

SOUTHEND ON SEA



CODE OF ETHICS & CONDUCT



FOR STAFF, HELPERS AND OFFICIALS

The club encourages appropriate ethical behaviour amongst its members This code has been drawn up to set standards of personal and professional conduct which will establish and sustain the highest reputation of the Club at National, District and Local levels.

All those representing the Club must:

- Put the well being, health and safety of members above all considerations including developing performance.
- Develop an appropriate working relationship with performers based on mutual trust and respect.
- Comply with the codes, rules and laws within the guidelines set out by the ASA and the Club.
- Work without discrimination on the grounds of race, colour, language, religion, birth or social status.
- Respect the basic human rights, worth and dignity of each member.
- Not encourage swimmers, volunteers, officials or parents to violate the rules of the club or sport.
- Observe the authority and the decisions of all officials. Follow the ASA rules for complaints or protest.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool
- Ensure that all teaching, training and competition programmes are appropriate to the age, ability and experience of the individual swimmer.
- Treat other competitors and teams with respect, in victory and defeat.
- Be able to present evidence of qualifications on request.
- Display consistently the highest standards of behaviour, appearance and personal hygiene.
- Not drink alcohol or smoke either before or during teaching or coaching sessions or competitions
- Treat all personal information about individual members as confidential except in exceptional circumstances regarding health and safety, medical requirements, disciplinary action or in accordance with child protection procedures, the code of ethics and other relevant guidelines.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Promote the positive aspects of the sport (e.g. fair play)
- Seek ways of and be willing to increase the development of their current qualifications
- Encourage all performers to value their performances and not just results.
- Undertake the continuing professional development (training) necessary to discharge your duties to the best of your ability in the light of current knowledge.

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FOR PARENTS / GUARDIANS

The club encourages appropriate ethical behaviour amongst its members. Parents / guardians are important role models and can best support the membership by displaying the behaviours set out below:

- Support your child's involvement and help them to enjoy their sport.
- Never force your child to take part in sport, children are involved in sport for their enjoyment and achievement, not yours.
- Encourage your child to learn the rules and to work within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Set a good example by recognising fair play and applauding the good performances of all.
- 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.
- Never punish or belittle a child for losing or making mistakes. Be realistic about your child's abilities. Do not over-expect. Much harm can be done when children consistently fall short of their parents' 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 *PB* can be as big an achievement as a gold medal.
- Do not publicly question officials' judgement and never their honesty. Encourage your children to show the same courtesy.
- Use correct and proper language at all times.
- Familiarise yourself with the organisation and rules of the club.
- Keep up to date with club information on the club notice boards.
- Inform the club promptly of a change in your contact information and any other relevant information we need to know to facilitate your child's participation, safety and welfare.
- Do not allow your child to swim if they are unwell, particularly if they have any open wound or have an upset stomach.
- Recognise the value and importance of volunteer coaches. Do not undermine them. They give their time and resources to provide recreational activity for your child.
- Be helpful to your child but do not coach him or her. A little knowledge can be dangerous. The coaches are there to do the coaching and the selecting and most have been doing so for many years. If you think there is a major problem, speak to the coach first.
- Tell us promptly of any concerns you have regarding the behaviour or welfare of others.

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FOR SWIMMERS

General

- The Club exists for you, the swimmers. It provides a place where you can do your best and enjoy doing it.
- Put the well being, health and safety of yourself and others above all considerations including developing performance.
- Comply with the codes, rules and laws within the guidelines set out by the ASA and the Club.
- Respect the rights, worth and dignity of fellow swimmers and coaches.
- Observe the authority and the decisions of all officials.
- Never condone rule violations, rough play or the use of prohibited substances.
- Treat other competitors and teams with respect, in victory and defeat.
- Always aim for the highest standards of behaviour, appearance and personal hygiene.
- If you have a medical problem or injury or, for example, use an inhaler, you must tell your coach.
- Fighting or bullying of any kind in the Club is extremely rare and entirely unacceptable. If it happens to you or you see it happening to anyone else please report it immediately to your coach.
- Keep up to date with club information posted on the club notice board.

