



# CITY OF CARDIFF SWIMMING CLUB

## Clwb Nofio Dinas Caerdydd

(Affiliated to Swim Wales)

[www.cardiffswimming.co.uk](http://www.cardiffswimming.co.uk)

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Chair | Keri Hutchinson

Head Coach | Graham Wardell

Secretary | Stephanie Boswall

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### CODE OF BEHAVIOUR FOR MEMBERS

The City of Cardiff Swimming Club is affiliated to the Welsh Amateur Swimming Association and, as such, is expected to conduct our activities within the rules of the Association. These rules include the [WASA Code of Conduct](#) (see pages 92 to 99 of Section 2 of Swim Wales' Child Protection Policy 'Y Plant'), the [Swim Wales Code of Ethics](#) and the [Swim Wales Equality Policy](#). Full copies of these documents can be obtained from the Swim Wales Web Site ('Key Documents', 'Swim Wales Documents').

The following is a summary "Code of Behaviour" that we expect our members to follow. This Code is a guide not a comprehensive or exhaustive list.

We ask you to read the document carefully to ensure that you are aware of the expectations of you as a member of the City of Cardiff Swimming Club.

#### General Code of Behaviour for All Members of the Club:

As a member of the City of Cardiff Swimming Club, you are expected to follow the Code of Conduct whilst engaged in any activity held or sanctioned by the Club. This includes the use of all social and electronic media.

You are expected to:

- Maintain a high standard of personal behaviour at all times;
- Respect the rights, dignity and worth of others, regardless of their gender, abilities, cultural background or religion;
- Be fair, kind, considerate and honest in all dealings with others;
- Be professional in, and accept responsibility for, your actions;
- Be aware of, and adhere to, the standards, rules, regulations and policies of the Sport and, at all times, operate within the rules, including national and international guidelines, which govern the Sport;
- Support and celebrate the achievements of all members of the Club;
- Do not use your involvement with the Club to promote your own beliefs, behaviours or practices where these are inconsistent with those of the Club;
- Refrain from any acts of aggression towards, or harassment of, others;
- Refrain from any behaviour that may bring the Club into disrepute.

Breach of this Code of Conduct by Parents/Guardians or Swimmers may result in sanctions, including the revocation of membership of City of Cardiff Swimming Club.

#### Swimmers' Code of Behaviour

As a swimming member of the Club, you are expected to meet the following requirements with regard to your conduct during any activity held or sanctioned by the Club:

##### Respect for Others

- Respect the rights, dignity and worth of fellow swimmers, coaches, officials and spectators;
- Respect the talent, potential and development of fellow swimmers and competitors;

- Abide by the rules and respect the decision of officials, making all appeals through the formal process and respecting the final decision;
- Do not tolerate acts of aggression.

### **Personal Conduct**

- Train to the best of your ability at all times. Do not impede the training of fellow swimmers;
- Be respectful to your Coach at all times;
- Be honest in your attitude and preparation to training. Work equally hard for yourself and your team and cooperate with coaches and staff in their endeavour to prepare you for competition at the highest level. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the programme requirements;
- Conduct yourself in a considerate manner. Language, behaviour and dress should be appropriate at all times. In particular, language in a public place or relevant group situation must always be appropriate and socially acceptable;
- Alcohol and smoking is totally forbidden for athletes under age as defined by law;
- Change in the correct areas and within gender groups. Appropriate age groups, for example, adult (over 18s) swimmers do not change with child (under 18s) swimmers;
- The use of performance enhancing drugs and illegal substances is totally forbidden;
- It is your responsibility to check that any medication you take does not contain a banned substance. The W.A.S.A. continually updates their list of banned substances so you must be vigilant. When away with the team, all medication being currently taken must be reported to the team staff prior to travelling.

### **Personal appearance**

- Take pride in your appearance. At all times, your appearance shall be appropriate to the circumstances as indicated by the staff and coaches;
- Kit shall be worn as directed by the staff and coaches;
- Appropriate clothes should be worn including shorts and T-shirt for dry-side and swimwear should be worn appropriately.

### **Sanctions for Breach of the Code of Conduct – Routine Training**

If a swimmer breaches the Code of Conduct during, before or after a training session, the following protocol will be engaged:

1. The Swimmer will receive a friendly warning from the Coach and/or Lifeguard and guidance on how to comply with the Code of Conduct.
2. If the breach continues, the Swimmer will be asked to sit by the side of the pool for ten minutes and further guidance will be delivered.
3. If the Swimmer continues to breach the Code of Conduct, the Swimmer will be asked to change and return to the pool to await the end of the session. The breach will be recorded and the Parents/Guardians will be informed.
4. If two breaches of the Code of Conduct occur within one calendar month, a meeting will be held at the earliest opportunity with the Coach, Swimmer and Parent/Guardian. The Swimmer will be suspended from training for one week.
5. Persistent breaches of the Code of Conduct may result in suspension or exclusion from the City of Cardiff Swimming Club. This decision will be made by the Head Coach with the MC after advice from the Welfare Team; and in certain cases, in conjunction with Swim Wales' Safeguarding Team.
6. Decisions may be appealed through the Club and Swim Wales. Swim Wales will make the final decision on the right to appeal, if the grounds for appeal extend beyond the Club.

