

## **DERVENTIO EXCEL CODE OF CONDUCT AND DISCIPLINARY PROCEDURES (SWIMMERS)**

### **Code of Conduct**

#### **1. Behaviour and Personal Conduct**

This must at all times be exemplary and reflect favourably on the squad and sport. Language in public or relevant group situations must always be appropriate and socially acceptable.

#### **2. Bullying – will NOT be tolerated!!**

What is bullying?

- a) Emotional – including being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting (e.g. Hiding goggles, floats, threatening gestures).
- b) Physical – including pushing, Kicking, Hitting, Punching or any use of physical strength.
- c) Racist – including racial taunts, Graffiti, Gestures.
- d) Sexual – including unwanted physical contact or sexually abusive comments.
- e) Homophobic – in any way because of, or focusing on the issue of sexuality.
- f) Verbal – including name-calling, sarcasm, spreading rumours, teasing.

It is every swimmer's duty to report any incidents of this nature to the Coach/Club Officer/Welfare Officer or their parents so that this can be investigated.

#### **3. Consumption of Alcohol**

This is strictly prohibited for swimmers Under Age as defined by UK Law. Alcohol must not be consumed by any team member en route or prior to, during or returning from, a competition, training camp or other team activity. This also applies to daily training sessions.

#### 4. **Smoking**

This is strictly prohibited whilst en route or prior to, during or returning from, a competition, training camp or other team activity. This also applies to daily training sessions. After 1<sup>st</sup> July 2007 this will be against UK Law in any public confined space or workplace, the definition of a workplace includes any transport (mini-bus, coach, etc) used to convey swimmers to any event.

#### 5. **Personal Appearance**

This shall be appropriate to the circumstances as indicated by the Coach or Team Manager.

Team Kit (including Swim Caps where used) must be worn -

1. When competing for Derventio eXcel
2. When assembling or travelling as a team
3. At official functions
4. On other occasions as notified (e.g. Photo shoots).

Team Kit (including Swim Caps where used) **must not** be worn –

1. When competing for your “Home Club”
2. When you have entered an Open Meet that is not one of those selected as a DX Team Entry by the DX Coaching Team (in this situation you must enter the gala under the auspices of your Home club in addition to seeking approval from the DX coaching team)

#### 6. **Attendance**

Full attendance in accordance with the Coach’s personal recommendation is expected.

If you are ill and cannot attend training inform the Coach and record this on your Weekly Log Sheet.

Your Coach will inform you individually of the weekly volume you will be required to complete. Be punctual at all times, if you need to leave a training session early inform the Coach prior to session start. Do **not** leave a session without the express permission of the Coach.

## 7. **Pool Environment & Lane Discipline**

The swimming pool rules should be observed at all times, i.e. no bombing, running on poolside, littering, spitting, etc.

All swimmers are expected to be mindful of other team mates at all times in the water.

Swimmers must endeavour to pass with care & consideration.

If you are being passed, please allow the swimmer to pass you without impeding their progress whilst at the same time maintaining your own swimming.

Finishing swimmers always have the priority, ensure that you allow anyone behind you to finish correctly by allowing space.

Dive starts are to only take place in a safe environment; swimmers must always check that the area below is clear before entry.

Whenever land work is done on poolside it must be completed safely, any equipment must only be used for its intended purposes.

## 8. **Illegal/Performance Enhancing Drugs & Substances**

Use of these is strictly forbidden. Swimmers are expected to be aware of all banned substances and particular care must be exercised when taking medication prior to and during a competition (Drug testing may take place). Use of illegal drugs and substances is prohibited even if they do not appear on the official banned list in respect of performance enhancing drugs.

### Medication

It is important that information on all medication being taken by a swimmer is notified to the Coach, who will report it to the relevant people. Allergies to any medication must be reported to the Coach. An ASA Medical Declaration form must have been completed by each swimmer in their Home Club.

## **Disciplinary Procedures**

### **1. Sanctions**

Breaches of the ASA Code of Conduct and Ethics, the Derventio eXcel Code of Conduct (Swimmers) + Disciplinary Procedures and other Derventio eXcel policy documents will be dealt with in the first instance by the coach. He/she will report the incident to the Welfare Officer for inclusion in the Accident/Incident Record Log.

