

Team Luton Swimming Club

Code of Conduct

The purpose of this document is to establish a set of guidelines which outlines the responsibilities and behaviour of all swimmers, parents, coaches and volunteers who are members of Team Luton Swimming Club. This code of conduct is designed to ensure that everyone is aware of the standards required by them when they are:

- Training with Team Luton
- Using facilities, equipment and leisure facilities hired by Team Luton
- Representing Team Luton at any form of competition or event
- Travelling with Team Luton to and from competition
- Engaged in any other activity organised by Team Luton
- Engaged in any other activity not associated with Team Luton but where you are recognised as a Team Luton swimmer.

Code of Conduct for Swimmers

General Behaviour

1. I will treat all members of, and persons associated with Team Luton and Swim England with due dignity and respect.
2. I will follow the Swim England regulations, Code of Ethics, Club Constitution and Club Rules
3. I will treat everyone equally and never discriminate against another person associated with Team Luton and Swim England on any grounds including that of age, sexual orientation, gender, faith, race or nationality, ability or any other relevant characteristic.
4. I understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the disciplinary or welfare policies.
5. I will display a high standard of behaviour at all times.
6. I will follow club guidelines to make sure I feel safe and know how I can raise any concerns. I will make myself aware of Wavepower and follow the relevant guidance.
7. I will make sure my parents/guardians contact details are given to the club so they can be contacted in an emergency if there is an accident or injury.
8. I will always report any incidents of abuse, bullying or other unacceptable behaviour by others to the Welfare Officer, even if I am just a witness.
9. I will recognise and celebrate the good performance and success of fellow club and team members.
10. I will respect the privacy of others, especially in the use of changing facilities, ensuring they remain tidy at the end of the session. Respect the property of other swimmers in the changing rooms. Only handle my own possessions.

I will NOT use any mobile device, at any time, in the changing areas as per the Swim England Mobile Phone policy. If I see someone taking photographs or videos I will report any concerns to our Welfare Officer.

When in the Changing Room area, I will ensure that noise levels are kept at normal levels – no shouting or screaming. It is important that I am changed and have left the changing rooms within 15 minutes of the training session ending. If I believe I will require longer, this can be discussed with our Welfare Officer.

Training

1. I will treat my coach and fellow members with respect.
2. I will make the Head Coach aware if I have difficulties in attending training sessions as per the rules laid down for my squad.
3. I will arrive on poolside at least 10 minutes before the training session starts to complete poolside warm up as directed by my coach.
4. I understand that if I arrive late, I must report to my coach before entering the pool.
5. I will ensure that I bring the correct equipment with me, e.g. fins, kick boards, hats, goggles, etc. For landing training sessions, I will make sure I wear appropriate clothing including training shoes.

6. If I need to leave the pool for any reason during training, I will inform my coach before doing so.
7. I will listen to what my coach is telling me and follow their instructions at all times. Behave responsibly and speak out when something isn't right.
8. I will always swim to the wall as I would do in a race, and I will practice turns as instructed.
9. I will not stop and stand in the lane, or obstruct others from completing their training.
10. I will not pull on the ropes as this may injure other members.
11. I will not skip lengths or sets – to do so means I would only be cheating myself.
12. I will think about what I am doing during training, and if I have any problems, I will discuss them with my coach at an appropriate time.
13. If I have any problems with the behaviour of fellow members, I will report them at the time to an appropriate adult.

Competitions

1. At competitions, whether they be open meets, national events or club galas, I will always behave in a manner that shows respect to my coach, volunteers, my team mates and the members of all competing Clubs.
2. I understand that I will be required to attend events and galas that the Head Coach has entered/selected me for, unless agreed otherwise by prior arrangement with my coach.
3. I understand that I must wear Club Kit and swim hat, appropriate swimwear, tracksuits, shorts as per the rules laid down by the club.
4. I will report to my coach and/or team manager on arrival on poolside at the time given to me prior to the meet.
5. I will warm up before the event as directed by the coach in charge on that day and ensure I fully prepare myself for the race.
6. I will be part of the team. This means I will stay with the team on poolside.
7. If I have to leave poolside for any reason, I will inform, and in some cases, get the consent of the team manager/coach before doing so.
8. I understand that I am not permitted to film or take photos during any competition whilst on poolside.
9. After my race, I will report to my coach for feedback.
10. I will support my team mates. Everyone likes to be supported and they will be supporting me in return.
11. I will swim down after the race, if possible, as advised by my coach.
12. My behaviour in the swim down facility must be appropriate and respectful to other users at all times.
13. I will never leave an event until either the gala is complete or I have the agreement of the coach or team manager

This code is an extension to Swim England Code of Ethics. Both should be followed.