### **Swimmers: Team Code of Conduct**

The Code of Conduct applies when you are part of a team. The City of Cardiff Swimming Club also requires:

- A willingness to adopt, develop and sustain a "positive attitude" towards team goals and objectives, together with a high level of team co-operation with other team members and team staff;

- Punctuality on all occasions;
- Team accommodation and transport as allocated by the team staff to be used, when necessary;
- Members to attend all team meetings and other functions as directed by the team staff and any team curfews must also be observed, whilst away with the team;
- Team kits to be worn as directed by the team staff.
- Team members should respect all accommodation, competition and transport facilities, and leave them as they find them. All rubbish should be removed or placed in a bin.

### **Sanctions for Breach of the Team Code of Conduct**

Breaches of this Code shall be dealt with, in the first instance, by the team staff. If a swimmer breaches the Code of Conduct, the following protocol will be engaged -

1. If appropriate, the Swimmer will receive a friendly warning and guidance on how to comply with the Code of Conduct.
2. If the breach continues, the Swimmer may be asked to change and return to the pool to await the end of the session and/or the end of the competition. The breach will be recorded and the Parents/Guardians will be informed.
3. If the Swimmer breaches the Code of Conduct at two successive team events, the Swimmer will be suspended from the next following team event.
4. Persistent breaches of the Code of Conduct may result in suspension or exclusion from the City of Cardiff Swimming Club. This decision will be made by the Head Coach with the MC after advice from the Welfare Team; and in certain cases, in conjunction with Swim Wales' Safeguarding Team.
5. Decisions may be appealed through the Club and Swim Wales. Swim Wales will make the final decision on the right to appeal, if the grounds for appeal extend beyond the Club.

### **Coaches' and Poolside Staff Code of Behaviour**

As a member of the Coaching or Poolside Staff, you must meet the following requirements with regard to your conduct during any activity held or sanctioned by the Club:

#### **Personal conduct**

- Always present a professional appearance on the poolside and be conscious of the example this sets to the Swimmers and the image this presents of the Club.
- Alcohol and smoking is unacceptable when in charge of, or responsible for, the welfare of swimmers.
- When dealing with children (i.e., persons under 18 years of age), avoid unaccompanied and unobserved activities. Demonstrate a high degree of individual responsibility as your words and actions are an example.

#### **Relationship with swimmers**

- Treat all swimmers fairly and equally regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
- Provide feedback to swimmers and other participants in a manner sensitive to their needs
- Where possible, involve the Swimmers in decisions that affect them.
- Be aware of, and comply with, the Safeguarding Policy of the Club on poolside, at all swimming events, when travelling to and from events, and at training camps.
- Be acutely aware of the power that you, as a coach, have over swimmers in the coaching relationship.

#### **Personal commitment:**

- When dealing with young swimmers, be conscious of the concepts for "Long Term Athletic Development".
- Ensure that the tasks and/or training set are suitable for age, experience, ability, and physical and psychological conditions of the swimmers.
- Encourage swimmers to respect one another in terms of their worth as individuals.
- Encourage and facilitate swimmers' independence and responsibility for their own behaviour, performance, decisions and actions.
- Recognise swimmers' rights to consult with other coaches and advisers.

- Actively discourage the use of performance enhancing drugs, alcohol, tobacco and illegal substances. Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your swimmers.
- Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
- Know and abide by rules, regulations and standards, and encourage swimmers to do likewise. Accept both the letter and the spirit of the rules.

### **Sanctions for Breach of the Code of Conduct**

Any breach of the Code of Conduct will be fully investigated by the Head Coach and/or Management Committee and/or Welfare Officers and may result in:

1. A friendly warning and guidance on how to comply with the Code of Conduct.
2. A requirement to undergo additional training.
3. A written warning.
4. Suspension from the City of Cardiff Swimming Club, or termination of contract for services.
5. Decisions may be appealed through the Club and Swim Wales. Swim Wales will make the final decision on the right to appeal, if the grounds for appeal extend beyond the Club.

### **Parents'/Guardians' Code of Behaviour**

As a parent/guardian of a swimmer/participant in any activity held by or under the auspices of the Club, you are expected to meet the following requirements with regard to your conduct during any such activity or event:

- Remember that your child participates in sport for their own enjoyment, not yours.
- Focus on your child's efforts and performance rather than winning or losing.
- Never ridicule or yell at your child and other children for making a mistake or losing a competition.
- Show appreciation for good performance and skillful performances by all athletes (including opposing swimmers).
- Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons less than 18 years of age, as your words and actions are an example.
- Respect officials' decisions and teach children to do likewise.
- Support and celebrate the success of all swimmers.
- Be a positive role model.
- Do not physically or verbally abuse or harass anyone associated with the sport (swimmer, coach, officials, members of the management committee, volunteers, etc.).

### **Spectators' Code of Behaviour**

As a spectator in any activity held by or under the auspices of the Club, you are expected to meet the following requirements with regard to your conduct during any such activity or event:

- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young swimmer for making a mistake. Positive comments are motivational.
- Show respect for your team's opponents. Without them, there would be no competition.
- Do not use harassment or abuse in any form - that is, do not use foul language, or harass swimmers, coaches, officials or other spectators.