Training

- Make sure you have all your training aids and drinks with you before the session starts. Have your goggles ready and keep a spare pair in your bag.
- Arrive 5 minutes before the training session. Being late affects the other swimmers in your lane. Use the lavatory before the session starts. If you are going to need to leave early, talk to your coach before you enter the water.
- Stretch and loosen up before you enter the water. Swim the warm-up slowly, thinking about your strokes as you do them.
- Listen to what your coach tells you. If you don't understand, please ask.
- Always swim to the end of the lane. Let faster swimmers through. When you have finished a set, get out of the way of swimmers who have not.
- Remember, you swim with your brain as well as your body. Think about what you are doing in training: about your strokes, about the pace at which you should be swimming. Don't just plough up and down in the "comfort zone". Above all, think about the things you are trying to improve.

Competitions

- At Open Meets, check when you should post your entry cards and be sure you do so on time.
- Be part of the team. Stay with the Club squad on poolside. If you leave poolside for any reason you must tell one of the coaches where you are going.
- Report to your coach immediately after your race for feedback.
- Support your team mates. Everyone likes to be supported.
- If you have made a final, well done. There will probably be a presentation. Make sure you know when it is and be on time for it.

Dress

The following rules apply when representing the Club at league competitions:

- Both boys and girls must wear club hats and club royal blue swim wear.
- Official Club tops/tracksuits must be worn on poolside.
- Club tops/tracksuits must be worn for all presentations.

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Extension to Code of Ethics and Conduct

FOR STAFF, HELPERS, OFFICIALS AND SWIMMERS ON AWAY TRIPS TO GALAS AND COMPETITIONS

This code outlines the responsibilities and behaviour required of both staff and swimmers who are members of Southend Swimming Club. Whilst it is specifically aimed at 'away' trips, where travel and accommodation are required, it is expected that the principles of the Code of Conduct should be followed at all events and training sessions.

- Swimmers and staff will not bring, buy or consume alcohol, whilst on route, prior to, during or following a competition event, training camp or team activities.
- Smoking is prohibited by swimmers and staff whilst on route, prior to, during or following a competition event, training camp or team activities.
- Swimmers and staff will not bring, buy or take illegal drugs or substances for recreational use.
- Swimmers and Staff will not behave in any manner which is deemed to be offensive to fellow swimmers, staff or members of the public.
- Swimmers and Staff will not behave in a manner that may cause a breach of Health and Safety Regulations.
- The personal appearance of swimmers and staff shall be appropriate to the circumstances and as indicated by the Team Manager. Team kit and equipment shall be worn as directed by the Team Manager, when competing and training, when assembling or travelling.
- Attendance at all activities is expected unless agreed by the Team Manager. Throughout the duration of the trip, swimmers should inform staff of their whereabouts. Punctuality on all occasions is essential and any curfew must be observed.
- The team manager and staff shall direct the allocation of accommodation at hotels and at no times must anyone extra be accommodated in the swimmer's room.
- It is important that any medication currently being taken is reported to the Team Manager. Allergies to any medication must be reported to the team manager.
- Swimmers and Staff will not behave in any manner not covered above, but in the view of the Team Manager is unacceptable.

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In addition it is expected that all members of Southend Swimming Club, when attending any event or training shall:

- Comply with the codes, rules and laws within the guidelines set out by the ASA
- Behave without discrimination on the grounds of race, colour, language, religion, birth or social status as set out in the equal opportunities policy.
- Respect basic human rights, worth and dignity of each member.
- Not encourage swimmers, volunteers, officials or parents to violate the rules of the club or the sport.
- Observe the authority and the decisions of all officials.
- Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.
- Treat other competitors and teams with respect, in victory and defeat.
- A swimmer who sustains an injury or becomes ill will remain with the team unless the Team Manager/Coach feels they must rest in their room.
- Swimmers must respect the decision of the Team Manager/Coach as to which areas are out of bounds during leisure time.
- Mobile telephones will be switched off during team activities and meetings.
- Swimmers must respect the staff and property of the hotel complex. The swimmer will be liable for any damage he or she causes to hotel property.
- A meeting will be held each evening to plan the following day's activities. All swimmers and members of staff are required to attend.
- Swimmers must obey the 'lights out' time decided by the Team Manager and staff. Different times will apply for different age groups.