

Code of Practice

Royal Wolverhampton School Swimming Performance Programme

Code of Practice

The Royal Wolverhampton School Swimming Club is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all.

The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others.

Therefore, members are encouraged to be always open and to share any concerns or complaints that they may have about any aspect of the club with:

Alison Hickman, WELFARE OFFICER rwsscwelfare@theroyal.school

or

Dave Painter, HEAD COACH dpa@theroyal.school

As a member of The Royal Wolverhampton School Swimming Club, you are expected to abide by the following code of practice:

- All members must take responsibility in ensuring they are up to date with the rules, understand and adhere to them.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs, or sexual identity.
- Members should recognise the valuable contribution made by coaches and officials who can sometimes be volunteers. They give their time and resources to provide a great service for you.
- All members must respect officials and publicly accept their decisions.
- All members should be a positive role model, treat other swimmers, coaches and officials with the same level of respect you would expect to be shown to you.

- Use the correct and proper language at all times.
- Members are not allowed to smoke, consume alcohol or drugs on club premises or whilst representing the club.
- Members should keep to agreed timings for training and competitions or have permission from their coach if they are going to be late.
- Members must wear suitable kit for training and competitions, as agreed with the coach.
- Members must pay any fees for training or competitions promptly.
- Bullying of any sort will not be tolerated.
- Encourage everyone to enjoy sport and understand that people have different motivations for taking part.

Teaching, Coaching, Managing and Instructing

Throughout the following Code, the expression 'Teacher/Coach' whether used in the singular or plural shall include all Teachers, Coaches, Assistants, Managers and other helpers whose activities are connected with the disciplines regulated by Swim England. Where the context of the code admits the expressions 'Members' this will also include all members of RWSSC and others involved in the sport of swimming through RWSSC in any capacity.

The purpose of the On-Site Code of Conduct, Ethics & Honour (referred to hereafter as the Code) is to establish and maintain standards for RWSSC members and to inform and protect members of the public using RWSSC's services. Ethical standards comprise such values as integrity, responsibility, competence and confidentiality. Individuals who are members of RWSSC are deemed to have assented to the Code and as such recognise and adhere to the principles and responsibilities embodied in it.

The Code creates a framework within which RWSSC members when engaged in RWSSC activities should always work. Violations of the Code may result in complaints being made to the RWSSC Executive Committee and/or Swim England Judicial System and, in which case the relevant Tribunal in determining whether a conduct complained of has brought the Club and/or the sport into disrepute.

Issues of Responsibility

Membership of RWS is a deliberately undertaken responsibility, and members of RWS are responsible for the observation of the principles embodied in the Code of Ethics.

Humanity

Members of RWS must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, Teacher/Coaches must treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability or political persuasion. All Members of RWS should refrain from any conduct which may constitute bullying. Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time.

Bullying can be:

Emotional – being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g.: hiding goggles/floats, threatening gestures), Isolating an individual from activities, putting them down, destroying self esteem

- Physical – pushing, kicking, hitting, punching, any violence, or theft
- Cyber e.g., misuse of social media and text messages to promote emotional abuse
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Homophobic – because of, or focusing on the issue of sexuality
- Verbal – name-calling, sarcasm, spreading rumours, teasing, racist, sexist or homophobic remarks, threats, name-calling

RWS believes that it is important that all settings in which RWS members are provided with services or activities promote a policy which is not tolerant of bullying. No swimmer will be able to reach their full potential if they feel they are the victims of bullying, by an adult or one of their peers. Tackling bullying must be the responsibility of everyone in RWS.

The chances of bullying happening in RWS can be greatly reduced if there is a general atmosphere where RWS members are valued and cared for. The following strategies will support a RWS's attempt to prevent bullying:

- Encourage an ethos of mutual respect for difference throughout the club.
- Give positive encouragement and promote the value of self and others.

- Raise awareness of all to the possible cause and effect of bullying.
- Make it clear that bullying will not be tolerated and is unacceptable, but that both victims and bullies will be given the necessary support.
- Enable swimmers, coaches, teachers and other members to understand that no form of bullying, be it physical, verbal or emotional, will be tolerated by RWS.
- Enable members to feel confident that their concerns will be listened to and taken seriously.

If bullying is evident in RWS but not addressed, the Club will be considered to be breaching the ASA Code of Ethics. RWS will ensure that any bullying which involves children is seen in the same light as other child protection concerns and the ASA Child Protection Procedures should be implemented if a serious concern is raised.