### **Sanctions for Breach of the Code of Conduct**

Any breach of the Code of Conduct will be fully investigated by the Management Committee and/or Parent Representative and/or Welfare Officers and may result in:

1. A friendly warning and guidance on compliance with the Code of Conduct.
2. A written recorded warning.
3. Persistent or serious breaches of the Code of Conduct may result in the suspension of your Swimmer's membership of the City of Cardiff Swimming Club.
4. Decisions may be appealed through the Club and Swim Wales. Swim Wales will make the final decision on the right to appeal, if the grounds for appeal extend beyond the Club.

### **Administrators' Code of Behaviour**

Any person who has a defined role within the City of Cardiff Swimming Club qualifies as an administrator. As an administrator of the Club, you are expected to meet the following requirements in regard to your conduct during any activity held by, or under the auspices of, the Club. In addition to the Parental Code of Conduct, you will be expected to:

- Resolve conflicts fairly and promptly
- Maintain strict impartiality.
- Be aware of your legal responsibilities.
- Make a clear distinction between your role as an administrator and your parental role in all communication.
- Communicate in written and verbal form respectfully.

### **Sanctions for Breach of the Code of Conduct**

Any breach of the Code of Conduct will be fully investigated by the Management Committee and/or Parent Representative and/or Welfare Officers and may result in:

1. A friendly warning and guidance on compliance with the Code of Conduct.
2. A written documented warning and guidance on compliance with the Code of Conduct.
3. Suspension from the administrative role.
4. Decisions may be appealed through the Club and Swim Wales. Swim Wales will make the final decision on the right to appeal, if the grounds for appeal extend beyond the Club.

### **Officials' Code of Behaviour**

When appointed as an official of the Club, it is expected that you will meet the following requirements with regard to your conduct during any activity held or sanctioned by the Club. In addition to the Parental Code of Conduct, you will be expected to:

- Place the safety, welfare and interests of the Swimmers above all else;
- Accept responsibility for all actions taken;
- Be impartial;
- Avoid any situation that may lead to a conflict of interest;
- Be courteous, respectful and open to discussion and interaction;
- Value the individual in sport.

### **Sanctions for Breach of the Code of Conduct**

Any breach of the Code of Conduct will be fully investigated by the Head Coach and/or Management Committee and/or Welfare Officers and may result in:

1. A friendly warning and guidance on compliance with the Code of Conduct.
2. A written documented warning and guidance on compliance with the Code of Conduct.
3. Suspension from the official's role
4. Decisions may be appealed through the Club and Swim Wales. Swim Wales will make the final decision on the right to appeal, if the grounds for appeal extend beyond the Club.

**Please note:** If any swimmer, while still a member of CCSC, is engaged in coaching outside the club (whether independently or for a private enterprise), the club has no responsibility or liability for that swimmer. Parents and swimmers should ensure that the coach has the correct official documents.

These include;

- Enhanced Disclosure and Barring Service Check Document (updated every three years);
- Amateur Swimming Association (ASA) License;
- Safeguarding and Protecting Children in Sport Certificate (updated every three years).

## City of Cardiff Swimming Club Anti-Bullying Policy

City of Cardiff Swimming Club has a zero-tolerance policy on bullying.

There is no legal definition of bullying. However, it is usually defined as behaviour that is:

- repeated;
- intended to hurt someone either physically or emotionally;
- often aimed at certain groups, for example, because of race, religion, gender or sexual orientation.

It takes many forms and can include:

- physical assault;
- teasing;
- making threats;
- name calling;
- cyberbullying - bullying via mobile phone or online, for example, email, social networks and instant messenger.

Bullying can occur between people of any age, from children to adults.

### ***What do you do if you experience bullying at City of Cardiff Swimming Club?***

#### **Swimmers**

If you can, you should talk to your Parents/Guardians and to your Coach. If you feel unable to do this, then you could speak to the Welfare Officer. If reported, a meeting will be organised with you, your Parents/Guardians and the Welfare Officer. The issue will be fully investigated and appropriate action will be taken in accordance with the code of conduct.

#### **Adults**

All accusations of bullying should be submitted to the Management Committee and/or Parent Representative and/or Welfare Officers in writing. These will be investigated fully and appropriate action taken in accordance with the code of conduct.

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## **Annex A**

Code of Conduct (pages 92 to 99 of Section 2 of Swim Wales' Child Protection Policy ("y Plant")).

### **Code of Conduct for Athletes from Aquatic Disciplines**

This code is an extension to the Swim Wales Code of Ethics, both should be followed.

#### **General Behaviour**

1. Treat all members of the club with due respect including:
  - ❖ Fellow Athletes
  - ❖ Coaches
  - ❖ Officials
2. Treat all competitors and representatives from competing clubs with due respect.
3. The use of inappropriate or abusive language, bullying, harassment, discrimination or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy.
4. If you have any problems with other club members or staff please inform an appropriate adult, such as your parent, team manager or child welfare officer.

