

South Aberdeenshire Swimming

Code of Conduct

Version 1.0

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1. INTRODUCTION

The purpose of this document is to define and clarify the effective standards of safety for South Aberdeenshire Swimming (SAS) and the constituent Clubs, to specify the standards of conduct which are expected from all members and to outline the obligations on both committees and members.

It is not possible to provide an exhaustive list of all the types of conduct and behaviour, which may lead to disciplinary action. Attention is drawn to section 5.1.

Should a member be uncertain of any aspect of the Code of Conduct, and/or what constitutes misconduct or serious misconduct, he/she should discuss the areas of uncertainty with a member of the SAS/Club Management Committee.

2. COMMITTEE OBLIGATIONS

The Committees will ensure that:

- a) Its rules and regulations are made known to all members who are to be bound and governed by them.
- b) Clear procedures for dealing with members who have failed to comply with SAS/Club rules and regulations are also made known to all members.
- c) Infringements of rules and regulations are dealt with fairly and consistently. Formal action is only appropriate for more serious cases and where informal action has not led to the necessary improvement.
- d) All members are treated equally.

3. MEMBER OBLIGATIONS

Members have a duty to:

- a) Observe all specific SAS/Club rules and regulations.
- b) Conduct themselves in a manner which is consistent with the maintenance of good relationships within and outwith the SAS/Club.
- c) Conduct themselves in a manner, which maintains the SAS/Club's good reputation.
- d) Abide by all rules and regulations imposed by Swimming governing body.

An agreement to the code of conduct should be signed by each member (see Appendices for examples).

4. BREACHES OF THE CODE OF CONDUCT

- a) Members failing to meet the general obligations outlined in Section 3 or relevant rules and regulations, including those outlined in Section 5, may be subject to disciplinary action.
- b) Members should be aware that actions which have the effect of destroying the relationship between members and the SAS/Club the reputation of the SAS/Club and third parties, will be considered as misconduct. Such misconduct may be subject to disciplinary action.
- c) Repeated infringements relating to aspects of the Code of Conduct may also represent grounds for the withdrawal of SAS/Club membership.

5. SPECIFIC RULES AND REGULATIONS

The following specific rules and regulations have been developed to protect both SAS/Clubs and members and are deemed necessary to ensure a rapid and consistent response to potential problems. The following list is not exhaustive and members are requested to note other local rules which may exist when representing SAS/Club elsewhere.

5.1. HEALTH AND SAFETY

- a) Members must not take any action that may endanger either their own health and safety or that of any other member.
- b) Members must not take any action that may endanger either the safety or health of any non-SAS/Club members whilst representing the SAS/Club.

5.2. THE TAKING OF ALCOHOL OR DRUGS

The following actions constitute a breach of SAS/Club rules:

- a) The taking of alcohol or tobacco at the venue of SAS/Club or whilst representing SAS/Club.
- b) The possession of alcohol or tobacco at the premises of SAS/Club.
- c) The misuse of legal or illegal drugs, or the possession of illegal drugs while attending SAS/Club venues or whilst representing the SAS/Club.

The taking of Alcohol by persons of legal age is acceptable for social occasions.

5.3. IMPROPER CONDUCT

- a) Any form of improper or discriminatory language, behaviour, or dress which is likely to cause offence, or transcend the bounds of common decency is considered unacceptable by the SAS/Club.
- b) Fighting or other unruly behaviour at the venue of SAS/Club or whilst representing the SAS/Club is unacceptable.
- c) Persistent lack of punctuality, impertinence towards coaches, helpers, officials or pool staff or refusal to comply with the instructions of coaches, helpers, officials or pool staff is unacceptable.
- d) The SAS/Club expects standards of behaviour, which respect the dignity of all individuals.
- e) Victimisation, Sexual or Racial Harassment is unacceptable.
- f) Leaving the pool or training area without permission of the person in charge, failing to advise the Coach or Team Manager/Squad Coach at a competitive event of any medication or supplements which are being taken and refusal to wear team kit if requested to do so is considered unacceptable by the SAS/Club.

5.4. SAS/CLUB AND PERSONAL PROPERTY

Members must not:

- Take unauthorised possession of SAS/Club or Pool property and/or the personal belongings of another member or individual whilst attending the venue of SAS/Club or whilst representing the SAS/Club.
- Use any SAS/Club property for private purposes without first obtaining appropriate authorisation from an Office Bearer or SAS/Club coach .
- Cause deliberate damage to SAS/Club or individual property whilst at the venue utilised by SAS/Club or whilst representing the SAS/Club.

5.5. SOCIAL NETWORKING SITES

SAS encourages the appropriate use of social media by all persons bound by this code to promote the sport of swimming and communicate with the general public. SAS acknowledges social media is a broad and instant form of communication and treats all social media content, whether written, photographic, video or audio as public comment which is accessible to all.