Code of Conduct for Parents/Guardians

1. I will complete and return all consent, contact and medical forms to the secretary of the club and provide details of any health conditions/concerns relevant to my child on the consent form. I will report any changes in the state of my child's health to the coach prior to training sessions or competitions. I will ensure that the club has up-to-date contact details for me and for any alternative person(s) and update the club straight away if anything changes.
2. I will ensure my child arrives to training sessions at least 10 minutes before the start of the training session and is picked up promptly. I will inform a member of the committee or child's coach if I am running late to collect from training, if they are going home with someone else or I have made alternative arrangements.
3. If the coaches change my child's squad or training times, I will remember that the change is to provide appropriate levels of training and to enable my child to progress, and I should therefore support and encourage this at all times. I will respect the decisions made but understand I have the right to raise any concerns regarding my child, and a mutually convenient time to talk to the head coach can be arranged.
4. I will ensure that my child brings the correct equipment to training with them, e.g. fins, kick boards, hats, goggles, etc. For landing training sessions, I will make sure they wear appropriate clothing including training shoes. At competitions I understand that my child must wear Club Kit and swim hat, appropriate swimwear, tracksuits, shorts as per the rules laid down by the club.
5. I will inform the Coach/Welfare Officer before a session if my child is to be collected early from a training session/competition and if so, by whom.
6. I will encourage my child to follow the rules and teach them that they can only do their best.
7. I will behave positively as a spectator during training/competitions and treat swimmers, coaches, committee members and other members of both my child's club and any others with due respect, in accordance with Swim England commitment to equality and diversity.
8. I will treat everyone equally and never discriminate against another person associated with Team Luton and Swim England on any grounds including that of age, sexual orientation, gender, faith, race or nationality, ability or any other relevant characteristic.
9. I 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.
10. I will give encouragement to my child and provide support when they are struggling.
11. I will ensure my child's needs are met in terms of nutrition and I will listen to advice given from the coaches.
12. I will support the coach and committee appropriately and raise any concerns I may have in an appropriate manner.
13. I will not enter poolside or interrupt training or competitions unless requested to do so or in an emergency.
14. If I wish to have a discussion with the Head Coach, I will make contact via email as to how this can be arranged.

15. I will ensure that my child understands the Swimmers Code of Conduct.
16. I will follow the club's guidance for entering the changing areas either before or after training. I will NOT use any mobile device, at any time, in the changing areas as per the Swim England Mobile Phone policy. If I see someone taking photographs or videos I will report any concerns to our Welfare Officer.
17. I will always report any incidents of abuse, bullying or other unacceptable behaviour by others to the Welfare Office, even if I am just a witness.
18. Most of all, I will help my child to enjoy the sport and to achieve to the best of their ability. I understand participating in swimming has a wide range of benefits, including making friends, having regular exercise and developing new skills. I understand it is not all about winning.

The club will:

1. Inform you at once if your child becomes ill and will ensure their wellbeing until you are able to collect them. Any medical assistance given will be recorded and dealt with by the staff of Active Luton.
2. Ensure good child safeguarding guidelines are followed at all times to keep your child safe. Keep you informed of any changes to Swim England and Wavepower Safeguarding policies.
3. Ensure all activities are properly supervised/ taught/coached and that consent is obtained for any activity outside of that previously agreed.
4. Ensure that anyone training or looking after your child at a club activity has the appropriate qualifications, checks and training.
5. Will inform you of any problems or concerns relating to your child raised by their coach.

