



# **WEST SUFFOLK SWIMMING CLUB**

## **Codes of Conduct**

### **Draft Working Version**

**01/03/07**

# Code of Conduct for Swimmers

## Background

The Mission Statement of West Suffolk Swimming Club is:

"The aim of the West Suffolk Swimming Club is to provide an environment for the coaching and development of swimming and to provide the opportunity and encouragement to enable all of its membership to reach their full potential within the sport of competitive swimming."

The purpose of this Code of Conduct is to establish and maintain standards for Swimmers that are compatible with the Club Mission Statement, the ASA Code of Ethics, the ASA Child Protection Policy, and the Sport England Code for Junior Members.

This Code of Conduct is applicable to all Club activities including, but not limited to Training Sessions, Galas, Open Meets or Social Events.

## Code of Conduct

### General

- Be realistic about your ability and do not impose unrealistic expectations on yourself. Discuss your aims and goals with the coaches to ensure they are realistic.
- Honest effort is as important as victory. A Personal Best can be an as great, if not greater achievement than a gold medal.
- Be aware that, depending upon the training cycle or your personal development, a realistic expectation of performance may be less than a Personal Best and that to achieve this realistic performance is a success.
- Turn defeat into victory by learning from the experience and working towards improvement and good sportsmanship.
- Do not be angry with yourself for making a mistake or losing a race.
- Support other swimmers from WSSC and applaud good performances by WSSC swimmers and those of other clubs.
- Treat officials with due respect and refrain from publicly questioning officials' judgment or their honesty. The coaching team will deal, under ASA Law 104 & 150, with formal protests against a result or decision should this be necessary.
- Recognise the value and importance of coaches, officials and helpers (whether employed or volunteers). They give their time and resources to provide recreational activity for **you**. Do ensure that you actively support them.
- Swimmers should, at all times, show respect and understanding for the safety and welfare of others, in particular their fellow swimmers within WSSC.
- Pool and venue safety regulations must be observed at all times, as must any instructions from venue staff.
- Be aware of the emergency procedures in case the pool has to be evacuated for whatever reason.

## **Practical – Training**

### **Before the session**

- Arrive at the pool in time to get changed and be on poolside for the start of the session.
- Go to the toilet before going on poolside.
- If you are late due to unforeseen circumstances, apologise to the coach, giving the reason why.
- Advise the coach before the session starts if you need to leave early.
- Speak to the coach first if you are returning to training after illness or injury.
- Have all the equipment required for the training session ready for use including full drinks bottle and medication (if required).
- Equipment required by all swimmers for a training session includes hat (+spare), goggles (+spare), kick & pull floats, water bottle. Additional equipment required includes fins, paddles, heartrate monitor and any other items that are required in a particular squad or advised by the squad coach.
- Assist the pool staff, poolside helpers and coaches set up the pool equipment in the order of hooks, ropes, flags.
- Once the pool equipment is set up, all swimmers are to do land warm-up. Swimmers may be nominated to lead this under the direction of the coach.
- Look at and listen to the coach when they are giving instructions. If you don't understand anything, wait until the coach has finished explaining, before putting you hand up to ask the coach to clarify the instructions.

### **During the session**

- Look at and listen to the coach when they are giving instructions. If you don't understand anything, wait until the coach has finished explaining before putting you hand up to ask the coach to clarify the instructions.
- Swimmers are expected to concentrate on the training session and on instruction from the coaches. Do not be distracted or distract others and do not keep looking over to the spectator area to parents/guardians.
- Swimmers are at the session to train, the important social side of being a member of the Club should take place before and after the session away from poolside.
- Set yourself targets for each session and always try to achieve them.
- Start the session by entering the water with correct racing dive. Endeavour to execute correct starts, turns and finishes throughout the training session.
- Start five or ten seconds apart. Alternate lanes to swim clockwise/anti-clockwise.
- Always finish repeats at the end of the pool with the correct finish. Make room for others to finish if you have already finished.
- Refrain from stopping or standing up in the middle of the pool, as this can be dangerous to yourself and others.
- Slower swimmers should allow faster swimmers through at the ends of the pool. Faster swimmers should not overtake along the length of the pool, nor should they intimidate slower swimmers ahead of them.
- Toilet breaks are built into the sessions at suitable points and should be used if necessary.
- Inform the coach or poolside helper if you become ill or injured during the session. If necessary, you will be advised to leave the pool to get changed and then return to poolside. If appropriate, parents will be contacted to collect the swimmer.
- Disrespectful and/or abusive behaviour towards other swimmers, poolside helpers, or coaches will not be tolerated.