- a) Postings, Blogs and Tweets

SAS treats all written social media postings, blogs status updates and tweets as public 'comment'. As a result, all persons bound by this code should not comment in a way that may be construed as negative or may be considered derogatory towards others, or put themselves in a situation where they may harm their reputation, the reputation of their teammates or the reputation of the club.

b) Photographs, Video, Audio

SAS also treats all photographs, video and audio 'material' posted onto social media as public comment and accessible to the public. Any material that may be considered negative, derogatory or inappropriate towards persons bound by this code should not be posted.

c) Liability

When persons bound by this code choose to go public with any comments or material in anyway, including on social media, they are solely responsible for such comment and material. Individuals should be aware that they can be held personally liable for any comments and material that may be deemed to be defamatory or obscene. In essence, persons bound by this code post comments and materials at their own risk. Persons bound by this code should at all times make it clear that any comments and materials are made in their individual capacity and that they do not represent SAS.

d) Monitoring

SAS does not actively monitor social media content of persons bound by this code. SAS does however monitor content on the SAS website and SAS social media pages which could impact on SAS swimming team, individuals and the reputation of the club.

e) Infringements

In the spirit of open communication SAS encourages appropriate use of social media. SAS endeavours to work with individuals and members on the appropriate use of social media. SAS reserve the right to take any other appropriate measures with respect to infringements of this code, including removing material, imposing other sanctions and taking legal action for damages.

f) Amendment/Interpretation

SAS reserve the right to amend this code as it deems appropriate. SAS shall be the final authority with respect to the interpretation and implementation of this code.

g) Persons bound by this code

Persons bound by this code include the swimmer, coaches, parents and committee members of SAS.

6. DISCIPLINE PROCEDURE

From time to time, a member's conduct may fail to meet the standards expected by the rules and regulations. In most cases an informal conversation between a Coach/office Bearer and a member will be sufficient. A formal approach will only be adopted where a members conduct is cause for serious concern or falls below the standards required on a repeated basis. This procedure is designed to ensure fair treatment for all members where disciplinary action is undertaken.

6.1. INITIAL PROCEDURE

Should a member fail to comply with an informal request from a Coach or Committee member to improve their behaviour the person in charge should advise the member in the presence of another coach or committee member that they are being given a formal verbal warning and that this will be reported to the SAS/Club Committee. In the event of repeated or more serious misconduct the breach of discipline should be reported to the

SAS/Club Committee within 48 hours. The Committee will write to the member or their parent or guardian if a junior member advising them that this is a written warning concerning their behaviour which the member will be expected to improve. The letter should be sent within 7 days of the breach of discipline being reported. Any subsequent breach of discipline by the same member or a more serious breach will be dealt with by investigation as detailed in 6.2 below.

6.2. INVESTIGATION

When an incident of serious misconduct is reported to the Committee, an investigation shall be conducted to establish in broad terms what has or has not occurred.

- a) Designated representatives of the Committee which shall consist of 2 committee members, (1 of whom shall be an Office Bearer) and 1 coaching representative will be advised within 48 hours of the breach of discipline.
- b) Advise the member (plus the Parent or Guardian of a Junior Member) that an initial investigation is being undertaken and the broad scope of the investigation. The member may also be advised that they be suspended from SAS/Club activities until such time as formally advised of the outcome of the investigation.
- c) Advise the member that a fellow member or friend may accompany them at this or any subsequent stage of the procedure. A parent or guardian shall accompany all junior members. This is to provide support to the member and to witness and seek clarification on the process but not to speak on behalf of, or for, the member.
- d) Arrange to interview the member, providing him/her with an opportunity to fully state their case as part of that interview. The member should be advised of arrangements for this interview as soon as possible and at least 48 hours before the interview.
- e) A file note recording the important issues discussed during the interview should be prepared and signed by the committee team. The member concerned should be invited to sign the note, as an accurate record of the matters discussed, and given a copy to retain.
- f) Interview any other member or person with information regarding the incident.

6.3. DISCIPLINARY ACTION

The representative Sub-Committee shall recommend an appropriate course of action to the full committee on the incident. The committee will, approve, reject or amend the action. The course of action recommended shall depend on the seriousness of the incident. The following course of actions may be taken:

- a) Exoneration
- b) Suspension
- c) Dismissal from SAS/Club

The committee's decision shall be formally relayed to the member within 5 days of the committee meeting. The formal note shall clearly state the action being taken and the reasons for that action.

6.4. APPEALS AGAINST DISCIPLINARY ACTION

- a) If a member is dissatisfied with the disciplinary action taken he/she should appeal within 5 working days of receiving written confirmation of the disciplinary action to be taken.
- b) The appeal should be made, in writing, to the SAS/Club Secretary clearly stating the grounds on which it is made.
- c) The appeal will normally be heard within 7 days of receiving the formal request for an appeal. The appeal team shall consist of 2 different committee members, (1 of whom shall be an Office Bearer) and 1 different Coaching representative. The member will be advised of arrangements for the initial appeal as soon as possible and at least 48 hours before the appeal is held.
- d) The appeal team shall recommend an appropriate course of action to the full committee on the incident. The outcome of the appeal will be confirmed to the member in writing within 5 days of the meeting.

