

SOUTH AYRSHIRE SWIM TEAM CONSTITUTION, BYE-LAWS, REGULATIONS & POLICIES

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CONSTITUTION

C1.0 NAME

C1.1 The Club shall be called **South Ayrshire Swim Team** (hereinafter referred to as the Club).

C2.0 OBJECTIVES

C2.1 The objectives of the Club are best understood from the Club's Mission and Values.

C2.2 The Club's Mission is:

"Striving for excellence in swimming, allowing all swimmers to achieve their full potential"

C2.3 The Club's Mission is underpinned by the core values of Participation, Opportunity, Achievement, Respect and Inclusivity. These values are at the heart of everything the club does and ensure that effort, commitment, teamwork and performance are valued and rewarded in equal measure.

C2.4 Taken together these allow the Club to advance the public participation in Aquatic Sports by promoting and managing the teaching, knowledge and practice of one or more Aquatic Sports, in accordance with paragraph C2.1 of the SASA Constitution.

C3.0 MEMBERSHIP

C3.1 The membership of the Club shall consist of the following categories:-

- a) Adult Member - an adult is an individual 16 years and over.
- b) Junior Member - a junior is an individual 15 years or under not recognised as an adult and not as defined in Scottish Swimming Company Rule R4.5.6.
- c) Life Member

C3.2 The club operates an Equal Opportunities Policy. Membership is open to all and no membership will be refused unless on reasonable grounds, including, but not limited to, swimming ability.

C3.3 Swimming members must undertake and pass an assessment of their swimming ability prior to membership being granted. The assessment will be undertaken by Club coaches and their decision on suitability for swimming membership will be final. Potential members who are unsuccessful at the swimming assessment must register for a further assessment should they wish to join the Club. Club coaches will advise on the development needs of potential new members.

C3.4 Membership fees for each squad and payment options shall be as agreed at each Annual General Meeting. The SASA and West District per capita fee will be charged separately. As per the Partnership Agreement between the Club and South Ayrshire Council (SAC), swimmers will be required to be members of South Ayrshire Leisure (SAL) with part of the membership fee

being paid to SAL. The Partnership Agreement will be reviewed annually with members being notified accordingly.

C3.5 The Membership year runs from 1 September to 31 August each year.

C3.6 The Membership fees of existing members shall become due on 1 September in each year and those of new members (i.e. those joining during the swimming season after 1 September in any given year) on the date of acceptance for membership. In order to assist members, payments will be in a phased manner spread across 12 months with payment due as per paragraph C3.10

C3.7 New members will pay 1/12 of the total (annual) membership fee for the squad they are allocated to for each month they are a member during the first year. Members joining on or before the 15th of the month will pay membership fees for that month. Members joining after the 15th of the month will not pay membership fees for that month.

C3.8 N/A.

C3.9 Members who move squad during the membership year will be liable for the difference in cost between the membership fee for the lower squad and the higher squad. Members moving on or before the 15th of the month will pay the higher fee for that month. Members moving after the 15th of the month will not pay the higher fee for that month. The total difference in fees will be calculated until the end of the membership fee and where a monthly payment fee issued, the monthly payment fee will be adjusted accordingly.

C3.10 Existing members who have not renewed their membership by 1 October each year will be deemed to be non-members and will be notified in writing accordingly. Members will be required to have paid month one by 1 October. New members fees must be paid, in the same manner, within 28 days of acceptance for membership otherwise they will be deemed to be non-members.

C3.11 All members will be excluded from taking part in any of the Club's activities, competitions, and meetings until arrangements for payment of their annual membership are in place. Members may be also suspended or excluded from Club activities if their fees are not up to date.

C3.12 At any time, any member owing the Club money for membership fees, gala or competition fees or other outstanding debts will not be permitted to take part in any club meet/gala or competition and will not be entered into in meet/gala or competition organised by any other club or swimming body. Should the debt remain outstanding for a period of 40 days or more the committee may elect to terminate membership provided a two thirds majority of those present at a committee meeting agree to do so. The member will be advised in writing.