### **After the session**

- Clear the pool promptly when asked to do so.
- Assist the pool staff, poolside helpers and coaches clear the pool equipment.
- Wait for any information, letters, etc. to be given out.
- Speak to the coach after the session for general/specific feedback.

## **Practical – Open Meets & Championships**

- Arrive at the pool in time to get changed and be on poolside at the time advised by the coach.
- If the event is using entry card system, post entry cards in the box provided.
- After getting changed, go straight to the WSSC area on poolside.
- Have all the equipment required for the event ready for use including full drinks bottle and medication (if required).
- Equipment required by all swimmers for an event includes Club T-shirt, Club hat (+ spare), goggles (+ spare).
- Club T-shirt, Sponsors' merchandise and, when swimming, Club hat are to be worn by all swimmers.
- Mobile phones to be switched off from the start of land warm up until the swimmer has finished their events in a session. Supporting your fellow WSSC swimmers when they are swimming is an important part of being a team, however CD Players, MP3 Players or similar may be used for entertainment during long sessions.
- Land warm up will be done as a team. This will be led by the Club Captains or other nominated swimmers under the direction of a coach.
- All swimmers are to do water warm up and should follow the directions of the promoter or marshals.
- Swimmers are responsible for collecting their cards from the Competitive Stewards when called and should follow the directions of the Stewards.
- Swimmers are expected to remain with the team when not competing
- Be quiet at the start of a race so as not to distract the competitors – you would expect the same when it's your race.
- Report to the coach immediately after your events for them to give you feedback. You may then go to see parents in the spectator area, but should then return to the team area.
- When you have finished all events in a session you may leave poolside, after informing the coach that you are going.
- Be back on poolside ready for the next session at the time advised by the coach.
- If there are presentations, Club T-shirt is to be worn.
- Applaud all presentations, not just those of WSSC swimmers.

## **Practical – Team Galas / League Fixture**

The following points are in addition or a variation to those applicable to Open Meets & Championships

- As soon as possible after the team list is posted on the noticeboards, tick your name if you are available or put N/A and the reason if you are not available. This helps the coaches and team managers select the final team and team captains for the gala.
- When a team bus is provided, it is expected that all swimmers travel with the team to the venue. If you are not returning by bus, please inform the team managers. Seatbelts must be worn, as it is a legal requirement. Rubbish is to be put in the bags provided or taken home with you.
- On arrival at the venue, get changed and go to the WSSC team area on poolside as soon as allowed by the gala organisers.
- Land warm up will be done as a team. This will be led by the Club Captains or other nominated swimmers under the direction of a coach.
- The lane draw determines the lane that is used for warm up and for the gala. All swimmers are to do water warm up and should follow the directions of the gala organisers or marshals.
- Team Managers will advise swimmers when to go up for their race.
- Every team member is to support WSSC swimmers during races.
- CD Players, MP3 Players or similar may only be used as a motivational tool prior to a race.
- If you need to leave poolside during the gala, inform the Team Manager first.
- At the end of the gala, everyone is to wait on poolside until the results have been announced.
- Regardless of the position that WSSC finishes, always applaud and cheer the other teams. Booing or other bad sportsmanship will not be tolerated.

## Breaches of this Code

The following procedures and sanctions will be actioned in the event of breaches of this Code

### Training Sessions

- The swimmer will be told to leave the water and will be given a verbal warning on poolside.
- If the behaviour is repeated or continues within the same session, the swimmer will be told to leave the water and get changed. The swimmer will then return to poolside and wait until the end of the session. After the session the Squad Coach will speak to both the swimmer and the parent to discuss the reason why the swimmer was removed from the session.
- If the behaviour persists from session to session, the swimmer will be told to leave the water and get changed, as above. The matter will then be referred to the Head Coach and/or the Management Team. As appropriate, the swimmer may be given a written warning or be suspended from training for a period of time or have their Club Membership withdrawn.
- In the event of gross or serious misconduct the Squad Coach may suspend the swimmer instantly, pending the matter being referred to the Head Coach and/or the Management Team.

### Team Galas, Open Meets & Championships

- The swimmer will be given a verbal warning on poolside
- If the behaviour is repeated or continues within the same event, after the event the Coach or Team Manager will discuss the behaviour with the swimmer and the parent.
- As appropriate, the swimmer may be given a written warning or be suspended from training for a period of time or not be considered for team selection for a period of time or have their Club Membership withdrawn.
- In the event of gross or serious misconduct the Coach or Team Manager may suspend the swimmer instantly, pending the matter being referred to the Head Coach and/or the Management Team.

Breaches of this Code could also result in disciplinary action under the Club Constitution and/or ASA Law.

## Appendix

### SPORT ENGLAND: CODE OF CONDUCT FOR JUNIOR MEMBERS

#### *NAME OF CLUB*

*NAME OF CLUB* is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, Coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with *NAME AND POSITION*.

