



# CITY OF DERBY SWIMMING CLUB



## CLUB POLICY AND GUIDELINES

### **Introduction**

The aim of these rules is to provide a framework for standards and behaviour expected from all members of the club. It is essential that all members comply with the rules to prevent accidents and to ensure the efficient running of the club.

It is important to recognise that regular attendance is necessary if members wish to fully develop their swimming skills. Recommendations on attendance are given in the PTP (Performance Training Plan).

### **Guidelines**

All members are to be given a copy of the club rules on joining the club. On signing the membership form you agree to abide by these rules.

All members must put the well-being, health and future of themselves and others as their primary concern above that of performance development.

Reasonable behaviour and personal conduct is expected at all times, members should:

- Not cause offence or embarrassment to other swimmers, officials, spectators, parents and team coaches of CODSC.
- Not cause offence or embarrassment to other swimmers, officials, spectators, parents, and team coaches of other swimming clubs or organisations.
- Set a good example and a positive attitude to others.
- Use language in public or group sessions that is always appropriate and socially acceptable and not cause offence.
- Respect the rights, dignity and worth of all members.
- Treat other swimmers and competitors with respect, in victory and defeat.
- Not get involved in conduct or activities that would harm or bring into disrepute the reputation or name of the club. Serious misbehaviour shall be reported to the executive committee or its representative and appropriate action taken in line with the club constitution and ASA guidelines/law.
- Comply with the rules, laws, guidelines and code of ethics as set out by the ASA.

N.B. Parents are responsible for ensuring their children adhere to these rules at all times.



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### **Training Sessions**

Arrive early, bring all of your training equipment with you and attend as many sessions as your coach advises. Arrive in a positive frame of mind, ready to train at the level your coach requires. Listen to your coach. He/she is there to advise you and to help you to become a better swimmer. Do **all** that is asked of you, do less and you are cheating yourself!

A record of attendance will be taken at the start and during each session to ensure safe evacuation of the premises in the event of an incident occurring.

Members should work together without discrimination or prejudice on the grounds of ethnic origin, language, gender, disability, age or political persuasion.

The person in charge of any training session shall have the authority to eject from that session any member of the club for misbehaviour, disruption or actions that may endanger the health and well being of themselves and or others, or conduct considered prejudicial to the efficient running of the training session. Any such incident should be reported to a member of the Executive committee and an incident report completed.

### **Competitions**

Instructions given to swimmers by CODSC teacher/coach, club officials or other visiting officials when attending competitive events or presentations, will be complied with at once.

All team members are expected to wear team clothing e.g. Tee shirts and hats at all competitive events, galas and presentations

Where competition entry criteria exists, all club members are expected to complete entry forms with known achieved times. Club officials or teacher/coach will not sign for entry times that cannot be validated.

### **Duties of Members**

Actions that result in an injury, damage to property, serious occurrences or other reportable incidents should be recorded via the Club and or Pool Operator 'Accident/Incident Report Log' or 'Accident/Incident sheet.

Any member who has a diagnosed medical condition e.g. asthma, epilepsy, diabetes, should inform their teacher/coach prior to training or competing in an event. Similarly anyone taking medication for a condition should:

- Consult with a medical practitioner to ensure that it is not a banned substance.
- Inform their teacher/coach prior to training or competing in an event.



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Not to smoke or consume alcohol before or during teaching/training sessions or competitive events.

Glass or ceramic containers should not be brought onto poolside or where contact with swimmers could occur e.g. changing areas, during training sessions or competitive events in line with Health and Safety.

Hot drinks should not be brought onto poolside or where contact with swimmers could occur e.g. changing areas, during training sessions or competitive events in line with Health and Safety.

### **Reporting of Infringements/ Complaints**

#### **By a Coach/Teacher**

If a coach /teacher receives information or observes behaviour which constitutes an infringement it should be dealt with promptly. They are empowered to request the relevant member to leave the pool initially for a 5 minute period or if the offence is deemed severe or repeated, for the remainder of the session. The coach /teacher should inform the chief coach or in their absence a member of the executive committee as soon as possible without compromising the safety of other members still on poolside or in the pool.

#### **By a Member**

Any member who has a complaint shall in the first instance talk to the coach/teacher. If the infringement takes place elsewhere in the building and the coach/teacher is not available then members should seek out any designated member of the executive committee as soon as reasonably practical.

If the individual making the complaint is not satisfied with either the action of the teacher/ coach or the subsequent behaviour of the individual concerned then they must put their complaint in writing to the Hon. Secretary. On completion of a Disciplinary procedure as outlined in R2 of the constitution, the complainant will be informed in writing by the executive committee.

#### **By the Executive Committee**

Any infringement reported to or observed by a member of the executive committee shall be recorded in writing at the earliest opportunity. The information recorded should specify

1. Who is making the allegation
2. The nature or circumstances of the allegation
3. The place, date and time that the allegation occurred
4. The subject of the allegation
5. Details of any witnesses



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### Infringement Categories:

Poor attendance - more than 6 weeks

Significant - single or series of less serious events that contravene poor conduct or behaviour

Serious - endangering the lives of themselves or others by their acts or omissions, violence, bullying, removal (unauthorised) of or damage to property/equipment, abuse of Pool Staff.

### Appendix

A - Code of Ethics and Conduct

B - Child Protection in Swimming Procedures and Guidelines

C - Guidelines for Use of Photographic/Filming Equipment at Competitions & Club Sessions