- e) The decision of the committee is subject to appeal procedure as outlined in the Constitution and Bye Laws of the SASA.

APPENDIX 1

Swimmers' Code of Conduct

Name of swimmer:

Aim: To ensure that all athletes involved within the SAS/Club programme participate within an agreed philosophy and set of standards.

Principal Statement on Ethics

Sporting integrity is based on the acceptance of rules, fairness equality, respect for others, moral conduct and a sense of what is right. SAS has adopted Scottish sport's goal to create a sporting environment where violence, breaking the rules, the abuse of drugs, the lack of fair play and other unethical behaviour are automatically rejected as being irrelevant to the true purpose of sport.

I agree to:

1. Abide by the principal statement on Ethics above and the SAS Code of Conduct.
2. Practice and compete within the rules and spirit of the sport.
3. Adhere to the SAS Competition Guidelines.
4. Encourage and support team-mates in all Team related activities.
5. Behave with respect to others including coaches, officials, other competitors, athletes, team managers and spectators at all times.
6. Refrain from inappropriate conduct towards others whether, physical, verbal or emotional.
7. Set a good example at all times in aspects of dress, punctuality, language, behaviour and respect of equipment and others.
8. Arrive promptly, with appropriate kit for training and competitions and observe any curfew which is in place.
9. Display a positive attitude and show commitment and responsibility for training including a high level of attendance and fitness.
10. Communicate with coaches - including information on all medication and supplements being taken.

Signature

Print Name

Parent/Guardian signature (if swimmer under 12 years)

Date

APPENDIX 2

Parents and spectators' Code of Conduct

I agree to:

1. Abide by the SAS/Club Code of Conduct and Child Protection Policies.
2. Consider the well-being and safety of swimmers before the development of performance.
3. Encourage swimmers to value the performance and not just results, focus on their effort and performance rather than winning or losing.
4. Do not ridicule or shout at a child for making mistakes or losing a race, children learn best by example. Appreciate good performance and skill by all participants.
5. Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved in team activities.
6. Follow all guidelines laid down by the national governing body and the team.
7. Encourage and guide swimmers to accept responsibility for their own performance and behaviour.
8. Always remember that the involvement in swimming is for the child's enjoyment and they should be encouraged to participate, not forced.
9. Do not shout or abuse officials. Most officials give their time and effort for your swimmers involvement.
10. Do not shout or abuse coaches or volunteer staff. Without them, your child could not participate.
11. Never discuss any issue or disagreement with a coach or volunteer member of staff with any athlete present and refrain from discussing such disagreement with an athlete at a later stage.
12. Support all efforts to remove verbal and physical abuse from sporting activities.

Signature

Print Name

Date

APPENDIX 3

Coaches' Code of Conduct

Name of Coach:

A responsible sports coach helps the development of individuals through improving their performance.

I agree to:

1. Abide by the SAS General Code of Conduct, Child Protection Policies and be a member of Scottish Swimming.
2. At the outset, clarify with swimmers (and parents where appropriate) exactly what is expected of them and what swimmers are entitled to expect from their coach. A contract may be appropriate.
3. Consider the well-being and safety of swimmers before the development of performance, maintaining a duty of care ensuring all activities are appropriate to the age, maturity, ability and experience of those taking part.
4. Develop an appropriate working relationship with swimmers, based on mutual trust and respect and promote respect for the ability of opponents as well as for officials and fellow coaches.
5. Encourage swimmers to value the performance and not just results.
6. Hold the appropriate valid qualifications and insurance cover.
7. Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved in team activities.
8. Have a sound working knowledge and follow all guidelines laid down by the national governing body and the team.
9. Never exert undue influence over swimmers to obtain personal benefit or reward.
10. Encourage and guide swimmers to accept responsibility for their own performance and behaviour.
11. Co-operate fully with other specialists (e.g. coaches, officials, sport scientists, doctors, and physiotherapists) in the best interests of the swimmer.
12. Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of children.
13. Provide the highest standard of swimming instruction and training possible in a safe, secure, fair and enjoyable environment.
14. Endeavour to ensure that all members have the opportunity to achieve their full potential in the sport of competitive swimming.
15. Be a positive role model for all members of SAS..

Signature

Print Name

Date

APPENDIX 4

Officials' and Volunteers' Code of Conduct

Name of Official or Volunteer:

I agree to:

1. Abide by the SAS Code of Conduct, Child Protection Policies and be a member of Scottish Swimming.
2. Consider the well-being and safety of swimmers before the development of performance.
3. Develop an appropriate working relationship with swimmers and coaches based on mutual trust and respect.
4. Make sure all activities are appropriate to the age, maturity, ability and experience of those taking part.
5. Encourage swimmers to value the performance and not just results.
6. Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved in team activities.
7. Follow all guidelines laid down by the national governing body and the team.
8. Never exert undue influence over swimmers to obtain personal benefit or reward.
9. Respect personal privacy and be sensitive to people's likes and dislikes.

Signature

Print Name

Date