

# **BLAIRGOWRIE DOLPHINS SWIMMING CLUB**

## **CODE OF CONDUCT**

## **INTRODUCTION**

This document is to define and clarify the effective standards of safety for Blairgowrie Dolphins Swimming Club, to specify the standards of conduct which are expected from all members and to outline the obligations of the committee.

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 this with a member of the club committee or the club Child Protection Officer.

## **COMMITTEE RESPONSIBILITIES**

The committee will ensure its rules and regulations are made known to all members who are bound and governed by them.

Clear procedures for dealing with members who fail to comply with club rules and regulations will also be known to all members.

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.

All members are treated equally.

## **MEMBER OBLIGATIONS**

Members have a duty to:

- Observe all specific club rules and regulations
- Conduct themselves in a manner which is consistent with the maintenance of good relationships within and out with the club
- Conduct themselves in a manner which maintains the club's good reputation

## **BREACHES OF THE CODE OF CONDUCT**

Members failing to meet the rules and regulations may be subject to disciplinary action.

Members should be aware that actions which have the effect of destroying the relationship between members and the reputation of the club and third parties, will be considered as misconduct. Such misconduct may be subject to disciplinary action.

Repeated infringements relating to aspects of the code of conduct may also represent grounds for the withdrawal of club membership.

## **SPECIFIC RULES AND REGULATIONS**

The following rules and regulations are to protect the club and members. They are deemed necessary to ensure a quick and consistent response to any problems. Members must note other local rules may exist when representing the club elsewhere.

### **HEALTH AND SAFETY**

Members must not take any action that may endanger either their own health and safety or that of any other member.

Members must not take any action that may endanger either the safety or health of any non-club member whilst representing the club.

### **TAKING OF ALCOHOL OR DRUGS**

The following constitute a breach of club rules:

- The possession or taking of alcohol or tobacco within the venue of the club or whilst representing the club
- The misuse of legal or illegal drugs or possession of illegal drugs whilst attending the venue of the club or whilst representing the club.

### **IMPROPER CONDUCT**

Any form of improper language or behaviour which is likely to cause offence is considered unacceptable by the club.

Fighting or other unruly behaviour at the venue of the club or whilst representing the club elsewhere is unacceptable.

Persistent lack of punctuality, impertinence towards or refusal to comply with instructions from coaches, helpers, officials or pool staff is unacceptable.

The club expects high standards of behaviour and to respect the dignity of all individuals.

Victimisation, sexual or racial harassment is unacceptable.

Leaving the pool or training area without permission of the person in charge is unacceptable.

Failing to advise the coach or person in charge at the venue of the club or whilst representing the club of any medications which are being taken is unacceptable.

Refusal to wear team kit if requested to do so is unacceptable by the club.

## **CLUB AND PERSONAL PROPERTY**

Members must not take club or pool property and/or the personal belongings of another member or individual whilst at the venue of the club or representing the club elsewhere.

Members must not use any club property for private purposes without first obtaining appropriate authorisation from the club.

Members must not cause deliberate damage to club or individual property whilst at the venue of the club or whilst representing the club elsewhere.

## **DISCIPLINE PROCEDURE**

From time to time a member's conduct may fail to meet the standards expected. In most cases an informal conversation between the coach/poolside volunteer and a swimmer will be sufficient. A formal approach will only be adopted where a member's conduct is cause for concern or falls below the club standards on a repeated basis. This procedure is designed to ensure fair treatment for all members where disciplinary action is undertaken.

### **INITIAL PROCEDURE**

Should a member fail to comply with an informal request from a coach/poolside volunteer to improve their behaviour the person in charge should advise in the presence of another coach/poolside volunteer that they are being given a formal verbal warning and that this will be reported to the club committee. In the event of repeated or more serious misconduct, the breach of discipline should be reported to the committee as soon as possible. The committee will then contact the parent or guardian and advise them the member will receive a written warning due their behaviour. The committee will expect the member's discipline to improve. Any subsequent breach of discipline by the same member will be dealt with by investigation.

