



## CODE OF CONDUCT FOR SWIMMERS, PARENTS/GUARDIANS, TEACHERS AND VOLUNTEERS

You will need to carefully read the following codes of conduct and then sign the relevant declaration on the "Personal Information Form" agreeing to abide by them.

Water Wizards Swim School has adopted Sports Coach UK's "Code of Practice for Sports Coaches ". This is based on four key principles:

- **Rights** – Teachers, coaches and poolside helpers must respect and champion the rights of every individual to participate in sport.
- **Relationships** - Teachers, coaches and poolside helpers must develop a relationship with swimmers (and others) based on openness, honesty, mutual trust and respect.
- **Responsibilities** - Personal standards – teachers, coaches and poolside helpers must demonstrate proper personal behaviour and conduct at all times.
- **Professional Standards** - To maximise benefits and minimise risks to swimmers, teachers, coaches and poolside helpers must attain a high level of competence through qualifications and a commitment to ongoing training that ensures safe and correct practice.

Not only do the teachers, coaches and poolside helpers have responsibilities to the swimmers, the swimmers themselves and their parents/guardians have similar responsibilities to the swim school and its officials.

Water Wizards Swim School has therefore developed a code of conduct which covers the roles, responsibilities and expectations of swimmers, teachers, coaches, officials, parents and guardians while taking part in any swim school activity.

All swim school members are expected to comply with the following 'Code of Conduct' guidelines while taking part in any swim school activities. Above all, it is expected that all swimmers of Water Wizards Swim School, teachers, coaches, volunteers, poolside officials and parents/guardians alike; when attending any session, event or tournament will:

- Behave without discrimination on the grounds of age, gender, race, religion, sexual identity, or disability as set out in the club's Equity statement.
- Respect the rights and dignity of each member of the club and all other swimmers.
- Treat other competitors/swimmers and teams with respect in victory and defeat.
- Comply with the codes of conduct, rules, terms and conditions and laws set out by Water Wizards Swim School and SE (Swim England).
- Observe the authority and decisions of all teachers, coaches and officials.

To assist these aims, this document establishes a set of guidelines and procedures which outline the responsibilities and behaviour of swimmers, staff and parents/guardians associated with the club; and lays down what members and parents/guardians can expect of the swim school, together with the swim school's expectations of its members.

## Swimmers Code of Conduct

- Behaviour and personal conduct must at all times be of high standard and reflect favourably on the swim school and the sport. Language in public or relevant group situations must always be appropriate and socially acceptable. Politeness at all times to your fellow swimmers, teachers, coaches and other officials.
- Bullying, harassment and discrimination whether physical mental or emotional will not be tolerated and disciplinary action will be taken against those who break this code.
- Show respect for property and belongings of others. Any abandoned equipment or clothing should be handed in to teaching staff or poolside helpers.
- Follow instructions given by teachers, poolside helpers or officials.
- All members must refrain from making comments in the public domain which may bring the swim school, teachers or parents into disrepute. This includes chat rooms and social networking sites.

## Sanctions

Breaches of the Code of Conduct shall be dealt with in first instance by the swimming teacher who will take further action as deemed necessary in liaison with the appropriate club personnel. These sanctions are not intended to humiliate or make an example of a swimmer. The aim is to help the swimmer to think about their action and to take responsibility. If the teacher considers a swimmer's behaviour is unacceptable then the following sanctions are available to them:

- Swimmers disrupting sessions for whatever reason will be issued an initial warning by the teacher.
- Swimmers continuing to ignore the warning will be sat on the side of the pool.
- If the matter persists, the teacher may have an informal discussion with the parent/guardian.
- For very serious misbehaviour the teacher will ask the swimmer to leave the pool immediately and get changed.
- In cases of serious misbehaviour, the Director may deem it necessary to hold a formal discussion with parents resulting in a structured plan of action to curtail the child's behaviour. This stage may involve the swim schools Welfare Officer.
- Should an amicable resolve not be achieved following any of the above, the Director reserves the right to revoke any swimming lesson fees paid and the child will be stopped from participating in lessons.

<b>Mild misbehaviour</b>	<b>Moderate misbehaviour</b>	<b>Severe misbehaviour</b>
<ul style="list-style-type: none"><li>• Interrupting.</li><li>• Being impolite.</li><li>• Talking when the Coach is talking.</li><li>• Annoying other people.</li><li>• Ignoring poolside/changing room/land training rules.</li><li>• Not following adults' directions.</li><li>• Being too noisy.</li></ul>	<ul style="list-style-type: none"><li>• Answering back to the coaches.</li><li>• Overreacting.</li><li>• Spitefulness and being unkind in language and actions.</li><li>• General antisocial behaviour, i.e. lack of social skills.</li></ul>	<ul style="list-style-type: none"><li>• Obscene language or gesture.</li><li>• Wilfully disobeying the teacher.</li><li>• Arguing with the teacher.</li><li>• Stealing from another child/adult.</li><li>• Damaging property.</li><li>• Verbal/Physical bullying.</li><li>• Racist language and remarks.</li><li>• Putting the swim school in disrepute.</li></ul>

## **Water Wizards Swim School Teachers, Coaches, Officials and Volunteers Code of Conduct**

The swim school promotes a high standard of ethical conduct and practice. All swim school teachers, coaches, officials, poolside helpers and volunteers must follow the principles set out below:

- Behaviour and personal conduct must at all times be of high standard and reflect favourably on the swim school and the sport.
- Be a positive role model, set good examples and ensure all activities are properly supervised.
- Recognise the importance of fun and enjoyment in teaching.
- Consider the wellbeing and safety of swimmers before development of performance.
- Develop an appropriate working relationship with swimmers, based on mutual trust and respect.
- Ensure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport.
- Follow all guidelines laid down by SE and the swim school.
- Ensure swimmers are selected for competition on their ability.
- Work to gain and maintain the appropriate valid qualifications.
- Undertake the continuing professional development (training) necessary to discharge duties to the best of their ability in the light of current knowledge.
- Never exert undue influence over swimmers to gain personal benefit or reward.
- Never condone rule violation or rough play.
- Encourage all swimmers to value their performance, and not just results.
- Recognise and celebrate good performance.
- Respect the basic human rights, worth and dignity of all members.
- Take appropriate and timely action on behavioural problems.
- Start and finish swimming lessons on time.

### **Sanctions**

Where a swimming teacher (both paid and voluntary) attitude, behaviour or conduct is deemed to be inappropriate and detrimental to the reputation of Water Wizards Swim School, SE and/or the well-being of the swimmers, the following action will be taken by the Swim School:

- The Director will discuss the issues with all relevant parties and will decide if any disciplinary action needs to be taken.
- Where a teacher, coach, official or volunteer is in breach of the Clubs Code of Conduct and other supporting documentation, for example; Health and Safety, Role Description, Service Agreement or Swim School terms, conditions and rules the Director will follow the procedures as outlined in the staff disciplinary procedures manual.
- In any case deemed to be a safeguarding issue the welfare officer will be immediately informed and will liaise with the relevant authorities.
- Should an amicable resolve not be achieved following any of the above, the Director can exercise the dismissal of the teacher, coach, official or volunteer.
- In all cases the decision of the Director will be final.

## Parents, Guardians and Carers Code of Conduct

The club recognises the vital role that parents/guardians play and realises it cannot meet its aims and objectives without their help and support. Parents, guardians and carers are important role models and in this respect, they can best support swimmers by displaying the behaviours set out below:

- Remember children swim and play for their own enjoyment, not their parents.
- Encourage your child to learn the rules and play within them.
- Ensure children behave in a manner that does not interfere with other swimmers.
- Encourage your child to follow the teacher, coach, official or volunteer's advice.
- Discourage unfair play and arguing with teachers, coaches or poolside helpers.
- Never punish or belittle a child for a poor swim, making mistakes or losing.
- Accept officials' judgements and comply with the codes, rules and laws within the guidelines set out by Water Wizards Swim School and SE.
- Encourage your child's involvement and help them enjoy learning to swim.
- Use correct and proper language at all times.

In addition, for the guidance of parents/guardians, and to prevent possible misunderstanding, we set out the club's basic expectations of parents/guardians below.

- Be familiar with our policies, procedures, terms and conditions. You can find these on our website at any time - [swimwithwaterwizards.com](http://swimwithwaterwizards.com) under "class documents".
- Bring your child to their swimming lesson on time and ensure they have the correct swimwear (and goggles if they are in Stage 5 and above).
- Keep up to date with club information posted on the notice board, social media and club website.
- Pay swim school lesson fees on time.
- Inform the swim school promptly of any change in contact information and any other relevant medical information we need to know about to facilitate your child's participation, safety and welfare.
- Do not allow your child to swim if they are unwell, particularly if they have any open wound or have an upset stomach.
- Inform the swim school of any health concerns your child may have, whether permanent or temporary.
- Please share your concerns with the swimming teachers.
- Be involved with swim school activities and share your expertise.
- For the safety of ALL swimmers - do not use mobile phones, tablets, laptops, cameras or any other such devices while attending swimming lessons with Water Wizards Swim School.

We adopt a ZERO TOLERANCE approach to violence and aggression. Aggressive and violent behaviour is considered to be any personal, threatening or abusive language (cursing or swearing), gestures (including sexual), physical contact, derogatory sexual or racial remarks, shouting at any persons in an intimidating manner or applying force to any swim school property or the property of any persons within the swim school. Water Wizards Swim School is committed to doing everything possible to protect staff, parents/guardians, children and visitors from unacceptable behaviour and to support zero tolerance to any incident that causes hurt, alarm, damage or distress.

## Sanctions

Where a parent/guardian or spectator's behaviour, attitude or conduct is deemed to be detrimental to the reputation and working procedures of the swim school, or contravenes our code of conduct, rules, terms and conditions the Director may (but isn't limited to) do the following:

- Discuss any issues and concerns directly and privately with the parent/guardian/spectator reminding them of the Code of Conduct.

- The Director may make a written report and share details with the Welfare Officer.
- In extreme cases should the parent/guardian or spectator continue to disregard (or their actions are considered serious enough) Water Wizards Swim Schools code of conduct, rules, terms and conditions the Director reserves the right to revoke any swimming lesson fees paid and the child will be stopped from participating in lessons.
- In all cases the decision of the Director will be final.

Water Wizards Swim School will always endeavour to resolve any issues amicably however, parents/guardians and spectators are required to appreciate and follow the club's rules and show respect for both the teachers and the swimmers efforts at all times.