



## Orpington Ojays Swimming Club Code of Conduct

Orpington Ojays Swimming Club is committed to ensuring a safe, friendly and productive environment is maintained at all times for our swimmers, Coaches and helpers. In order to maintain this atmosphere there is a Code of Conduct which applies to everyone, and any breach of this code may result in a disciplinary procedure as detailed in the club rules.

All members shall be treated equally irrespective of gender, ethnic origin, disability, religious or political beliefs.

### Code of Conduct for swimmers during Training:

- All swimmers should arrive on poolside in good time, before the start of the session, and be ready to swim at the correct time. If the swimmer is late, it will be at the discretion of the coach as to whether he/she can swim in that session.
- All swimmers must listen to instruction at all times. Do not talk or interrupt as it is disruptive and disrespectful to the coach and fellow swimmers. If clarification is needed, ask at the end of the instruction.
- Observe correct lane etiquette as directed by the coach/teacher. If a swimmer in front is slower than the swimmer behind, they must ensure the faster swimmer is allowed in front. Always leave a 5 second gap between each swimmer and swim in speed order. This may mean changing positions on different swims, unless the coach instructs otherwise.
- All swimmers must have the required equipment with them.
- Behaviour must be sensible at all times which includes in the pool, on the side of the pool and in the changing rooms before and after each session.
- Inform your coach in advance if you are going to miss a session.
- To achieve best results in training, work hard, listen to instructions and do not cut corners, skip lengths or sets.
- Swimmers should normally attend a complete session. Where possible, coaches should be informed if a swimmer needs to leave early or arrive late, before the start of a session.
- Bullying of any kind is not acceptable and will not be tolerated. Forms of bullying include:
  - Emotional- being unfriendly, excluding, sending hurtful text messages
  - Tormenting- For example, hiding goggles/equipment, threatening gestures
  - Physical- pushing, kicking, hitting, punching or any other form of violence
  - Racist- racial taunts, graffiti, gestures
  - Sexual- unwanted physical contact or sexually abusive comments
  - Homophobic- because of, or focusing on sexuality

Verbal- name calling, sarcasm, spreading rumours, teasing

If any bullying is reported it will immediately be acted upon by the Committee or other appointed person. In serious cases of bullying, the incident will be referred to the ASA for advice. Parents will be informed and asked to attend a meeting to discuss the problem.

## **Code of Conduct for Swimmers at Galas:**

- Swimmers in competitive squads should be available for team selection. A list of gala dates can be found in the fixture list on the website. The Team Manager should be notified as soon as possible if a swimmer cannot attend an event for which they have been selected, giving a reason for absence. Failure to do so or being repeatedly unavailable may result in non-selection for future teams or a change of squad.
- Swimmers represent Orpington Ojays at swimming galas and are expected to behave sensibly, showing respect to coaches, officials, team mates and other competitors.
- Swimmers are expected to promote good behaviour and sportsmanship at all times and should not behave in an unacceptable manner which may cause offence to others, such as bad language, violence, bullying, harassing teasing or any other unacceptable behaviour.
- Poolside helpers or coaches must be informed when a swimmer leaves poolside, for example, to go to the toilet.
- All swimmers must be on poolside until the end of the gala, and encourage and be supportive of their team members.

## **Discipline:**

- All disciplinary issues will be dealt with promptly by the coach/teacher in the first instance.
- Swimmers will receive an informal verbal warning. This will be noted in the register.
- A subsequent breach of the same or a different rule will result in a strike and the swimmer will be asked to sit out of the activity. This will also be noted in the register and a letter will be written to the swimmer's parent/guardian.
- Further breaches will be noted in the same way until a maximum of 3 have been reached, at which time the matter will be brought before the committee and a decision will be made as to further disciplinary action.
- Strikes will remain valid for a period of 3 months and are transferable if the swimmer changes squads.
- The strikes are given entirely at the discretion of the coach on poolside at the time and will be given for a breach of any of the above rules.
- In the case of a serious breach of discipline, the committee may decide to give a formal warning, reallocate the swimmer to a different squad, suspend the swimmer from training for a period of time to be decided by the coach/committee, or exclude from the club.

## General code of conduct:

- All swimmers must maintain a high standard of personal behaviour at all times.
- All persons are responsible for their own health and safety, and shall refrain from any act likely to compromise the health and safety of others.
- Any adult having one-to-one contact with children whilst acting for Orpington Ojays Swimming Club is required to register with the ASA for inclusion on the Child Protection List. Forms/advice are available from the Club Secretary.
- Head coaches in consultation with other coaches/teachers shall decide on recommendations for squad changes. Swimmers shall be given reasonable notice of any such proposed change.
- Smoking or the consumption of alcohol by swimmers during club swimming or training activities or whilst travelling on club organised transport is not permitted.
- Substance abuse is a very serious matter and will not be tolerated on any level. Any members suspecting substance abuse should report this immediately.
- The Club/Coach shall do everything possible to ensure a safe environment for swimming activities. They shall respect the rules governing the sport and any guidelines issued by the pool owner/operator. Health and safety laws and any relevant by-laws or rules of the club shall be complied with.

**The following statement needs to be signed by the member and must also be countersigned by the parent, or a person having parental responsibility for the member, if under 18 years of age:**

I acknowledge receipt of the code of conduct of Orpington Ojays Swimming Club and confirm my understanding and acceptance that such codes (as amended from time to time) shall govern my membership of the Club. I further acknowledge responsibilities of my membership upon members as set out in this code.

**Signed (parent):**

**Signed (swimmer):**

**Date:**

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