5. Smoking is prohibited whilst en route, prior to, during or following a competition event, training session or team activities.
6. Consumption of alcohol is totally forbidden and must not be consumed whilst en route, prior to, or following a competition event, training camp or team activities. During competition alcohol is strictly forbidden.
7. The use of illegal drugs and substances, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.
8. Illegal and performance enhancing drugs and substances are strictly forbidden. Aquatic Athletes are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet. (List available from [www.wada-ama.org](http://www.wada-ama.org))
9. It is important that information on all medication being currently taken is reported to the Team Manager who will report it to the relevant personnel. Allergies to any medication must also be reported to the Team Manager.

### **Swimming Training**

1. Arrive in good time to stretch, 15-20 minutes before start time
2. Have all your equipment with you, ie. paddles, kick boards, hats, goggles etc
3. Use the lavatory before training begins and always inform the coach if you need to leave the pool during training
4. Listen to what your coach is telling you
5. Always swim to the wall as you do in a race, and practice turns as instructed.
6. Do not stop and stand in the lanes, you may get injured
7. Do not pull on the ropes as this may affect and injure others
8. Do not skip lengths or sets you are only cheating yourself
9. Think about what you are doing during training

### **Competition**

1. You must enter events and competitions that the Chief Coach has entered/selected you for unless by prior agreement with the relevant club official.
2. At Open Meets check when you should post your cards and be sure to post them on time.
3. Warm up before the event. Prepare yourself for the race/event.
4. Warm up properly by swimming, not playing, stopping in the lane. Turning practice should have taken place during your normal training sessions.
5. Be part of the team. Stay with the team on poolside. If you leave for any reason you must tell the Coach and Team Manager where you are going.
6. Listen for your race to be announced. Go to the marshalling area in time and report in. Take your hat and goggles with you.
7. Support your team mates. Everyone likes to be supported.
8. You must wear club uniform and hats when representing the club.
9. Swim down after the race, if possible. Do not use this time to play.
10. After your race report to the coach, not your parents. Receive feedback on your race and splits.
11. Aquatic Athletes are expected to only compete at meets that have been set out in the structured competition calendar. Swimming outside of this calendar is not acceptable unless previously discussed and approved by the Head Coach. Aquatic Athletes that ignore this rule will have their place in the squad reviewed, which may result in removal from the club squad.

### **Equality, Diversity and Inclusion**

1. Swim Wales and British Swimming have committed themselves to tackling forms of discrimination and to strive to become inclusive of all those who want to participate in swimming (as competitors, officials, coaches and administrators) irrespective of their race, gender, disability, age, sexual orientation and faith and ability.
2. This code of conduct includes the Association's commitment to address equality, diversity and inclusion in swimming, therefore, the Association will not tolerate:

- ❖ Discrimination on the grounds set out in 1 above
- ❖ Harassment

- ❖ Bullying
- ❖ Abusive or insensitive language
- ❖ Inappropriate behaviour detrimental to any individuals or groups of individuals

3. Swim Wales and British Swimming are governed by England and Wales (Scotland where applicable) laws and will seek to ensure that its participants are committed to addressing its responsibilities under the Equality Act 2010, Equal Pay Act 1970, and the Human Rights Act 1998.
4. Committees, officials, and volunteers in all aquatic disciplines must address this responsibility to support equality diversity and inclusion in our sport.

Any misdemeanors and breach of this code of conduct will be dealt with by the club in the first instance.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: \_\_\_\_\_

## Code of Conduct for Parents

### **Parents are expected to:**

1. Complete and return the Medical Information Form as requested by the club and detail any health conditions/concerns relevant to your child on the consent form. Any changes in the state of your child's health should be reported to the coach prior to coaching sessions. Ensure the club has up to date contact details for you and any alternative person.
2. Deliver and collect your child punctually to and from coaching sessions/swim meets. Please inform a member of the committee or coaching staff if there is an unavoidable problem. If the club changes your child's lane and changing times, please remember the change is to provide appropriate levels of training and enable your child to progress and should be facilitated and encouraged at all times.
3. Ensure your child is properly and adequately attired for the training session/events including all required equipment, ie. hats, goggles etc.
4. Inform the Coach/Welfare Officer before a session if your child is to be collected early from a coaching session/meet and if so by whom.
5. Encourage your child to obey rules and teach them that they can only do their best.
6. Behave responsibly as a spectator at training/meets and treat swimmers, coaches, committee members and parents of yours and other clubs with due respect meeting Swim Wales commitment to equality.
7. Inappropriate language within the club environment will not be tolerated.
8. Show appreciation and support your child and all the team members.
9. Ensure your child's needs are met in terms of nutritional needs and listen to advice given from the club coach/nutritionist.
10. Support the club coach and committee appropriately and raise any concerns you have in an appropriate manner. Details of the club Welfare Officer can be found on club notice board.
11. Do not enter poolside unless requested to do so or in an emergency. If you wish to have a discussion with the coach check with the club Welfare Officer how this can be arranged.
12. Most of all help your child enjoy the sport and achieve to the best of their ability.
13. Parents must have knowledge of the club's Constitution and club's rules.

### **The club will undertake to:**

1. Inform you at once if your child is ill and ensure their wellbeing until you are able to collect him/her.
2. Ensure good child safeguarding guidelines are followed at all times to keep your child safe.
3. Ensure all activities are properly supervised/taught/coached and consent is obtained for any activity outside of that previously agreed.

