

# **Bristol and South Gloucestershire Swimming Club**

## **Code of Conduct for Committee Members,**

### **Officials and Volunteers**

The Club shall comply with Swim England guidelines and code of ethics as defined in the Swim England handbook. The Club will conform to the Child Protection Act.

#### **As a member of the club, we understand you have the right to:**

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints. Report any grievances to the Lead Coach, Swim Academy Coordinator or the Welfare and Conduct Committee (details on BSG website). If the difference of opinion is with one of these people, then approach the Chair, Vice Chair or President, as appropriate.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

#### **As a member of the club, we expect you to:**

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution, rules and behaviour policy.
- Adhere to any conditions stipulated under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer (see welfare page on BSG website for up-to-date contact details) or the Swim England Child Safeguarding Team on 01509 618700 or Swim, Line on 0808 100 4001.
- Ensure all complaints are referred under the internal club complaints process.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Adhere to your role responsibilities.
- Make our club a happy, friendly and welcoming place for all members.
- Attend child safeguarding training every three years if applicable for your role.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years) if applicable to your role.
- Keep any qualifications or CPD up to date if applicable to your role.
- Lead by example by promoting positive behaviour and good sportsmanship. Encourage all members to behave in a positive manner and follow the rules of the club and sport.
- Never encourage or condone members of the club to breach the rules of the sport.
- Treat all personal information about members or their families on a confidential "need-to-know" basis unless information sharing with others is required to protect and safeguard a child from harm.

- Report an accident by filling in the club accident form <https://uk.teamunify.com/team/bposc/page/members/welfare> and centre accident book should a member have an accident or suffer an injury.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all members to respect all competitors and teams from other organisations in victory or defeat.
- Communicate in an appropriate and professional manner with everyone; this includes verbal, email and written communication.
- Use appropriate and socially acceptable language in public or group situations that would not cause offence.
- Use appropriate virus protection on electronic devices.
- Not share passwords or login information for Team Unify or other systems used.
- Do not alter the structure of online systems/websites unless specifically requested to do so.
- Only use the data in the manner specified by your role (and in accordance with GDPR policies), not for your own purposes.
- If you leave the club, hand over relevant data / software to the Data Officer and then delete the data. Any hardware belonging to BSG must be returned to the club.
- Adhere to the Swim England Photography Guidance and Swim England Volunteer Engagement: Good Club Guide to Social Media.
- Swim England members in a position of trust and/or responsibility should not be in direct contact with young people through social networking sites. Should a young person in the club request to become a 'friend' on your social networking site, or request that you become a 'friend' on their own social networking site, you should decline if: (a). You are in a position of responsibility in respect of that child, or (b). You hold a position of trust and responsibility in the club.
- Consider the well-being and safety of swimmers before development of performance.
- Wear appropriate clothing on poolside – a Penguins t-shirt where possible and shorts/trousers.
- Not appear on poolside under the influence of alcohol or drugs.

**Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations. Continued issues and repeated breaches may result in your dismissal from the club.**

NAME: .....

Position:

SIGNED: .....

Date.....

**Data Protection:** GDPR information can be found here: <https://uk.teamunify.com/team/bposc/page/members/gdpr>