Relationships

The good Teacher/Coach will be concerned primarily with the well-being, health and future of the individual athlete and only secondary with the optimisation of performance. A key element in a teacher/coach relationship is the development of independence. Athletes will be encouraged to accept responsibility for their own behaviour and performance within training, competition and their social life. Teachers/Coaches are responsible for setting and monitoring the boundaries between a working relationship and friendship with athletes. This is particularly important when the coach and athlete are of opposite sex and/or when the athlete is a young person. The Teacher/Coach must realise that certain situations or friendly actions could be misinterpreted, not only by the athlete, but also by outsiders motivated by jealousy, dislike or mistrust and could lead to allegations of sexual misconduct or impropriety. The relationship between Teacher/Coach and athlete relies heavily on mutual trust and respect.

Cooperation

- Members of RWS should communicate and co-operate with other sports and allied professions in the best interest of their athletes.
- Teachers/Coaches will endeavour to communicate and cooperate with medical practitioners in the diagnosis, treatment & management of their athletes' medical problems
- Members of RWS will make themselves available for any formal/informal 'in-house' meeting or hearing regarding a potential breach of this Code.

Advertising

- Advertising by Teachers/Coaches in respect of qualifications and/or services shall be accurate and professionally restrained.
- Teachers/Coaches shall not display any affiliation with an organisation in a manner that falsely implies accreditation by that organisation.

Integrity

- Members of RWS should refrain from public criticism of fellow members. Differences of opinion should be dealt with on a personal basis and more serious disputes should be referred to the Executive Committee.
- Members of RWS must not encourage athletes to violate the rules of their sport and should actively seek to discourage such action. Furthermore, members of RWS should encourage athletes to obey the spirit of such rules
- Teachers/Coaches must not compromise their athletes by advocating measures which could be deemed to constitute seeking to gain an unfair advantage. Above all, teachers/coaches must never advocate the use of proscribed drugs or other banned performance enhancing substances.
- Members of RWS must treat opponents and officials with due respect both in victory and defeat and should encourage their athlete to act in a similar manner.
- RWS Team Staff must accept responsibility for the conduct of their athletes insofar as they will undertake to discourage inappropriate behaviour.

Confidentiality

Teachers/Coaches inevitably gather a great deal of personal information about athletes in the course of a working relationship. Teacher/Coach and athletes must reach agreement as to what is regarded as confidential information, i.e., not divulging to a third party without the express approval of the athlete. Confidentiality does not preclude the disclosure of information, to persons who can be judged to have a 'right to know', relating to athletes when relevant to the following:

- Evaluation of the athlete within the sport for competitive selection purposes and recommendations concerning athletes for professional purposes.
- Pursuit of disciplinary action involving athletes within the sport.

- Pursuit of disciplinary action by the Executive Committee and/or the ASA involving RWS members in alleged breaches of this Code.

Abuse of Privilege

- The Teacher/Coach is privileged, on occasion to have contact with athletes and to travel and reside with athlete in the course of teaching/coaching and competitive practice.
- Consequently, a Teacher/Coach must not attempt to exert undue influence over the athlete in order to obtain personal benefit or reward.

Personal Standards

- Members of RWS must consistently display high personal standards and project a favourable image of their sport and Club to athletes, other teachers/coaches, officials, spectators, the media and the general public.
- Personal appearance is a matter of individual taste but members of RWS have an obligation to project an image of health, cleanliness and functional efficiency.
- RWS members should never smoke when in close proximity to RWS athletes.
- RWS Team Staff will not consume alcohol so soon before teaching/coaching that their judgement may be impaired and such that the smell will still be on their breath when working with athletes.
- Members of RWS under 18 years of age will not consume alcohol at any event or activity organised by RWS or where they are representing RWS.

Social Media

- Any references made on social media to the school, swimming club its employees, volunteers, pupils and their families, should comply with the School's/Clubs policies on conduct/misconduct, equal opportunities, and bullying and harassment.
- RWSSC members must not post entries onto social networking sites which are derogatory, defamatory, discriminatory or offensive in any way, or which have the potential to bring the school or the swimming club into disrepute.

Safety

- RWSSC Team Staff have a responsibility to ensure the safety of the athletes with whom they work as far as possible within the limits of their control.
- All reasonable steps should be taken to establish a safe working environment.
- The work done and the manner in which it is done should be in keeping with regular and approved practice.
- The activity being undertaken should be suitable for the age, experience and ability of the athletes.
- Athletes should have been systematically prepared for the activity being undertaken and made aware of their personal responsibilities in terms of safety.