### **2. Procedures**

Each stage of the disciplinary procedure will be taken by the Committee and noted in its minutes so that an accurate record of events and decisions is maintained.

**More serious incidents** must be reported to the Welfare Officer on the correct form (Incident/Concern Log Sheet) and the parents of the swimmer/s involved will be informed that the incident has been reported to the Welfare Officer for inclusion in the Accident/Incident Record Log.

When an injury has occurred, this **must** be recorded on an Accident/Near Miss Report Form and forwarded to the Welfare Officer without delay for inclusion in the Accident/Incident Record Log. The Coach must inform the parents/guardians of the swimmer/s.

All reports are Private and Confidential and will only be disclosed to the ASA Child Protection Officer (as required) and those entitled to see them under law.

### **Stage 1 – Verbal Warning**

Where a member's conduct does not meet acceptable standards or he/she commits a minor offence or incident, the Coach, at his discretion, will issue a formal verbal warning, of which a written record will be kept. The swimmer's age, previous disciplinary record and seriousness of the incident will be taken into account. The member, or parent/guardian if under 18, will be informed in writing of:-

- 1) The reason for the warning, the improvement required and the date when the warning expires;
- 2) That such action is taken under the first stage of the Disciplinary Procedure;
- 3) That action under Stage 2 of the Disciplinary Procedure will be considered if there is no satisfactory improvement before the expiration of the verbal warning period or if further acts of misconduct occur;
- 4) His/her rights of appeal as laid out by the ASA in the Current ASA Laws.

Upon the expiry of the verbal warning, the member or parent/guardian will be informed in writing of the expiration of the Verbal Warning and that no further action will be taken.

### **Stage 2 – Written Warning**

In the case of more serious incidents, or if a further offence occurs (whether of a similar or different nature) a written warning will be issued to the Member and/or parent/guardian by the Coach or the Chair of the Club. This will give reasons for the warning, the improvement required and the date when the warning expires. It will warn that action under Stage 3 of the Disciplinary Procedure will be considered if there is no satisfactory improvement or further acts of misconduct occur and will advise of his/her rights of appeal as in 4) above.

### **Stage 3 – Termination of Membership**

If conduct is still unsatisfactory and the Member still fails to reach the prescribed standards despite receiving a written warning, or if the Member has committed an act of gross misconduct, termination of a swimmer's membership by DX may occur. Only the Committee of the DX can make a decision to terminate a swimmer's membership.

Termination of Membership may also result in the following circumstances:

1. After a serious breach of any of the ASA or Derventio Excel codes or policies;
2. Failing to meet the criteria for remaining in the squad;
3. Poor attendance

Before termination of a swimmer's membership is made by DX for any of the above reasons, a full investigation and exit interview will be carried out.

Self termination of membership (resignation) can be requested at any time by formal letter to the Honorary Secretary

All subscription and fees due must be paid when the membership is terminated. Members leaving without payment of outstanding fees will be reported to the ASA.

Any appeal against termination of membership **must** be submitted to the Honorary Secretary within 14 days by formal letter.

**Declaration**

I (Insert name).....fully understand the

**DERVENTIO EXCEL CODE OF CONDUCT AND DISCIPLINARY PROCEDURES (SWIMMERS)**

And hereby agree to abide by this code.

I fully understand that Derventio eXcel Swim Squad fully embraces all ASA Codes of Conduct and Ethics, Equity and Child Protection policies and that I must fully adhere to these codes and policies (full information on these documents may be found by accessing [www.british-swimming.org/](http://www.british-swimming.org/)).

By signing this document I fully agree that I will be bound by all Derventio eXcel Disciplinary Procedures and I confirm that I understand the consequences if I do not do so.

I understand any future amendments or additions to these polices and procedures will be notified to me.

Signed..... Date.....

**Parents/Guardians of Minors (please sign this section)**

My Son/Daughter is under 18 years of age. I have explained this document to them and I am satisfied that they understand its contents..

Parent name..... Parent Signature..... Date.....

Parent name..... Parent Signature..... Date.....