### **The parent has a right to:**

1. Make a complaint to the club if they feel the club or a member of the club is not acting appropriate to Swim Wales / club rules and regulations. Details of how to do this can be obtained from the club Welfare Officer.
2. Make a complaint on behalf of their child to Swim Wales Office of Judicial Administration.

### **General Behaviour**

1. Smoking is prohibited whilst en route, prior to, during or following a competition event, training session or team activities.
2. Consumption of alcohol is totally forbidden and must not be consumed whilst en route, prior to, or following a competition event, training camp or team activities. During competition alcohol is strictly forbidden.
3. It is important that information on all medication being currently taken by a child is reported to the Team Manager who will report it to the relevant personnel. Allergies to any medication must also be reported to the Team Manager.
4. The use of illegal drugs and substances, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.

5. Illegal and performance enhancing drugs and substances are strictly forbidden. Parents are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet. (List available from [www.wada-ama.org](http://www.wada-ama.org))

### **Equality, Diversity and Inclusion**

1. Swim Wales and British Swimming have committed themselves to tackling forms of discrimination and to strive to become inclusive of all those who want to participate in swimming (as competitors, officials, coaches and administrators) irrespective of their race, gender, disability, age, sexual orientation and faith and ability.
2. This code of conduct includes the Association's commitment to address equality, diversity and inclusion in swimming, therefore, the Association will not tolerate:
  - ❖ Discrimination on the grounds set out in 1 above
  - ❖ Harassment
  - ❖ Bullying
  - ❖ Abusive or insensitive language
  - ❖ Inappropriate behaviour detrimental to any individuals or groups of individuals
3. Swim Wales and British Swimming are governed by England and Wales (Scotland where applicable) laws and will seek to ensure that its participants are committed to addressing its responsibilities under the Equality Act 2010, Equal Pay Act 1970, and the Human Rights Act 1998.
4. Committees, officials, and volunteers in all aquatic disciplines must address this responsibility to support equality diversity and inclusion in our sport.

Any misdemeanors and breach of this code of conduct will be dealt with by the club in the first instance.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

## **Code of Conduct for Swimming Coaches and Teachers.**

This code is an extension to the Swim Wales Code of Ethics, both should be followed.

### **The Coach / Teacher must:**

1. Put the well-being, health and safety of members above all considerations including developing performance.
2. At all times adhere to the Swim Wales Code of Ethics, Rules and Laws.
3. At all times adhere to the Swim Wales Child Safeguarding Policy and Procedures.
4. Consistently display high standards of behaviour and appearance.
5. Treat all swimmers with respect and dignity, value their worth and treat everyone equally recognising their needs and abilities within the context of their sport.
6. Develop an appropriate working relationship with swimmers based on mutual trust and respect.
7. Meet Swim Wales commitment to equality, diversity and inclusion.
8. Always place the well-being, health and safety of swimmers above all other consideration including developing performance.
9. Always ensure that all teaching, coaching and competition programmes are appropriate for the age, ability and experience of the individual swimmer.
10. Always identify and meet the needs of the individual swimmer as well as the needs of the team/squad.
11. Be fair and equal in team and training squad selection.
12. 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 or someone close to them
13. Encourage and guide swimmers to accept responsibility for their own behaviour and performance.
14. Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
15. Treat all information of a personal nature about individual swimmers as confidential except in circumstances where to do so will allow the child to

be placed at risk of harm or continue to be at risk of harm.

16. Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.
17. Co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors and physiotherapists) in the best interests of the swimmer.
18. Never encourage or condone swimmers, volunteers, officials or parents to violate the rules of the club 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 other club teams with respect, whether that is in victory or defeat and encourage all team members and fellow club members to do the same.
21. Refer all concerns of a child safeguarding nature in line with the club/Swim Wales safeguarding children policy.

### **General Behaviour**

1. Smoking is prohibited whilst en route, prior to, during or following a competition event, training session or team activities.
2. Consumption of alcohol is totally forbidden and must not be consumed whilst en route, prior to, or following a competition event, training camp or team activities. During competition alcohol is strictly forbidden.
3. It is important that information on all medication being currently taken is reported to the Team Manager who will report it to the relevant personnel. Allergies to any medication must also be reported to the Team Manager.
4. The use of illegal drugs and substances, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.
5. Illegal and performance enhancing drugs and substances are strictly forbidden. Coaches / Teachers are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or

during a meet. (List available from [www.wada-ama.org](http://www.wada-ama.org))

### **Equality, Diversity and Inclusion**

1. Swim Wales and British Swimming have committed themselves to tackling forms of discrimination and to strive to become inclusive of all those who want to participate in aquatic sports (as competitors, officials, coaches and administrators) irrespective of their race, gender, disability, age, sexual orientation and faith and ability.
2. This code of conduct includes the Association's commitment to address equality, diversity and inclusion in aquatic sports, therefore, the Association will not tolerate:
  - ❖ Discrimination on the grounds set out in 1 above
  - ❖ Harassment
  - ❖ Bullying
  - ❖ Abusive or insensitive language
  - ❖ Inappropriate behavior detrimental to any individuals or groups of individuals
3. Swim Wales and British Swimming are governed by England and Wales (Scotland where applicable) laws and will seek to ensure that its participants are committed to addressing its responsibilities under the Equality Act 2010, Equal Pay Act 1970, and the Human Rights Act 1998.
4. Committees, officials, and volunteers in all aquatic disciplines must address this responsibility to support equality diversity and inclusion in our sport.