C3.13 The Committee shall have the right to terminate the membership of any member at any time provided a two thirds majority of those present at a committee meeting agree to do so. The member will be advised in writing.

C3.14 All Club Members must be registered with the SASA in accordance with the categories defined in SASA Constitution C3.3.3.

- C3.15 All members joining the Club shall be deemed to accept the terms of this Constitution, the Club Bye-Laws and any Regulations adopted by the Club.
- C3.16 A member wishing to resign from the Club shall inform the Club Finance Manager in writing giving 30 days' notice. Memberships fees will continue to be payable during the notice period.
- C3.17 N/A.
- C3.18 N/A.
- C3.19 A Club member wishing to change their 1st or 2nd Claim Club must do so in accordance with SS Company Rule R5.2.
- C3.20 The Committee shall have the power to turn down an application for membership, provided they act in accordance with paragraph C3.2
- C3.21 When an application for membership is turned down by the Committee, the applicant must be advised of both the reason and their right of appeal to Scottish Swimming, in writing.

C4.0 GOVERNANCE

- C4.1 The Club, and it's members, shall be subject to and bound by, the Scottish Swimming Governance Documentation (SASA Constitution, Company Articles and Company Rules) and the appropriate SASA District Rules.
- C4.2 The Club shall comply with the Scottish Swimming Codes of Conduct, Ethics and Wellbeing and Protection Policies.
- C4.3 The Club shall be governed by its Constitution, Bye-Laws, Regulations and Policies.
- C4.4 Amendments to the Constitution shall only be made at an AGM, provided at least a two thirds majority of those present and voting is secured.
- C4.5 Amendments to the Bye-Laws shall only be made at an AGM provided a simple majority of those present and voting is secured.
- C4.6 The Club has policies and procedures covering many aspects of the running of the Club. These are included in the Regulations and Policies section of the Constitution and are deemed to be part of the Club Regulations. The Committee shall have the power at any time to publish and enforce such Regulations and Policies as the Committee feels necessary to govern the activities of the Club.

C5.0 MEETINGS**C5.1 Annual General Meeting**

C5.1.1 The Club shall hold an AGM in the month of August.

C5.1.2 The Club Secretary shall give written notice of not less than 30 days prior to the date of the AGM to all Adult and Life Members. The format of the notice shall be agreed by the Committee and will publish on the Club website. Parents who are not members of the Club can attend AGMs on behalf of a Junior Member.

C5.1.3 Appended to the notice of intimation of an AGM shall be the Agenda, minutes of the last AGM, a note of the process governing alteration to the Constitution, Byelaws and nomination for the Committee.

C5.1.4 Nominations for Officers of the Club and other members of the Committee shall be submitted in writing using a form provided by the Club for this purpose. The form will be signed by two Adult or Life Members and the nominee and sent to the Club Secretary no later than 14 days prior to the date of the AGM.

C5.1.5 Changes to the Constitution and Bye – Laws

- a) Proposed changes to the Constitution or Byelaws, and notices of motion must be submitted in writing to the Club Secretary, signed by two members eligible to vote, not later than 14 days prior to the date of the AGM.
- b) Any changes to section C2.0 requires the consent of the Office of Charity regulator (OSCR) prior to any change being adopted. Any other change(s) to the constitution must be notified to the OSCR within 3 months of the changes being made.

C5.1.6 Conduct of Business - The conduct of business shall be in accordance with Scottish Swimming Company Rules Section R16

C5.1.7 Having received all nominations and proposed alterations to the Constitution and Byelaws, the Club Secretary shall arrange for this information to be displayed on the Club website and circulated to all Adult and Life Members not later than 7 days before the meeting.

C5.1.8 The business for an AGM shall include:

- a) Apologies for Absence
- b) Approval of minutes from previous AGM & matters arising
- c) Chairperson's Report
- d) Head Coach's Report
- e) Finance Manager's Report
- f) Proposed changes to Constitution
- g) Proposed changes to Byelaws
- h) Notices of Motion
- i) Election of Committee Members
- j) Confirmation of Club Captains
- k) Appointment of Auditors / Independent Examiners
- l) Life Membership Awards

- m) Other relevant business

C5.1.9 A quorum of two Officers of the Club plus 20 members entitled to vote is required at an AGM.

