

Code of Conduct and Disciplinary Procedure

In the interests of all members Evesham Swimming Club we would like you to go through the Code of conduct and our Disciplinary Procedure with your children and make sure they understand it fully.

Please find the following 5 Codes of Conduct and Disciplinary Procedure below:

- Section 1. Club Code of Conduct
- Section 2. Swimmer's Code of Conduct
- Section 3. Parent/carer's Code of Conduct
- Section 4. Coach's Code of Conduct
- Section 5. Officials/Volunteers Code of Conduct
- Section 6. Step by Step Guide to the Disciplinary Procedure

Section 1: Club Code of Conduct

The club will:

- Provide a safe environment to allow Swimmers to improve their swimming techniques, gain confidence, get fit and have fun;
- Promote the sport and its benefits;
- Create an environment in which the Swimmers can compete against other clubs and individuals;
- Support entry to Open Galas to allow Swimmers to compete more widely;
- Keep Swimmers and Parents informed of events and matters affecting the club;
- Consider any complaints in a sincere and pragmatic manner

Section 2: Swimmer's Code of Conduct

The swimmer will:

- Set the highest personal example to other Swimmers through their own behaviour;
- Behave in such a way to reflect positively on the club and the sport;
- To achieve their potential, train regularly and purposefully in accordance with the standard set by the Head Coach;
- Be punctual for the start of sessions and comply fully with any warm ups;
- Do all things they are asked to do by any Coach or supervised poolside helper (compliance is the minimum standard but commitment is the desired standard);
- Listen attentively to instructions (as a minimum the standard is to look at a Coach and not speak when they are speaking);
- Complete sets fully; avoiding undercounting distance, standing before completing a length and pulling on lane ropes;
- Not race in training sessions unless told to do so by a Coach;
- Not touch other Swimmers in the pool (it is not acceptable to tap feet to indicate you intend to pass a slower Swimmer);
- Comply with normal lane discipline rules that will be restated from time to time;
- Refrain from offensive behaviour (spitting, swearing etc.);
- When selected to represent ESC, Swimmers should indicate their availability by responding to the Swim Club Manager invitation or by ticking (or crossing, if not available) their names on the team sheet on the notice board;
- Wear club clothing when representing ESC (an ESC team shirt and swimming cap are the minimum requirements during all galas where they represent the club);
- Keep their personal contact and medical details up to date on the Swim Club Manager system and actively promote the use of the system as the communication tool of choice;

Please note - Low level intentional disruption

There are times when swimmers get feedback about things that they are doing that hinder their own and others performance e.g. miss counting lengths; failing to listen to instructions properly; walking part way through lengths; etc. Sometimes this can become 'cat and mouse' where coaches give feedback or make a request, and swimmers find ways of working around it (or complying to a bare minimum). We are not talking about occasional lapses that occur for everyone; more the 'knowing' actions that swimmers take when they are in the wrong frame of mind to swim. The disruption being described is not so significant it warrants a 'please remove yourself from the pool' however the cumulative effect in a session does warrant it. The purpose of this part of the Code of Conduct is to empower coaches to challenge begrudging compliance and reward purposeful commitment.

Section 3: Parent/Carer's Code of Conduct

Parents and carers will:

- Set the highest personal example to Swimmers through their own behaviour;
- Use appropriate language - refraining from swearing at all times;
- Encourage your child to learn the rules and play within them;
- Discourage unfair play and arguing;
- Never force your child to take part in swimming against their will;
- Publicly support the club and its Coaches;
- Never belittle or punish a child for losing or making mistakes;
- Ensure your child cooperates with Coaches instructions and support Coaches with early intervention if they become uncooperative e.g. refusing to swim;
- Be responsible for your child's behaviour in the showers, changing rooms and all areas of the complex - the Coaches/Clubs responsibility begins and ends on poolside;
- Ensure your children are delivered safely to/collected from poolside (Coaches nor the Club are responsible for your children if they are dropped off early or picked up late - leaving your children unattended at the Leisure Centre is a parental decision);
- Keep their personal contact and medical details up to date on the Swim Club Manager system and actively promote the use of the system as the communication tool of choice;
- Be responsible for the belongings of your child;
- Keep themselves informed of club activities by utilising the club's electronic management system (Swim Club Manager) and the notice board;
- Refrain from talking to Coaches whilst they are poolside - if you wish to speak to a Coach, please wait until they have completed the session and any warm downs;
- Look for opportunities to "lend a hand" on the basis it is a voluntary club that can only survive if people contribute;
- Look to volunteer for specific jobs and undertake any training that might be required e.g. Coaches, Team Managers, Judges, etc

Section 4: Coach's Code of Conduct

Coaches must follow the Amateur Swimming Association/Swim England's Code of Ethics and the provisions of the Child Protection Act. The guiding principle is that the Swimmer's welfare is the first consideration and a responsible Sports Coach helps the development of individuals through improving their performance.