Any misdemeanors and breach of this code of conduct will be dealt with by the club in the first instance.

Signed:

Date:

Name:

### **Code of Conduct for Committee Members, Officials and Volunteers**

This code is an extension to the Swim Wales Code of Ethics, both should be followed.

#### **Committee Members, Officials and Volunteers must:**

1. At all times adhere to the Swim Wales Code of Ethics, Rules and Laws. (Please see Swim Wales website)
2. At all times adhere to the Swim Wales Child Safeguarding Policy and Procedures. . (Please see Swim Wales website)
3. 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 swimmer
4. Consistently display high standards of behaviour and appearance
5. Treat all swimmers with respect and dignity, value their work and treat everyone equally recognising their needs and ability within the context of the sport.
6. Encourage and guide swimmers to accept responsibility for their own behaviour and performance
7. Continue to seek and maintain your own development in line with your role and complete a Safeguarding Children in Sport course, if appropriate to your role
8. Meet Swim Wales commitment to equality, diversity and inclusion
9. Treat all information of a personal nature about individual swimmers as confidential except in circumstances where to do so will allow the child to be placed at risk of harm or continue to be at risk of harm.
10. Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.
11. Never encourage or condone swimmers, volunteers, officials or parents to violate the rules of the club 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 other club teams with respect, whether that is in victory or defeat and encourage all team members and fellow club members to do the same.

14. Refer all concerns of a child safeguarding nature in line with the club/Swim Wales safeguarding children policy.

### General Behaviour

1. Smoking is prohibited whilst en route, prior to, during or following a competition event, training session or team activities whilst responsible/in charge of children & vulnerable adults and/or residing in the same accommodation or attending athletes and team staff.
2. Consumption of alcohol is totally forbidden under the conditions above in point 1. During competition alcohol is strictly forbidden at all times.
3. The use of illegal drugs and substances, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.
4. Illegal and performance enhancing drugs and substances are strictly forbidden. Coaches / Teachers are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet. (List available from [www.wada-ama.org](http://www.wada-ama.org))

### Equality, Diversity and Inclusion

1. Swim Wales and British Swimming have committed themselves to tackling forms of discrimination and to strive to become inclusive of all those who want to participate in aquatics (as competitors, officials, coaches and administrators) irrespective of their race, gender, disability, age, sexual orientation and faith and ability.
2. This code of conduct includes the Association's commitment to address equality, diversity and inclusion in aquatics, therefore, the Association will not tolerate:
3.
  - Discrimination on the grounds set out in 1 above
  - Harassment
  - Bullying
  - Abusive or insensitive language
  - Inappropriate behavior detrimental to any individuals or groups of individuals

3. Swim Wales and British Swimming are governed by England and Wales (Scotland where applicable) laws and will seek to ensure that its participants are committed to addressing its responsibilities under the Equality Act 2010, Equal Pay Act 1970, and the Human Rights Act 1998.
4. Committees, officials, and volunteers in all aquatic disciplines must address this responsibility to support equality diversity and inclusion in our sport.

Any misdemeanors and breach of this code of conduct will be dealt with by the club or event management as appropriate.

Name:

Signed: .....

Date: .....

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## Annex B

Code of Conduct (pages 78 to 82 of Section 2 of the Swim Wales Child Protection Policy (“y Plant”))

### **Good Practice Guidelines on the use of Social Networking Sites by Swim Wales Clubs and Club Members**

#### **Background**

There has been a growing awareness in sport of the increasing communication by adults and young people on the rapidly developing social networking sites and how this media has become a feature of social communication. There are risks associated with these developments, and Swim Wales has identified a number of issues that have led to both disciplinary and safeguarding concerns which stem from the improper or inappropriate use of such sites by its members.

#### **Introduction**

Swim Wales recognise that the use of social networking sites such as My Space, Bebo, Facebook, Instagram and Twitter is a rapidly growing phenomenon and is increasingly being used as a communication tool of choice by young people and more recently by adults. Facebook is the largest such site whose “mission is to give people the power to share and make the world more open and connected”, and is reported to have in excess of five hundred million active users worldwide. A third of the UK population is reported to have a Facebook account.

These sites permit users to chat online, post pictures, and write ‘blogs’ etc, through the creation of an online profile, that can either be publicly available to all or restricted to an approved circle of electronic friends.

Sites such as You Tube and Google provide a platform for uploading and viewing video clips, which with the latest cameras and mobile phones becomes ever easier and can be almost instantaneous.

In addition to these sites, Twitter is a social networking and micro blogging service that enables users to send and read other user messages called tweets. Tweets are like online text messages of up to a maximum of 140 characters displayed on the author’s profile page. Tweets are publicly visible by default, however the sender can restrict message delivery to their friends’ list only.

Whilst these technologies provide exciting opportunities, they are accompanied by dangers and negative consequences if abused by users.