Issues of Competence

- Members of RWS shall confine themselves to practice in those fields of sport in which they have been trained/educated, and which are recognised by the ASA as being valid. Training includes the accumulation of knowledge and skills through both formal Teacher/Coach education courses and by experience at a level of competence acceptable for independent teaching/coaching practice.
- Teachers/Coaches must be able to recognise and accept when to refer an athlete to other agencies. It is the responsibility of the Teacher/Coach as far as possible, to verify the competence and integrity of the person to whom they refer an athlete.
- Teachers/Coaches should regularly seek ways of increasing their professional development and self-awareness.
- Teachers/Coaches have a responsibility to themselves and their athletes to maintain their own effectiveness, resilience and abilities, and to know when their personal resources are so depleted as to make it necessary for them to seek help and/or withdraw from teaching/coaching whether temporarily or permanently.

Violations of this Code

An alleged breach of this Code shall be grounds for making a complaint under Swim England Law. This is a formal expression of dissatisfaction with

the actions of behaviour of clubs, bodies, organisations or individuals or with alleged unfair practice in connection with the sport.

Team Staff Appointments Policy

Where one athlete aged below eighteen years of age is travelling, a minimum of one member of Team staff will accompany the athletes. In the case where only one member of Team staff accompanies the athlete, the member of staff will usually be of the same gender.

Where there are two or more athletes travelling, a minimum of two members of Team staff will accompany the athletes.

Where the group of athletes are of mixed gender, there will be Team staff members of each gender.

As a member of Royal Wolverhampton School Swimming Club (RWS), I understand and will comply with the following conditions as set forth by RWSSC at all Meets, Competitions, Camps, External Coaching/Training Sessions & Promotional Events with RWSSC:

- The possession or use of alcohol, tobacco products or controlled substances by any athlete of a RWS Team is prohibited throughout the duration of the camp/meet (until the team has officially disbanded).
- The use of alcohol and tobacco products by any staff member of a RWS Team is at the professional discretion of the Team Manager throughout the duration of the camp/meet (until the team has officially disbanded).
- Curfews for athletes, established by the staff, will be adhered to and supported each day of the camp/meet by all RWSSC members.
- Team members and staff will attend all team functions including meetings, practices/training sessions, exhibitions, press conferences and competition sessions unless otherwise excused or instructed by the Head Coach or Manager. All RWS members will fully support these requests.
- To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athletes' rooms, and no female athletes in male athletes' rooms. Wherever possible, there will be a team room provided for relaxation and recreation. All RWS members will fully support these requests.
- Team members and staff will comply with RWS uniform requirements at camps/meets until the team has officially disbanded, unless otherwise excused or instructed by the Head Coach:

- Recognised RWS uniform will be worn on the journey to and arrival at all camps/meets.
- Recognised RWS uniform will be worn at all times, during camps/meets, including period until the team has officially disbanded, unless otherwise excused or instructed by the Head Coach:
- Recognised RWS uniform will be worn on the journey to and arrival at all camps/meets.
- Recognised RWS uniform will be worn at all times during camps/meets, including periods of warm-up, training, competition, team support, public meeting, press conference and photo shoots.
- RWS swim caps shall be worn for all training sessions, warm-ups and racing whilst at the camp/meet. RWS athletes will not race in a RWS swim cap which bears the name of another athlete.
- Where possible, RWS drag pants shall be worn for all training sessions and warm-ups.
- Team members and staff will comply with RWS racing and preparation protocols at camps/meets until the team has officially disbanded, unless otherwise excused or instructed by the Head Coach. All RWS members will fully support these requests.

These shall include verbal or written policies provided by the Head Coach and/or Team Manager regarding:

- Dry-Side and Pool Based Warm-Ups
- In-Meet Training
- Swim Down & Holding Sets
- Times of Arrival, Departure & Curfews
- Team Support
- Appropriate use of Social Hours/Down Time
- Press/Photo Calls
- Relay Selections
- Accommodation Arrangements

- RWS members will refrain from any illegal or inappropriate behaviour that would detract from a positive image of RWS and/or British Swimming or be detrimental to RWS's performance objectives.
- RWS members will display proper respect and sportsmanship toward coaches, officials, administrators, fellow competitors and the public.
- At all Camps and Meets, all athletes will (for their own safety):
- Members agree to follow directions given by RWS Team Staff at all times.
- Athletes agree to not leave the main group without the permission of the Head Coach or Manager and ensure that locations and timescales are agreed.

In all cases, athletes are not to leave the main group on their own.

- Athletes will ensure that the Team Staff know of their whereabouts at all times.
- Any athlete sickness, injury or similar ailment must be reported by the athlete to a member of the Team Staff immediately.
- The Head Coach and/or Manager will negotiate the rights of access to the RWS Team.

Once an organisation has negotiated these rights, the following shall occur:

Not-for-Profit Mode RWS athletes, staff and other members will comply with promotion opportunities for the sport of swimming, to include but not limited to exhibition and promotional appearances. Any request for team or staff appearances will have the prior approval of the Head Coach.