You have a right to:

1. Make a complaint to the club if you feel the club or a member of the club is not acting appropriately or in accordance with Team Luton and Swim England rules and regulations. Details of how to do this can be obtained from the welfare officer.
2. Make a complaint on behalf of your child to the Swim England Office of Judicial Administration.

This code is an extension to Swim England Code of Ethics. Both should be followed.

Code of Conduct for Committee Members

1. At all times, adhere to Swim England Code of Ethics, Rules and Laws.
2. At all times, adhere to Wavepower, Swim England's Safeguarding policy
3. At all times, adhere to Swim England Equality and Diversity Policy.
4. Adhere fully to the role and job description as outlined by the club and never use that role to gain favour for yourself or any individual member.
5. Consistently display high standards of behaviour and make sure discussions remain respectful. Ensure all committee members have the opportunity to share their opinions at committee meetings.
6. Treat all members with respect and dignity, value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
7. Encourage and guide members to accept responsibility for their own behaviour and performance.
8. Continue to seek and maintain your own development in line with your role and complete a child safeguarding training course, if appropriate to your role.
9. 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.
10. Keep confidential the detail contents of committee discussions. Uphold decisions taken by the majority of the committee members and ensure that recorded decisions are communicated and actions are followed up.
11. Understand the remit of the Head Coaches direct coaching responsibility for all squads.
12. Never exert undue influence to obtain personal benefit or reward for yourself or another member of the club. Seek to work for the good of the club at all times.
13. Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.
14. Never encourage or condone members, volunteers, officials or parents to violate the rules of the club or the sport, and report any violations appropriately.
15. Refer all child safeguarding concerns in accordance with the procedures detailed in Wavepower.

This code is an extension to Swim England Code of Ethics. Both should be followed.

Code of Conduct for Officials/Volunteers

1. At all times, adhere to Swim England Code of Ethics, Rules and Laws.
2. At all times, adhere to Wavepower, Swim England's Safeguarding policy
3. At all times, adhere to Swim England Equality and Diversity Policy.
4. Adhere fully to the role and job description as outlined by the organisation and never use that role to gain favour for yourself or any individual member.
5. Consistently display high standards of behaviour and appearance.
6. Treat all members with respect and dignity, value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
7. Encourage and guide members to accept responsibility for their own behaviour and performance.
8. Continue to seek and maintain your own development in line with your role and complete a child safeguarding training course, if appropriate to your role.
9. 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.
10. Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.
11. Never encourage or condone members, volunteers, officials or parents to violate the rules of the organisation or the sport, and report any violations appropriately
12. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
13. 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.
14. Refer all child safeguarding concerns in accordance with the procedures detailed in Wavepower

This code is an extension to Swim England Code of Ethics. Both should be followed.

Code of Conduct for Coaches/Teachers

1. Put the wellbeing, health and safety of members above all other considerations, including the development of performance.
2. At all times, adhere to Swim England Code of Ethics, Rules and club constitution.
3. At all times, adhere to and implement Wavepower Swim England's Safeguarding policy and the club safeguarding procedures
4. At all times, adhere to Swim England Equality and Diversity Policy.
5. Consistently display high standards of behaviour and appearance.
6. Treat all members with respect and dignity, value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
7. Develop an appropriate working relationship with members based on mutual trust and respect.
8. Always ensure that all teaching, coaching and competition programmes are appropriate for the age, ability and experience of the individual member.
9. Always identify and meet the needs of the individual member as well the needs of the team/squad.
10. Be fair and equal in team and training squad selection.
11. 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.
12. Encourage and guide members to accept responsibility for their own behaviour and performance.
13. Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children
14. Complete a child safeguarding training course every three years in line with the guidance in Wavepower.
15. 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.
16. Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.
17. Co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors or physiotherapists) in the best interests of the member.
18. Never encourage or condone members, volunteers, officials or parents to violate the rules of the organisation or the sport, and report any violations appropriately.
19. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
20. 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.
21. Refer all child safeguarding concerns in accordance with the procedures detailed in Wavepower to the club Welfare Officer.

This code is an extension to Swim England Code of Ethics. Both should be followed