Coaches will:

- Set the highest personal example to Swimmers through their own behaviour and appearance;
- Consider the well-being and safety of Swimmers before the development of performance;
- Identify and meet the needs of individuals;
- Improve performance through a progressive programme of safe, guided practice, measured performance and/or competition;
- Create an environment in which individuals are motivated to maintain participation and improve performance;
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport;
- Develop an appropriate working relationship with Swimmers (especially children), based on mutual trust and respect;
- Not exert undue influence to obtain personal benefit or reward;
- Encourage and guide performers to accept responsibility for their own behaviour and performance;
- Hold current, recognised and relevant coaching and/or teaching qualifications;
- Ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual
- Clarify with the Swimmers (and where appropriate with their Parents) exactly what is expected of them and what Swimmers are entitled to expect from their Coach;
- Always promote the positive aspect of their sports (e.g. fair play) and never condone rule violations or the use of prohibited substances;
- Keep their personal and medical details up to date on the Swim Club Manager system and actively promote the use of the system as the communication tool of choice

Section 5: Volunteer's/Official's Code of Conduct

Volunteer's/Official's must follow the Amateur Swimming Association/Swim England's Code of Ethics and the provisions of the Child Protection Act. The guiding principle is that the Swimmer's welfare is the first consideration and a responsible Sports Coach helps the development of individuals through improving their performance.

Volunteer's/Official's:

- Set the highest personal example to Swimmers through their own behaviour and appearance;
- Consider the wellbeing and safety of Swimmers before the development of performance or observance of 'rules';
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport;
- Develop an appropriate working relationship with Swimmers (especially children), based on mutual trust and respect;
- Not exert undue influence to obtain personal benefit or reward;
- Hold current, recognised and relevant Volunteer's/Official's qualifications;
- Always promote the positive aspect of their sports (e.g. fair play) and never condone rule violations or the use of prohibited substances;
- Keep their personal and medical details up to date on the Swim Club Manager system

Please note:

Breaches of the code of conduct will generally be dealt with by the Head and Assistant Coach. In more serious cases the Chair of Evesham Swimming Club can appoint a disciplinary sub-committee. The Chair will remain separate from any investigative and disciplinary award process; as an independent point of appeal.

To manage the administrative burden of re-issuing a new code of conduct delivery of this code is considered acceptance of its terms, spirit and clauses. Renewal of your annual membership will be considered an annual acceptance that you are bound by its conditions.

Section 6: Step by Step Guide to the Disciplinary Procedure		
Incident	Process	Corrective Step and Sanction
First occurrence of a minor breach of code of conduct.	Informal chat between Swimmer and Coach. Entered in Swim Club Manager incident book (system alerts CWO and Chair).	Swimmer has clear guidance on the behaviour change required. No sanction at this stage.
Second occurrence of a minor breach of code of conduct.	Informal conversation between Swimmer, Coach and Parent. Entered in Swim Club Manager incident book (system alerts CWO and Chair).	Swimmer and Parent have clear guidance on the behaviour change required and the consequence of non-compliance. All parties made aware that further issues will result in a yellow card .
Third occurrence of a minor breach of the code of conduct or a first incident of a more serious breach.	Formal and private conversation between Swimmer, Coach and Parent entered in Swim Club Manager incident book (system alerts CWO and Chair) Where a yellow card is to be issued there will be a meeting which will include the Head or assistant Head Coach and the CWO	Swimmer and Parent have clear guidance on the behaviour change required and the consequence of non-compliance. At this stage a yellow card is issued which stays in place for six months. Six months without further incident returns the Swimmer to 'normal' status.
Fourth occurrence of a minor breach of the code of conduct or a serious occurrence.	Formal and private conversation between Swimmer, Coach and Parent. Entered in Swim Club Manager incident book (system alerts CWO and Chair). Where a red card is to be issued there will be a meeting which will include the Head or assistant Head Coach and the CWO.	Swimmer and Parent have clear guidance on the behaviour change required and the consequence of non-compliance. At this stage a red card is issued which involves a suspension from swimming and competition for three weeks. Fees remain payable. When the suspension has been served the Swimmer returns on a yellow card which stays in place for six months.

Section 6: Step by Step Guide to the Disciplinary Procedure...continued...		
Incident	Process	Corrective Step and Sanction
<p>Fifth occurrence of a minor breach of the code of conduct or a serious occurrence.</p>	<p>Formal and private conversation between Swimmer, Coach and Parent. Entered in Swim Club Manager incident book (automatically alerts CWO and Chair).</p> <p>Where a second red card is to be issued there will be a meeting which will include the Head or assistant Head Coach and the CWO.</p>	<p>Swimmer and Parent have clear guidance on the behaviour change required and the consequence of non-compliance.</p> <p>If a red card has been previously issued in the last six months a second red card is issued. Penalties increase to a suspension from swimming and competition for six weeks. Fees remain payable. When the suspension has been served Swimmer returns on a yellow card which stays in place for six months.</p>
<p>Sixth occurrence of a minor breach of the code of conduct or a serious occurrence.</p>	<p>Formal and private conversation between Swimmer, Coach and Parent. Entered in Swim Club Manager incident book (automatically alerts CWO and Chair).</p> <p>Where a second red card is to be issued there will be a meeting which will include the Head or assistant Head Coach and the CWO.</p>	<p>The club operates a 'three strikes and out' policy to discipline.</p> <p>In the unlikely event that an incident occurred that warranted a third red card it would be clear that the process of sanctions was not working. Under those circumstances the Swimmer concerned would be asked to leave the club and settle-up fees as per the normal cessation of membership.</p>