full investigation may be undertaken into the circumstances of any breach of the Code of Conduct, it may be necessary to suspend an individual dependant on the nature of the offence. Whilst the Team Manager and Head Coach have the authority to temporarily suspend someone, it is the responsibility of the committee to hold an investigation and deal with all breaches of discipline.

### 2. GENERAL STATEMENT OF INTENT

It is 'the clubs' responsibility to ensure the safety, well being and discipline of swimmers whilst they are either training or representing DSC. It is also the intention of DSC to apply the rules and code of conduct equally and fairly to all of its members and staff regardless of gender, sexuality, race, religion, social status or disability. Whilst DSC will enforce its own rules it has a duty to uphold and conform to the rules of the Amateur Swimming Association (ASA), South East Region.

### 3.0 CODE OF CONDUCT

3.1 General behaviour must be of a high standard and reflect favourably on DSC. Everybody who is associated with 'the club' must understand that profile and image is most important.

3.2 Abuse: - any form of abuse or threatening behaviour (physical or verbal) will not be tolerated. This rule will include, the use of abusive language, bullying, threatening behaviour, any form of physical violence or being disrespectful to another club member or coach.

3.3 Consumption of Alcohol is strictly forbidden for all swimmers under the legal age (18), as defined by UK law. Furthermore it must not be consumed by any swimmers or coaching staff, prior to, during or directly after any club swimming activity, unless specific consent has been granted by the Team Manager and/or the Head Coach.

3.4 Smoking is forbidden prior to, during or directly after any swimming activity, this will include whilst traveling on any DSC organised transportation.

3.5 Attendance and Punctuality. Generally all swimmers are expected to attend as many of the planned training sessions as possible; Delta squad members are expected to attend 90% of all their available sessions. Attendance to all training sessions and club activities is expected unless the swimmer has previously informed their Coach or Team Manager. In order for the coaches to start the training sessions on time and consideration for other squad members punctuality is essential. All swimmers should be on 'pool side' 10 minutes prior to the session starting; during this time they should 'stretch and warm up'. Should a swimmer arrive late for the session they must speak to the coach in charge of the session before commencing the training session. Swimmers who arrive consistently late for training sessions may be sent home by their coach.

3.6 Illegal and Performance Enhancing Drugs are strictly forbidden, swimmers and parents are expected to be aware of the current list of banned substances and particular care must be exercised when taking medication. All swimmers must declare the use of medication on the medical form provided by the club and some swimmers (e.g. asthma sufferers) are required to submit an additional ASA medical form on an annual basis. If you are not sure you must declare the use of medication to your coach who will establish, through the welfare officer, whether it is a banned substance or not.

3.7 Personal Appearance should be appropriate to the occasion, or as directed by the Head Coach. Club T-shirts should be worn at all galas and events, club hats should also be worn for all galas and events.

3.8 Drop Off and Pick Up:- In the interest of child safety, parents who drop off their children must escort them into the pool area and wait until they are safely into the pool and under the supervision of the coaches. 'The club' DOES NOT accept responsibility for the children until they are on 'pool side' with the coach. Parents or Guardians must return to the pool at least 10 minutes before the end of the session, to collect their children. Parents (and those responsible for swimmers under the age of 18) please note that you are responsible for your child/children until they arrive on 'poolside' and the coach is aware that he or she is present. Similarly, after the session, you are responsible for your child/children once he or she has been dismissed from the 'poolside'.

3.9. In addition to the code of conduct, all swimmers, parents and coaches of Dorking Swimming Club, must follow the following basic guidelines:

3.9.1 Comply with the code of conduct and the rules laid out by the ASA South East Region.

3.9.2 Behave without discrimination on the ground of gender, sexuality, race, religion, social status or disability.

3.9.3 Do not encourage other swimmers, volunteers, officials or parents to violate the rules of the club or the sport.

3.9.4 Observe the authority and the decisions of all officials.

3.9.5 Do not use bad language in public or relevant group situations, language should always be appropriate and socially acceptable.

#### 4.0 GUIDELINES FOR COACHING STAFF

4.1 The relationship between coach and swimmer relies heavily on mutual trust and respect. The teacher coach must display consistently high personal standard and project a favorable image of their sport.

4.2 All reasonable steps should be taken to establish a safe working environment. Teachers/coaches have a responsibility to ensure the safety of the athletes with whom they work as far as possible within the limits of their control.

4.3 Ensure that the training is completed in the manner in keeping with regular and approved practice within the sport of swimming. The activity being undertaken should be suitable for the age, experience and ability of the athlete.

4.4 Teachers/coaches have a responsibility to themselves and their athletes to maintain their own effectiveness and abilities.

4.5 DSC encourages all teachers and coaches to maintain and improve their professional development. For an opportunity to gain further qualifications or attend CPD lectures the Head Coach or a member of the committee should be approached, who will seek committee approval.

4.6 Prepare the swimmers for the activity being undertaken and make them aware of their personal responsibility in terms of safety.

## 5.0 SANCTIONS

5.1.1 Breaches of the Code of Conduct shall be dealt with in the first instance, by the Team Manager and/or Head Coach, who have the authority to temporarily suspend any swimmer, he/she will then report to the Secretary of the club who will then take further appropriate action.

5.1.2 The Committee have the responsibility and power to enforce the following sanctions:

- i. In cases of minor breaches of the Code of Conduct a verbal warning will be issued.
- ii. In cases of persistent minor breaches or a serious breach of the Code of Conduct, a written warning will be issued.
- iii. In cases of further persistent breaches or a very serious breach of the Code of Conduct the individual could be expelled from the club.

5.1.3 The following acts are examples of the different stages of the Code of Conduct:

- i. Minor Breaches; Arriving late to swim sessions, not wearing the club T-Shirt at an event; acting without respect for another club member; not observing the authority of officials or coaches; not acting in a proper manner which could bring the Club into disrepute; failure of coaches to consistently attain high personal and teaching standards.

ii. Serious Breaches; Repeated acts of minor breaches of the code of conduct; discrimination against other club members, parents or officials; showing a poor standard of behaviour which reflects un-favourably on the club and the sport; smoking or drinking alcohol without the permission of the Head Coach or the Team Manager; encouraging others to break the code of conduct; parents who do not adhere to the 'drop off and pick up policy.

iii. Very Serious Breaches; Any form of abuse, bullying, threatening behaviour or any form of physical violence; repeated acts of serious misconduct; taking or encouraging others to take illegal performance enhancing drugs; disregard for health and safety and acting in a manner that will jeopardize the safety of others; theft of club or any of the clubs associates property. This list is not exhaustive and can be changed at any time at the discretion of the committee. It is a requirement for members, swimmers, parents and coaches to adhere to these rules at all times.

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