As a member of *NAME OF CLUB* you are expected to abide by the following junior code of conduct:

- All members must play within the rules and respect officials and their decisions.
- All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
- Members should keep to agreed timings for training and competitions or inform their Coach or team manager if they are going to be late.
- Members must wear suitable kit – *LIST COMPULSORY ITEMS* – for training and match sessions, as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.

# Code of Conduct for Parents/Guardians & Responsible Adults

## Background

The Mission Statement of West Suffolk Swimming Club is:

"The aim of the West Suffolk Swimming Club is to provide an environment for the coaching and development of swimming and to provide the opportunity and encouragement to enable all of its membership to reach their full potential within the sport of competitive swimming."

The purpose of this Code of Conduct is to establish and maintain standards for Parents/Guardians & Responsible Adults that are compatible with the Club Mission Statement, the ASA Code of Ethics, the ASA Child Protection Policy, and the Sport England Code of Conduct for Parents & Carers.

This Code of Conduct is applicable to all Club activities including, but not limited to Training Sessions, Galas, Open Meets or Social Events.

## Code of Conduct

### General

- Remember, children are involved in sport for their enjoyment and achievement, not yours
- Be realistic about your child's ability and do not impose unrealistic expectations on your child. Much harm can be done when children consistently fall short of parents' overly high expectations.
- Teach your child that honest effort is as important as victory so that the result of each race is accepted without undue disappointment. A Personal Best can be an as great, if not greater achievement than a gold medal.
- Be aware that, depending upon the training cycle or a swimmer's personal development, a realistic expectation of performance may be less than a Personal Best and that to achieve this realistic performance is a success.
- Turn defeat into victory by helping your child to learn from the experience and to work towards improvement and good sportsmanship.
- Never ridicule or yell at your child for making a mistake or losing a race. In particular, be positive and do not show your disappointment, but do empathise with your child's own disappointment if they've not achieved what they were aiming for.
- Remember that children learn best by example. Support other swimmers from WSSC (and other clubs) and applaud good performances
- Treat officials with due respect and refrain from publicly questioning officials' judgment or their honesty. Encourage your children to show the same respect. The coaching team will deal, under ASA Law 104 & 150, with formal protests against a result or decision should this be necessary.
- Recognise the value and importance of coaches, officials and helpers (whether employed or volunteers). They give their time and resources to provide recreational activity for **your** child. Do ensure that you actively support them.
- Be helpful to your child but do not coach him or her. A little knowledge can be a dangerous. The coaches are qualified and experienced; if you have a concern speak to the coaches about it. If you would like to be involved in coaching, ask about training as a coach.
- Familiarise yourself with the Code of Conduct for Swimmers so that you know what is expected of your child.
- Pool and venue safety regulations must be observed at all times, as must any instructions from venue staff.

## **Practical – Training**

- Arrive at the pool in time for your child to get changed and be on poolside for the start of the session.
- Advise the coach before the session starts if your child needs to leave early.
- If you need to speak to the coach, do so before or after the session, not during; or make an appointment to meet at another time.
- The swimmers are expected to concentrate on the training session and on instruction from the coaches. Do not distract them by coaching or instructing from the spectator area.
- The Club has clear policies for raising enquiries or grievances. Please follow them and don't engage in destructive conversation with others whilst spectating, or at other times.
- If asked to assist on poolside, please do so willingly. Follow the guidance of the coach taking the session.
- Be on time for the end of the session to collect your child.
- Be available at the end of the session to speak to the coach should they have need to speak to you.

## **Practical - Competitions**

- Arrive in time for your child to get changed and be on poolside at the time advised by the coach
- Encourage your child to take responsibility for themselves in matters such as posting cards. Often the card boxes are in an area not accessible to parents so it is best for swimmers to take this responsibility themselves at all events
- Swimmers are expected to remain with the Club team during the competition sessions. Do not confuse your child, or put them in the difficult position of having to choose between obeying you or their coach, by asking them to be with you in the spectator area (which is often not allowed by the event organisers anyway); instead encourage them to be part of the team.
- Swimmers are expected to report to the coach immediately after their events. Do not confuse them, or put them in the difficult position of having to choose between obeying you or their coach, by asking them to come to you first; instead encourage them to go first to the coach.
- Swimmers are expected to remain with the team until the end of a competition, especially if there are presentations; please allow your child to do this where practical.

## **Breaches of this Code**

Breaches of this Code could result in disciplinary action under the Club Constitution and/or ASA Law.

## **Appendix**

### **SPORT ENGLAND: CODE OF CONDUCT FOR PARENTS/CARERS**

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.