The purpose of this policy is to provide a recommendation of best practice to all Swim Wales club members and parents on the use of social networking sites as they relate to that individual’s role in a Swim Wales club.

Note: Throughout this policy a young person/child is anyone under the age of 18.

#### **Policy for coaches, teachers and other officers in a position of trust and responsibility in respect of children in a Swim Wales club**

1. Swim Wales’ members in a position of trust and/or must not be in contact with young people through social networking sites if they hold such a position in respect of that individual young person.
2. Should a young person in your club request to become a named friend on your Social Networking Page or request that you become a named friend on the young persons Social Networking Page you must decline if:
  - a. You are in a position of responsibility in respect of that child.
  - b. You hold a position of trust and responsibility in the club.
  - c. Your contact with the child is through a Swim Wales club **and** the parent/guardian of the child does not give their consent to such contact.

3. The social network site must never be used as a medium by which to abuse or criticise Swim Wales members or Swim Wales clubs and to do so would be in breach of Swim Wales Law and Regulations.
4. The publishing of a photograph or video footage on a social networking site is governed by the same requirements as any other media – see Swim Wales Photography Policy

### **Policy for coaches who have children that swim in the club where they coach.**

The issue has been raised that parents are becoming members of social networking sites that their children sign up to for security reasons to ensure the wellbeing of their own child by being able to view their child's site. This will give the parent access via their child's site to all children listed as friends of their child. It would not be appropriate for Swim Wales to prevent a parent who is also a coach in his/her child's club from using this form of protection for their child's online activities.

Therefore in such cases the coach can:

- Have swimmers in the club on the site he is accessing providing Swim Wales under 18 year old club members on the site are listed as friends of his child;
- The coach concerned does not have direct contact with those swimmers through the social networking site;
- The coach does not accept such swimmers as friends on his home site; and
- The coach should inform the Club Welfare Officer of this arrangement.

### **Coaches/teachers/officials who are under 18.**

Swim Wales recognise social networking sites can be a useful tool for teachers, coaches and officials within Swim Wales clubs to share information with other teachers, coaches or officials. If, however, the teacher, coach or official is under the age of 18 while they may be a colleague, the requirements of 1 and 2 above must be adhered to.

If the young person is aged 16 or 17 it is the view of Swim Wales that to restrict the ability to share professional information with them from other coaches, teachers or officials may be detrimental in their professional development in their role in Swim Wales.

Therefore in such cases if the parent of a young person in a position of responsibility aged 16/17 and the young person themselves requests to have contact with an adult club officer or coach for the purposes of sharing professional information relevant to their role the club should:

- Gain written consent of the parent/guardian and young person to have such contact naming the individual adult and social networking site concerned
- The named adult must sign an agreement to keep the contact with the young person to the discussion of matters relevant to the young person's professional role in the club.
- All such communications should be shared with an identified 3<sup>rd</sup> person (eg. the young person's parent/guardian or club welfare officer).
- If the young person or the adult is found to breach the above agreement action must be taken by the club to address the concern and/or the breach referred to Swim Wales or the statutory agencies if appropriate.

### **Policy Guidance Swim Wales' members under the age of 18**

1. Do not ask your club coach or teacher to be your social networking site friend – they will refuse as that would breach good practice.
2. Use the internet positively and do not place yourself at risk. Have a look at [www.ceop.gov.uk](http://www.ceop.gov.uk) for some useful tips.
3. Consider who you are inviting to be your friend and follow the good advice of the social networking sites to ensure you are talking to the person you believe you are talking to.
4. Always remember that anything you say including photos, pictures and video clips posted on your site may be shared with people other than those for whom it was intended.

5. Never post or send any photographs, videos or make comments that may be:
  - hurtful, untrue and upsetting and you may regret sharing later on;
  - May be used by other people in a way you did not intend or want.
6. Do not put pictures of other club members on the site within the club setting as you may breach Swim Wales Photography Policy. If you do wish to upload such a picture you must get advice and consent of your parent, the other young person and their parent and a club officer before even considering uploading such a photo. This will not prevent you having pictures of your swimming friends on your site taken outside of the sporting arena but it is good advice to always ensure they and their parents are happy with any picture you have of them on your site.
7. Always be aware that social networking sites are a method of communication like letter writing and the spoken word. They are bound by the same laws and rules. Such technology is instant and this allows you as the user to react in the 'heat of the moment', where in the past you would have been required to write a letter which would have taken time and allowed for you to think again before sending. So never place a comment on the internet that you would not put in writing or say to the individual concerned as to do so may not only breach Swim Wales Policy but also the law.

### **Policy for parents of Swim Wales' members under the age of 18**

There have been occasions where parents of Swim Wales members have used social networking sites to criticise or verbally abuse swimming clubs, its officers, officials, coaches, teachers, and swimmers in an inappropriate and unacceptable manner. This has in some cases led the person who is the subject of the verbal abuse to take action through statutory agencies or statutory legislation to address the comments made.

Swim Wales has produced a parent's code of conduct which can be found in Y Plant. Section 6 of this Policy states that parents are expected to:

"Behave responsibly as a spectator at training and treat swimmers, coaches, committee members and parents of yours and other clubs with due respect meeting Swim Wales commitment to equality, diversity and inclusion".