C5.1.10 An AGM can only be chaired by an Officer of the Club

C5.1.11 All Adult Members and Life Members are entitled to attend, take part and vote at the AGM unless specifically excluded from doing so by the Club's Constitution.

C5.1.12 Voting

- a) Decisions put to a vote at the AGM shall be resolved by a simple majority.
- b) Voting shall be by a show of hands unless decided otherwise by a majority of those attending the meeting.
- c) Proxy voting at an AGM will be permitted for Life Members only.

C5.1.13 Conduct of Business
The conduct of business shall be in accordance with Bye-laws section BL2.1

C5.2 Extraordinary General Meeting (EGM)

C5.2.1 An EGM shall be called by an application in writing to the Club Secretary supported by at least fifteen Adult or Life Members of the Club. The Committee shall also have the power to call an EGM by decision of a simple majority of its members.

C5.2.2 The Club Secretary will give notice, in writing and via the club website of all EGMs, stating the Agenda, to all Adult and Life Members at least 30 days prior to such meetings being held.

C5.2.3 The order of Business for an EGM shall be:

- a) Chairperson's Remarks
- b) Apologies for Absence
- c) Business to be transacted of which due notice has been given.

C5.2.4 No business shall be transacted at the EGM other than business of which due notice has been given.

C5.2.5 All Adult Members and Life Members are entitled to attend, take part and vote at the EGM unless specifically excluded from doing so by the Club's Constitution.

C5.2.6 A quorum of 30 persons present and entitled to vote is required at an EGM.

C5.2.7 An EGM can only be chaired by an Officer of the Club.

C5.2.8 Proxy voting at an EGM will not be permitted.

C6.0 AWARDS

C6.1 Life Membership

- C6.1.1 Life membership may be presented to person(s) who have given outstanding service, over many years, to the Club and shall be presented at the Annual General Meeting or at any other time decreed suitable by the Committee.
- C6.1.2 A recommendation for Life Membership may be made by any Adult or Life Member to the Club Secretary for submission to the Committee. Full details of the nominee's service should be included with the recommendation
- C6.1.3 In the event that a Life Membership should require to be removed from any recipient, the Committee will make the decision to rescind and notify the member concerned.

C7.0 TROPHIES

- C7.1 All trophies belong to the Club in perpetuity and cannot be won outright.
- C7.2 The Finance Manager shall act as Trustee of Club Trophies.
- C7.3 The winner of a Club trophy shall guarantee safe custody and return of the trophy when requested by the Committee.
- C7.4 The Club shall be responsible for arranging and funding the engraving of the winners name on all Club trophies

C8.0 DISSOLUTION

- C8.1 In the event of the dissolution of the Club, any funds, property and other assets shall not be distributed amongst the members of the Club in any way whatsoever, but shall be applied solely for charitable purposes, as agreed by OSCR

BYE-LAWS

BL1.0 MANAGEMENT

BL1.1 The affairs of the Club shall be conducted by a Committee which shall consist of the Officers of the Club plus additional Adult Committee Members and ex-officio members set out in Byelaw BL1.5.1. Adult Committee Members can be Adult or Life Members of the Club.

BL1.2 The Officers of the Club shall consist of a Chairperson, Vice Chairperson, Club Secretary and Finance Manager who shall be elected at an Annual General Meeting.

BL1.3 If the post of any Officer or Adult Committee Member should fall vacant after such an election, the Committee shall have the power to fill the vacancy.

BL1.4 All Officers of the Club and committee members shall be Adult or Life Members of the Club.

BL1.5 Committee

BL1.5.1 The Committee shall comprise the Officers of the Club (as defined in paragraph BL1.2), plus the Wellbeing and Protection Officer, Officials Co-ordinator, Head Coaches, Coaches Representative and no more than eight other general committee members. Ex-officio members of the committee may include a representative from Scottish Swimming, South Ayrshire Council and Club Captains.

