



## CODE OF CONDUCT & BEST PRACTICE – COACHES & TEACHERS

### As a Coach or Teacher, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Have access to ongoing training and CPD in all aspects of your role.
- Be respected and treated fairly by the club.
- Feel welcomed, valued, and listened to.

### As a Coach or Teacher at the club we expect you to:

- Adhere to and implement Swim England (ASA) and the club safeguarding procedures.
- Adhere to the Swim England (ASA) Equality and Diversity Policy.
- Adhere to the Swim England (ASA) regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions for teaching and coaching under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- Champion everybody's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith, or ability.
- Respect your position of trust and maintain appropriate boundaries and relationships
- Consider your behaviour and do not engage in any behaviour that constitutes any form of abuse.
- Not use your position to obtain personal benefit, reward or to pursue an inappropriate or sexual relationship with a child.
- Respect children's trust and rights whilst being honest and open with them.
- Challenge and address instances of poor, negative, aggressive, or bullying behaviour amongst children. Seek advice from the Welfare Officer where necessary.
- Lead by example promoting positive behaviour, good sportsmanship and encourage children to behave in a positive manner and follow the rules of the club and sport. Encourage and guide members to accept responsibility for their own behaviour and performance.
- Promote a smart appearance wearing the assigned club kit during training and competitions.
- Never encourage or condone members, volunteers, officials, or parents to violate the rules of the organisation or the sport and report any violations appropriately.
- Observe the authority and the decision made by officials whether at club level or from an outside organisation and only question those decisions in the appropriate manner.
- Ensure team/squad selection is clear and transparent and be fair and equal when making decisions.



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- Be qualified to the appropriate level to deliver teaching/coaching in-accordance with Swim England (A.S.A) guidelines for teaching and coaching athletes.
- Keep your coaching and/or teaching qualifications and CPD up to date.
- Complete Swim England approved child safeguarding training every three years.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (TSWPC requires this to be renewable every three years).
- Use positive and constructive methods when teaching and coaching and ensure programmes are appropriate for the age, ability, and experience of the child.
- Always put the wellbeing, health, and safety of the child before all other considerations including the development of performance.
- Keep children safe in your sessions with appropriate staffing ratios, using safe methods of instruction and techniques and by putting their safety first.
- Ensure any equipment used is fit for purpose, safe to use and accessible.
- Follow the club procedures should a child have an accident or suffer an injury.
- Develop positive relationships with parents/guardians and where possible provide them with regular information and updates regarding their child's development in swimming and water.
- Listen to any concerns the parent/guardian or child may have and seek advice (where appropriate) to resolve any concerns.
- Treat all personal information about children or their families on a confidential "need-to-know" basis unless information sharing with others is required to protect and safeguard a child from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all children to respect all competitors and teams from other organisations in victory or defeat. Value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
- Always ensure that all teaching, coaching, and competition programmes are appropriate for the age, ability, and experience of the individual member.
- Be fair and equal in team and training section selection.



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### Club Policy

- Inappropriate and abusive language in public is not acceptable. Language must always be appropriate and socially acceptable.
- Consumption of alcohol is totally forbidden for athletes' underage as defined by UK law. It must not be consumed by Coaches; Teachers; Volunteers; Swimmers or Water Polo Players whilst on-route, prior or following a competition event, training camp or team activities, without specific consent of the Team Manager.
- During competition alcohol is strictly forbidden for all swimmers and staff.
- Smoking is not allowed by any member of the club i.e. Coaches; Teachers; Volunteers; Swimmers and Water Polo players whilst on-route, prior to, during or following a competition event, training session or team activities.
- Coaches; Teachers; Volunteers; Swimmers and Water Polo players shall always display the required standard of personal appearance. Team kit and equipment shall be worn as directed by the Coach or Team Manager when competing and training, when assembling or travelling, at official team functions or on other occasions as notified.
- Coaches; Teachers; Volunteers; Swimmers and water polo players are strictly prohibited from taking illegal, performance enhancing drugs and substances. Swimmers and water polo players are expected to be aware of the current list of banned substances. Any person taking medication must ensure that this medication is not on the banned substance list.
- Ensure that all members who are representing the club do so in a professional manner in accordance with A.S.A guidelines.
- All Coaches & Teachers of the Swimming Club/ Water Polo Club are ultimately responsible to the Head Coach. The Head Coach duly appoints his/her team to line manage the other divisions of the club's aquatic activities.
- Coaches should not cancel any training sessions without the prior consent of the club's Head Coach.
- Coaches must only promote competitions that have been agreed with the Head Coach and written into the club's fixtures list.
- Coaches must use the correct line of communication when contacting the parents of swimmers in their squads.
- All Coaches & Teachers are strictly asked to abide to the Swim England (A.S.A) guidelines on social networking sites.
- Teachers and coaches should be aware of the reach, power and influence of digital and social media (Facebook, Twitter, Instagram, etc) and should take care always to represent themselves and the Club in a positive and non-judgmental way, in accordance with the ASA guidelines. Remember, you are representatives of the Club, always.
- Coaches & Teachers should not speak negatively about their colleagues to any other person(s) or openly criticise the work of other staff. Any issues should be discussed in the first instance with the club's Head Coach/Club President.
- All Coaches & Teachers should aim to follow guidelines, recommendations and the overall vision of the Head Coach and his/her supporting assistant Head Coaches and Head of Coaching Pathways & Club Development.



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### **Breaches**

All breaches of this code of conduct should be dealt with by the Club President/Welfare Officer/Head Coach in the first instance. In more serious cases, or if there are repeated breaches of the Code of Conduct, Welfare Officer may refer this to the Club Committee and action taken as is deemed necessary as outlined in the Club Disciplinary and Grievance Procedure.

I agree to abide by the guidance given in this code of conduct:

**Coaches / Teachers Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_