Parents must be aware that posting messages, comments or any other media on a social networking site that breaches the above requirement of a parent in a Swim Wales club will breach Swim Wales Parents Code of Conduct.

### **Social networking services, social media and sport: Guidelines for safeguarding children and young people**

The CPSU Briefing Document "**Social networking services, social media and sport: Guidelines for safeguarding children and young people**" gives more in-depth guidance on social networking sites and can be accessed via the British Swimming or Child Protection in Sport Unit website at [www.cpsu.org.uk](http://www.cpsu.org.uk).

Further to the above British Swimming Web Team has produced a user guide for parents and swimmers for Twitter, which is available to view on their website at [www.swimming.org](http://www.swimming.org)

### **Young Coaches aged 18 to 21**

Swim Wales recognises that many young coaches aged 18 to 21 will have been swimmers before becoming a coach and have been friends with their fellow swimmers, some of whom will be between the ages of 16/17. It is therefore plausible they will have those swimmers contact details and be friends on social media sites, and other methods of electronic communication.

For this purpose the Swim Wales accepts it would be inappropriate to require such swimming friends to be removed from their social media sites. Therefore, in such cases:

1. If a coach aged 18 to 21 had friends on their social networking site that were/are swimmers aged 16/17 prior to undertaking the role of coach, Swim Wales do not expect them to remove those swimmers from their listed friends.
2. In such circumstances the coach is advised to inform the club Welfare Officer and head coach.
3. The head coach must make every effort to ensure the coach is not the primary coach for those specified young persons except on an occasional basis.

### **What to do if you have concerns**

As a user of a social networking site, whether you are a child or an adult, you may at some time have a concern about what you are seeing or being told about by another user. Concerns may range from negative or abusive comments, and cyber bullying to suspected grooming for sexual abuse.

Swim Wales have drawn up a list below of agencies that you can contact, anonymously if you wish, where you can raise such concerns.

- The Child Exploitation online Protection Unit (CEOP) at [www.ceop.gov.uk](http://www.ceop.gov.uk) or by pressing the CEOP button on Facebook or on the “Child Power” section of Swim Wales website.
- If you are under 18 use the “Your Chance to Talk” form on the “Child Power” section of Swim Wales website.
- Childline 0800 1111 or [www.Childline.org.uk](http://www.Childline.org.uk).
- [www.childnet.org.uk](http://www.childnet.org.uk) which is a NSPCC support service specifically for young people.
- Childline.org.uk which is another NSPCC support service. Using this website, children can talk confidentially to NSPCC advisors online about any issues or problems they may be experiencing, using an application similar to Instant Messenger (IM). Stop It Now freephone 0808 1000 900.
- The Local Police or Children’s Services – their number appears in the phone book.
- The NSPCC helpline 0800 800 5000 or [www.nspcc.org.uk](http://www.nspcc.org.uk) for adults concerned about the welfare or safety of a child.
- The Internet Watch Foundation (IWF) [www.iwf.org.uk](http://www.iwf.org.uk) The IWF was established by the internet industry to provide a UK internet hotline which can be anonymous for the public and IT professionals to report criminal online content in a secure and confidential way.  
They work in partnership with other agencies to minimise the availability of this content, specifically:
  - child sexual abuse images hosted anywhere in the world.
  - criminally obscene adult content hosted in the UK.
  - incitement to racial hatred content hosted in the UK.
  - non-photographic child sexual abuse images hosted in the UK.
  -

### **Acknowledgments**

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Swim Wales Youth Forum

ASA Welfare Officers, Swim Wales members, parents and children whose comments and feedback have greatly contributed to these policies.

British Swimming Coaches Association (BSCA)

ASA Regional Directors

Nova Centurion Swimming Club

Child Protection in Sport Unit

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## Swim Wales Code of Ethics

All individuals within Swim Wales aquatic disciplines will at all times:

- Respect the rights, dignity and worth of every person, be they adult or child, treating everyone equally within the context of the sport.
- Respect the spirit of the sport adhering to the rules and laws in and out of the pool, incorporating the concept of friendship and respect for others.
- Promote the positive aspects of the sport and never condone the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.
- Accept responsibility for their own behaviour and encourage and guide all Swim Wales members and parents of junior members to accept responsibility for their own behaviour and conduct.
- Ensure all concerns of a child safeguarding nature are referred in accordance with Y Plant (Swim Wales Child Safeguarding Policy and Procedures).
- Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.
- Promote the reputation of the sport and never behave or encourage or condone others to behave in a manner that is liable to bring the sport into disrepute.
- Adhere to Y Plant Swim Wales Child Safeguarding Policy and Procedures.
- Adhere to British Swimming Anti-Doping Rules.
- Adhere to Swim Wales Equity Policy.
- Adhere to the Swim Wales Laws and Regulations.
- Adhere to the Swim Wales Codes of Conduct.
- Swim Wales members should note that this is a general “umbrella” code and is supplemented by Swim Wales Codes of Conduct which can be found in Y Plant.

Swim Wales Board formally adopted the new Code of Ethics at the Swim Wales Board meeting held on

.19.9.15.....