BL1.5.2 All committee positions with the exception of the Head Coaches, Coach's Representative, Wellbeing and Protection Officer and Club Captains will be subject to election at the AGM.

BL1.5.3 Club Captains, comprising a male and female swimming member of the Club, will be recommended to the Committee for appointment by a panel comprising the Vice Chairperson, the Head Coaches and one other member of the committee. Club Captains will be appointed for one year and will be invited to attend committee meetings from time to time but will have no voting rights.

BL1.5.4 The term of office for all committee positions, with the exception of the ex-officio positions, and Head Coaches, will be two years. The Coaches Representative will be elected by the Coaching Team and serve a term of office of one year.

BL1.5.5 Retiring members of the Committee may offer themselves for re-election with the exception of elected Officers of the Club who may serve no more than two terms in office (four years). The exception to this is where there is no one willing to fill an Officer of the Club position. In this case a further term of office of 12 months may be served by an elected Officer of the Club. This means no elected Officer of the Club will serve in the same position for a period exceeding five years.

BL1.5.6 The service of a Committee member(s) elected or co-opted to fill a vacancy part way through a term of office shall not count towards their two year term of office.

BL1.5.7 Committee members elected or co-opted by the committee to fill a vacancy shall be subject to endorsement at the first EGM or AGM thereafter.

BL1.5.8 The Committee shall be responsible for:

- a) Running and day to day management and affairs of the Club
- b) The efficient and effective operation of the Club.
- c) The organisation and control of all members during Club hours.
- d) The appointment of coaches and instructors.
- e) The selection of members to represent the Club.
- f) The organisation of swimming activities as may be requested by other bodies.
- g) Appointing the Boy and Girl Club Captains annually.
- h) Considering and approving or otherwise nominations for Life Membership of the Club.

BL1.5.9 The Committee shall appoint such sub-committees as may be considered necessary and may co-opt members of the club to serve on such sub-committees, although any co-opted members will have no voting rights at any committee meeting.

BL1.5.10 To ensure the continued good governance of the club, the Committee may co-opt members of the club onto the committee even where a vacancy does not exist. Any co-opted member will have no voting rights at a committee meeting.

BL1.5.11 The Committee shall appoint at least one Wellbeing and Protection Officer (WPO) in accordance with section C10.6 of the SASA Constitution.

BL2.0 Committee Meetings

BL2.2.1 The club shall hold Committee Meetings no less frequently than every two months.

BL2.2.2 A Committee Meeting shall be called by the Chairperson when there is business to transact or on request of another Officer of the Club or by an application in writing by at least seven Adult and Life Members of the Club.

BL2.2.3 A quorum for Committee Meetings shall be at least one Officer of the Club and six Committee members.

BL2.2.4 The business of the meeting shall be enacted in accordance with Section BL2.1.

BL2.2.5 The Chairperson will give notice of the date, time and venue of each committee meeting at least 7(seven) days prior to the meeting. The format of the notice shall be agreed by the Committee.

BL2.2.6 Adult or Life Members who are not members of the Committee, may attend, but may only participate with the agreement of the Chair.

BL2.2.7 All committee members, except ex-officio members, shall have a deliberative vote, with the Chair of the meeting having a casting vote if required.

BL2.2.8 No decision of the Committee may be altered or revoked without 14 (fourteen) days prior notice of intent, in writing, being given to the Club Secretary.

BL2.1 Committee Meetings Standing Orders

BL2.1.1 At all meetings, if a quorum is present, the Chair shall be taken not later than fifteen minutes after the appointed time of the meeting.

BL2.1.2 All Members when called to order at any meeting or gathering of the Club and not complying with the “rule of order” shall be expelled from the meeting.

BL2.1.3 The Chair at all meetings of the Club shall be the Chairperson. In the absence of the Chairperson, the Vice Chairperson shall substitute. In the absence of the Chairperson and the Vice Chairperson another Officer of the Club or person selected by those present will chair the meeting.