### **INVESTIGATION**

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

The member or member's parent or guardian will be advised that an investigation is being undertaken and the scope of the investigation. The member may also be advised that they may be suspended from the club activities until the outcome of the investigation.

A parent or guardian shall accompany all junior members throughout the process. This is to provide support and to witness and seek any necessary clarification.

The member will be provided the opportunity to fully state their case as part of the investigation.

Attempts will be made to gather information from other members or persons regarding the incident.

## **DISCIPLINARY ACTION**

The course of the action recommended by the committee shall depend on the seriousness of the incident. The following course of action may be taken:

- Exoneration
- Suspension
- Dismissal from the club

The committee's decision shall be formally relayed to the member as soon as possible. The formal note shall state the action to be undertaken and the reason for that action.

## **APPEALS**

If a member is dissatisfied with the disciplinary action to be taken, they can appeal as soon as practicable after receiving confirmation. The appeal should be made in writing to the club president clearly stating the grounds on which the appeal is made.

The appeal will be heard as soon as possible.

## **POOLSIDE VOLUNTEERS CODE OF CONDUCT**

The poolside volunteers must:

1. Put the wellbeing, health and safety of swimmers above all consideration.
2. Respect the rights, dignity and worth of any swimmer and treat everyone equally.
3. Develop an appropriate working relationship with any swimmer and swimmers based on mutual trust and respect.
4. Not exert any undue influence to obtain personal benefit or reward.
5. Not use their position to establish or pursue an improper or sexual relationship with a swimmer or someone close to the swimmer.
6. Encourage and guide swimmers to accept responsibility for their own behaviour and performance in and out of the pool.
7. Always promote positive aspects of swimming and never condone rule violations and report any breaking of rules.
8. Display high standards of behaviour.
9. Should wear official Dolphin uniform.
10. Should treat all swimmers fairly and equally.
11. Must treat all information of a personal nature about an individual as confidential except where to do so will allow risk or harm to the child.

## **SWIMMERS CODE OF CONDUCT**

1. Swimmers behaviour and conduct must at all times be of a high standard to reflect on the club.
2. The swimmer must not use inappropriate behaviour towards others whether, physical, verbal or emotional.
3. Swimmers must report any medical conditions to the coach.
4. Swimmers must provide details of the any medication taken to the coach.
5. Swimmers must be punctual.
6. Club swimwear is available and should be worn during training galas when representing the club.
7. Swimmers must show respect to others including coaches, officials, swimmers, volunteers and spectators.

## **PARENT/GUARDIAN CODE OF CONDUCT**

Parents/guardians:

1. Are responsible for their child/children's behaviour in the changing rooms.
2. Are responsible for the belongings of their child/children.
3. Are responsible for checking the club noticeboards for information such as entry and acceptance at swimming galas.
4. Should not speak to the coach whilst at poolside.
5. Should, where possible, volunteer to help the club on any aspect of running the club.
6. Should display high standards of behaviour and not use inappropriate language whilst involved in club activities.
7. Should not verbally abuse coaches, volunteer staff, officials and swimmers.
8. Should not discuss any issue or disagree with a coach or volunteer with a swimmer present.

**PARENT/GUARDIAN - PLEASE COMPLETE:**

**Please return this section to the Dolphin Swimming Club FAO the Club Child Protection Officer**

<b>Swimmer's Name:</b>	
<b>Signature (over 12yrs):</b>	
<b>Address:</b>	
<b>Town:</b>	
<b>Postcode:</b>	

I hereby confirm that I have read the code of conduct. I have made my child/children aware of its contents and the consequences if their conduct fails to meet the standards expected.

I will ensure that my child/children and I will adhere to the Dolphin Swimming Club's rules as specified in the code of conduct.

<b>Name of Parent/Guardian</b>	
<b>Signature:</b>	
<b>Date:</b>	