

Dorking Swimming Club



Dorking Swimming Club Code of Conduct

Date of Issue: 31st December 2013. Authorised by: DSC 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, parents/guardians and coaches understand the boundaries within which the club operates, and what will happen if the rules are breached. It covers 3 main areas:
- i.) Rules and regulations
 - ii.) Guidelines for coaching staff
 - iii.) Sanctions that will be enforced when rules have been broken
- 1.2 The Code of Conduct is designed to outline a recognised and consistent system to deal with any breach of rules and the objective is to emphasise 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 Head Coach and Team manager 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.

2.0 GENERAL STATEMENT OF INTENT

It is 'the club's' responsibility to ensure the safety, well-being and discipline of swimmers whilst they are either training or representing Dorking Swimming Club (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 years) as defined by UK law. Furthermore it must not be consumed by any swimmer or coaching staff prior to, during, or directly after any club swimming activity unless specific consent has been granted by the Head Coach and/or Team Manager.

3.4 Smoking is forbidden prior to, during, or directly after any club swimming activity. This will include whilst travelling 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 training 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 their training sessions on time and in consideration of other squad members, punctuality is essential. All swimmers should be on poolside 10 minutes prior to the session starting; during this time they should 'warm up'. Should a swimmer arrive late for a 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 (eg. 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, via 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, as should club hats.

3.8 Pick up/Drop off. As of January 2014, no child under the age of 13 years shall be permitted to attend a training session without a parent, guardian or caregiver being present. This does NOT include an older sibling, unless that sibling is not swimming, and is over the age of 14 years. If it is established by the squad coach that a child under 13 is unaccompanied, that child will not be allowed to swim, and the parent/s will be immediately contacted.

Coaches are only responsible for the safety of swimmers whilst in the pool or poolside. Responsibility for the safety and behaviour of children at all other times and in all other places (including the changing rooms) is that of the parent, guardian or caregiver.

3.9 In addition to the Code of Conduct, all swimmers, parents and coaches of DSC 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 grounds 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 standards and project a favourable 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 the training is completed in the manner in keeping with regular and approved practise within the sport of swimming. The activity 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 workforce development officer should be approached for approval.

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

5.0 SANCTIONS

5.1.1 Minor breaches of the Code of Conduct shall be dealt with by the Head Coach, Team Manager, Chair and/or committee, or a combination of the above. Volunteer coaches should immediately report breaches to the Head Coach or Chair, unless of a minor nature (see 5.1.2). Sanctions for major breaches and very major breaches will only be enacted with the approval of the committee.

5.1.2 The Head Coach, Team manager and/or the committee has the responsibility and power to enact the following sanctions;

Minor breaches of the Code of Conduct (defined as but not limited to, the following);

Arriving late for training/team galas; incorrect kit; minor behavioural infractions during training sessions.

Sanctions: VERBAL WARNING, POOLSIDE TIME-OUT (at discretion of volunteer coach)

Major breaches of the Code of Conduct (defined as but not limited to, the following);

Persistent minor breaches of the Code of Conduct: failure to accompany swimmers under the age of 13 to training sessions; disrespectful behaviour towards other club members (use of language or behaviour likely to cause a member of the club or the general public feel undermined or otherwise undervalued); acting in any manner likely to bring the club into disrepute; failure of coaches/volunteers to attain highest level of personal and coaching/volunteering standards; smoking/drinking alcohol while on club premises or at club events without permission of parents, guardians, caregivers or coaches; encouraging other to break the Code of Conduct.

Sanctions: A TWO-WEEK SUSPENSION FROM ALL CLUB ACTIVITIES (SWIMMING AND SOCIAL), INDEFINITE REMOVAL FROM COACHING/VOLUNTEER TEAM.

NB: If this falls during Summer, Christmas or Easter breaks, the suspension will begin on resumption of the normal training schedule.

Very major breaches of the Code of Conduct (define as but not limited to, the following);

Use of performance enhancing drugs; theft from the club, other DSC members or members of the public while on club premises or at club events; deliberately jeopardising the safety of others; physically/verbally aggressive, abusive or threatening behaviour/language against other swimmers/volunteers/parents of DSC and/or other clubs.

Sanction: EXPULSION FROM THE CLUB.

This list is not exhaustive and can be changed at any time at the discretion of the committee. It is a requirement for the members, swimmers, parents and coaches to adhere to these rules at all times.