BL2.1.4 In the event of equality of votes in any resolution before the meeting which requires a choice to be made for the continued good governance of the Club, the Chair of a meeting shall have a second or casting vote.

BL2.1.5 The Chair of a meeting shall be the sole judge of questions of order and interpreter of the “rules” governing the Club.

BL2.1.6 A meeting must keep a record, in writing, of every decision taken by the meeting. The general rule is that any decision made by the meeting must be either a unanimous decision or a majority decision.

BL2.1.7 The minutes of all meetings will be circulated within the members’ area on the club website.

BL2.1.8 A person is able to exercise the right to speak and vote at a meeting when:

- that person is able to communicate and vote, during the meeting, on the business of the meeting; and
- that person's vote can be taken into account in determining whether or not such motions are passed at the same time as the votes of all other persons attending the meeting.

BL2.1.9 A meeting need not be held in any particular place and the meeting may be held without any number of those participating in the meeting being together at the same place. In determining attendance at a meeting, it is immaterial whether any two or more persons attending it are in the same place as each other.

BL3.0 FINANCE & ACCOUNTS

BL3.1 The financial year shall run from 1 July to 30 June each year.

BL3.2 The Finance Manager shall be responsible for the preparation of Annual Accounts of the Club.

- BL3.3 The Accounts shall be audited / examined by an independent person(s) elected annually at the Annual General Meeting.
- BL3.4 All invoices/expenses received by the Club should be signed off by an Officer of the Club before being processed by the Finance Manager. All cheques drawn against the Club's funds shall be signed by a minimum of two Officers of the Club. When payments are required to be made by direct Bank transfer the Finance Manager shall obtain e-mail written agreement from the Chairperson or another authorised Officer of the Club prior to making an electronic payment.
- BL3.5 The Committee can enter into contracts and/or partnerships, on behalf of the Club, provided each proposal is fully discussed at and recorded in the Minutes of a quorate committee meeting prior to the commitment being made.
- BL3.6 As an unincorporated organisation the responsibility for the financial liabilities of the club shall normally be dependent on who was responsible for the liability.
- BL3.7 Any surplus of the Club's income will be re-invested in the Club and not distributed to its members by way of dividend, distribution, bonus, honoraria or otherwise by way of profit. Decisions on reinvestment, including decisions on reserve funds, will be made by the committee.
- BL3.8 The Club's assets must not be distributed or otherwise applied other than for charitable purposes, as agreed by OSCR.
- BL3.9 The Finance Manager shall arrange for the Auditor/ Independent Examiner to examine and certify the accounts and balance sheet before presentation of a certified summary to the AGM.
- BL3.10 Following acceptance of the financial report at the AGM, the Finance Manager shall send a copy of the certified accounts to OSCR.
- BL3.11 The Finance Manager shall submit a budget, to the last meeting of the Committee prior to the AGM, for the following financial year.
- BL3.12 The Finance Manager shall submit a financial statement to the Committee at every committee meeting.
- BL3.13 All outgoing payments shall be made by cheque or direct Bank Transfer duly authorised in accordance with paragraph BL3.4.

BL4.0 DISCIPLINARY PROCEDURE, COMPLAINTS and APPEALS**BL4.1 General**

BL4.1.1 All Complaints and Appeals, except for doping, wellbeing or protection, or alleged criminal offences, shall be dealt with in accordance with Sections BL4.2, BL4.3 and BL4.4.

BL4.1.2 Complaints involving doping should be referred to British Swimming as per Scottish Swimming Company Rule R13.1.3.

BL4.1.3 Complaints involving wellbeing or protection or other criminal offences shall be referred to the Scottish Swimming within 48 hours, in accordance with Scottish Swimming Company Rule R13.2.1

BL4.2 Disciplinary Procedure

BL4.2.1 In the event that the behaviour of a swimmer, member of the coaching team or Management Group or a parent volunteer contravenes the Club's codes of conduct, the following action may be taken.

BL4.2.2 The President, or a deputising club official, will conduct an investigation into the alleged breach of the Club's codes of conduct as they see fit and all persons and parties shall co-operate fully with the same. Failure to co-operate may amount to misconduct.

