

# Chalfont Otters



# Swimming Club

## Code of Conduct for coaches and 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 Wavepower and the club member 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 our club we expect you to:

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions for teaching and coaching under the pool hire agreement.
- Refer all member safeguarding concerns to the Welfare Officer.
- Consistently display high standards of behaviour and appearance.
- Champion everyone'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 with members as set out on page 112 of Wavepower.
- 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 member.
- Respect member's trust and rights whilst being honest and open with them.
- Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst members. Seek advice from the Welfare Officer where necessary.
- Lead by example promoting positive behaviour, good sportsmanship and encourage members to behave in a positive manner and follow the rules of the club and sport.
- Ensure team/squad selection is clear and transparent and be fair and equal when making decisions.
- Keep your coaching and/or teaching qualifications and CPD up to date.
- Complete Swim England approved member safeguarding training every three years.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years).
- Always identify and meet the needs of the individual member as well as the needs of the team/squad.
- Use positive and constructive methods when teaching and coaching and ensure programmes are appropriate for the age, ability and experience of the member.
- Encourage and guide members to accept responsibility for their own behaviour and performance.
- Always put the wellbeing, health and safety of the member before all other considerations including the development of performance.
- Keep members 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 member 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 member's development in swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming.
- Listen to any concerns the parent/guardian or member may have and seek advice (where appropriate) to resolve any concerns.
- Co-operate fully with other specialists (e.g. other coaches, officials, port scientists, doctors or physiotherapists) in the best interest of the member.
- Treat all personal information about members or their families on a confidential "need-to-know" basis unless information sharing with others is required to protect and safeguard a member from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.

- Never encourage or condone members, volunteers, officials or parents to violate the rules of the organisation or the sport, and report and violations appropriately.
- Treat with respect and encourage all members to respect all competitors and teams from other organisations in victory or defeat both in or out of the pool.

**Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations or, if you are employed, under your contract of employment. Continued issues and repeated breaches may result in your dismissal from the club.**

Signature of the coach/teacher

Printed name

Position in the club

Date

Last updated May 2023