

APPLEMORE & WATERSIDE SWIMMING CLUB

CODE OF CONDUCT



Objective & Scope

The purpose of this document is to establish a set of guidelines and procedures, which outline the responsibilities and behaviour of both staff and swimmers who are members of Applemore & Waterside Swimming Club. It is expected that the principles of the Code of Conduct should be followed at all events and training sessions.

Code of Conduct

Behaviour and Personal Conduct must at all times be of a high standard and reflect favourably on the sport, and the Club. Language in public or relevant group situations must always be appropriate and socially acceptable.

Consumption of Alcohol is totally forbidden for athletes under age as defined by UK law. It must not be consumed by swimmers or staff members whilst en route or prior to a swimming session.

Smoking is prohibited by swimmers and staff whilst en route or prior to a swimming session.

Personal Appearance shall be appropriate to the circumstances. Long hair is to be tied back and no jewellery to be worn in the swimming session.

Attendance: all teachers to make their own arrangements when unable to attend a session by contacting another member of staff in order to provide cover. Any swimmers unable to attend for more than three sessions in a row must inform a member of staff. Non attendance for six consecutive sessions without notification will result in loss of place.

Illegal and Performance Enhancing Drugs and Substances are strictly forbidden.

Illegal Drugs and Substances: The use of these, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.

Medication: The Club must be informed of all members who have a medical condition e.g. asthma, attention deficit disorder, bone or muscle problems. Where medication is used in emergency situations e.g. inhalers etc. the club must be informed and the medication brought to every training session. If self-administered it should also be brought poolside. If the necessity for medication stops, the parents must inform a staff member in order that the records can be altered.

Sanctions: Breaches of the Code of Conduct shall be dealt with in the first instance by any member of staff. He/she shall report the incident to the Secretary of the Club who shall take such further action as is deemed necessary.

CLUB RULES

The Applemore and Waterside Swimming Club is affiliated with the Southern Counties Swimming Association and insured by the Amateur Swimming Association. The club uses the Applemore Recreation Centre facilities and the following rules and conditions must be complied with.

The AWSC exists to provide swimming lessons on a continuous basis for members who wish to learn to swim to a high standard, and is committed to teaching children to swim, at a fee well under current commercial rates.

Parent Supervision: Parents of members 10 years old and under must remain in Applemore Recreation Centre while the member is attending a session. Tesco supermarket is not considered

part of the recreation centre. The Club must be informed immediately of any change in contact details and where possible an emergency contact number.

Annual Fees: The annual fees cover pool hire, equipment, ASA membership, Southern Counties membership and material overheads etc., they do not cover any staff payments. The Club is run by volunteers (none of our teachers or staff are paid). There is no reduction in fees for non-attendance and there are no group or family rates. Late and non-payment of fees increases the workload of the staff and we ask all members, parents, and guardians to respect this and pay promptly when requested. The Club is willing to allow fees to be paid in stages but the Club must be in possession of signed, post-dated cheques as agreed by the Secretary/Treasurer at the time the fees are paid.

Non attendance at club: The club shall be informed if the child is unable to attend club lessons in excess of six weeks or one term. Non attendance without notification will result in the child being removed from class and placed back onto the waiting list. Please contact admissions officer for information.

Thank you Meal for Staff: The Club shall contribute towards an annual meal for members of staff as a way of thanking them for giving up their free time throughout the year.

Child Protection: All teachers, helpers and chaperones are subject to the ASA Code of Ethics as laid down in the Child Protection in Swimming Procedures and Guidelines, and are required to complete a form submitting their details to the "ASA Register of Club Coaches and Helpers". A copy of the guidelines may be obtained from the Club Secretary.

Photographs or Video Equipment: The taking of photographs or use of video equipment by parents or other members of the public during club activities is strictly forbidden.

Data Protection: The name, address, phone number and status (club membership type) of any member will be passed to the Amateur Swimming Association (ASA) on joining as an insurance issue. The ASA are compliant with the Data Protection Act and state that they do not pass the information to a third party.

We are required to advise you that the Club records are kept on a computer and that the personal information you have supplied on the application form will be used by the Club for the purpose of running the Club's activities, and will not be disclosed to unauthorised persons or organisations without your prior approval. The Club also keeps notes, relevant medical information and progress information. When a member leaves the Club all information will be held for 12 months and then deleted, unless the member completed all levels. This enables the club to follow the progress of a member in the event of a break in attendance.

You can request a breakdown of information on the database with regard to a member, if you are the legal parent or guardian of said member, by contacting the Secretary in writing. Information requested for a member 10 years or over will be given to the member personally to respect the privacy of all members.

All membership details are held on computer and the database complies with the requirements of the Data Protection Act e.g. it is password protected and the information is not accessible in the event of the database being stolen.

If any member or parent should need to contact the Club Welfare Officer, please contact **Debbie Price**