For-Profit Mode RWS will negotiate a set fee to include all members of the team and staff. All members will be asked if they wish to participate under these terms and financial arrangements. They may then either decline to participate or participate at the scale set by RWS. Coaches, managers and athletes will all be included under these terms. Any additional guidelines for the RWS Team will be established as needed by the Head Coach or Manager either verbally or by written notice.

Implementation

All RWS members are apprised in writing of this policy. Signature of this document constitutes unconditional agreement to comply with the Code of Royal Wolverhampton School Swimming Club. An evaluation/reporting system will be established to determine if all aspects of the policy have been

followed by team and staff members. The Manager will have responsibility for completing this and providing the Executive Committee within 7 days of the close of the event. In agreeing with this Code, you also agree to be bound by the provisions of Swim England Code of Ethics (June 2017). Failure to comply with the Code as set forth in this document may result in disciplinary action under the provisions of the RWS Constitution and Swim England Law. Any appeal following any disciplinary action shall be in accordance with the RWS Constitution and Swim England Law.

General Acknowledgement & Acceptance

I, hereby acknowledge that all information and signatures on this form are applicable to my participation in all Royal Wolverhampton School Swimming Club (RWS) activities and I agree to abide by the regulations specified in these documents and in the rules and regulations of RWS Swimming for the management and conduct of the RWS Swimming programme.

Oath of Eligibility

I declare that I am eligible and in good standing with regulations laid down by British Swimming, Swim England, the Federation Internationale de Natation (FINA), and the International Olympic Committee (IOC). I also declare I am not under suspension or disciplinary action imposed for use of illegal drugs or other athlete regulation infractions. I agree to sign additional documents to this effect when required to do so by other organising bodies. I certify that, to the best of my knowledge and belief, I will only attend and participate in an activity where I am in good physical condition and where I have no disease or injury that would impair my or other RWS Team member's performance in the activity. Whilst I am a participant in such an activity, I will endeavour to keep myself in top physical condition.

Doping

I understand that it is the policy of RWS Swimming Club and British Swimming to discourage and prevent the use of prohibited doping substances and prohibited doping methods. The FINA Anti-Doping Rules are available on-line. I know that I should check with UK Sport the status of all medications and substances I am currently using, and to satisfy any questions or concerns that I may have about medications and prohibited substances or methods. I do not currently engage in, nor do I intend to use any prohibited substances or methods. I acknowledge that the use of prohibited substances/methods may subject me to disqualification and other sanctions imposed by RWS Swimming Club, Swim England, UK Sport, FINA and/or the IOC.

Drug Testing

I understand that testing will be conducted on athletes during and outside of competition. I (athletes only) hereby consent to and authorise the testing agencies to test me for prohibited substances and prohibited methods at any time. I further acknowledge and agree that my refusal to participate in a drug test may subject me to disqualification and sanctions, the same as if I had tested positive for a prohibited substance. In the event that I refuse to submit to a drug test, or a drug test has a positive result, I recognise that I am subject to the adjudication processes established by UK Sport, British Swimming, Swim England, LEN and/or FINA, because of my refusal or positive test.

Authorisation & Event Promotion

I agree to be filmed and photographed by the photographer(s) authorised by RWS Swimming Club or Swim England under the conditions authorised by Swim England and give the event organisers the right to use my name, picture, likeness, and biographical information before, during and after the period of my participation in these activities to promote the activity in which I participate or to promote the success of the team on which I compete. I understand and agree not to use or authorise use of pictures of myself in the uniform of RWS Swimming Club for the purpose of trade without the consent of RWS Swimming Club. Furthermore, it is agreed that I shall return any uniform, equipment or items issued by RWS if and when requested.

Authorisation for Medical Services for RWS Athletes & Staff

I hereby give consent for the Manager to seek for me professional medical care, treatment and emergency medical services (including the use of anaesthetics and blood transfusions) associated with participation in this activity. Additionally, I hereby agree that, in the event I elect to obtain any of these services or treatments from any sources other than that approved by RWS Swimming Club, I shall accept full and complete responsibility. I further authorise release of any medical information necessary to process a claim for accident/medical payment insurance for an injury or illness incurred while I am participating as a member of the RWS Swimming Club delegation in this activity.

Risk of Serious Injury

I understand and appreciate that my participation in the sport of swimming carries a risk of serious injury, including permanent paralysis or death. I

voluntarily and knowingly recognise, accept, and assume this risk If applicant is under 18 years of age, the parent(s) or guardian(s) must complete the Medical Consent Form in the Welcome pack.