BL4.2.3 The Investigating Club Official shall thereafter be entitled at any time to decide to:

- Apply a sanction to the person(s) being investigated
- Refer the matter to a Club Complaint panel
- Take no further action
- Pursue an alternative resolution, which may include Mediation, Arbitration or Conciliation.

BL4.2.4 The Club will keep a record of each stage of the disciplinary process.

BL4.3 Complaints

BL4.3.1 A complaint is a formal expression of dissatisfaction or allegation of unfair practice in connection with aquatic sports as governed by Scottish Swimming, can be made by:

- Any member of the Club
- A parent or guardian on behalf of a junior member as defined in paragraph C3.1
- A parent or guardian on behalf of a member classified as a Vulnerable Person, defined as a person who lacks sufficient capacity to present a grievance by themselves.
- Any Individual

BL4.3.2 A complaint must be made in accordance with SS Company Rules, Section R12 to R15.

BL4.4 Appeals

BL4.4.1 An appeal may be made against decisions taken by the Club in respect to the outcome of a submitted complaint or against decisions taken by a National Complaints Committee.

BL4.4.2 An appeal must be made in accordance with Scottish Swimming Company Rules Sections R12 to R15

BL4.5 Suspensions & Fines

BL4.5.1 The Committee may take action (e.g. fine, suspend or cancel membership) against any Club Member proved guilty of conduct or breach of the Constitution, Bye-laws, Regulations which is detrimental to the interests or aims of the Club or for acting in such a manner as to bring disrepute to the Club. Such action shall only be taken if the principles and procedures embodied in the Complaints, Appeals and Suspension & Fines sections of the Scottish Swimming Governance Documentation (Sections R12 to R15) have been applied.

COMPLAINTS PROCEDURE FOR ALL AFFILIATED CLUBS

The following is the process detailing how complaints will be dealt with by all Clubs¹ affiliated to Scottish Swimming.

INTRODUCTION

A complaint² may be made in the circumstances described within the Club's Governance documentation. Any Individual or Body who is the subject of a complaint must be offered the opportunity to be heard in their defence.

The appropriate body to consider the complaint is as follows:

1. For Club constitution and/or rules - the Club
2. For Scottish Swimming Governance and/or rules – Scottish Swimming
3. For safeguarding, vulnerable group protection or criminal offence - Scottish Swimming
4. For drug offences - British Swimming

RESOLVE THROUGH INFORMAL CONCILIATION

Taking time to try and resolve a complaint at the outset results in a quicker and more acceptable outcome for all parties. However, we appreciate that volunteers do not always know the best steps to follow and can often be embroiled in the complaint itself. The informal conciliation service is focused on mediation and involves the following steps:

1. To start the management process correctly, we invite clubs to contact Scottish Swimming's Director of Services for advice on how to proceed (Elaine Mackenzie, 01786 466522/07713 245734 or email e.mackenzie@scottishswimming.com).
2. Where appropriate, and providing all parties involved are willing to participate, Scottish Swimming is now offering an independent facilitator to arrange a meeting to work towards informal resolution of the club complaint.

The facilitator will:

- 2.1 Outline the process
- 2.2 Allow each party the opportunity to present their issue and suggest a resolution
- 2.3 Encourage all parties to consider resolutions put forward and to try and agree on a workable outcome
- 2.4 Record the outcomes
- 2.5 Advise next steps

Who should attend the meeting:

- The Scottish Swimming Facilitator
- Complainant
- Complainant's friend, if desired
- Respondent

¹ Where you read club, please note the same applies to the Districts, Disciplines and Teams

² Where you read complaint, this refers to a club grievance or club complaint

- Respondent's friend, if desired
- *Club President (or independent club rep)*
- *Club Secretary (or independent club rep)*

For the mediation process to work, we require attendance from all parties

3. If the mediation process is unsuccessful, Scottish Swimming will be happy to talk you through the correct process to file the complaint more formally.

FORMAL PROCEDURE FOR DEALING WITH THE COMPLAINT

If the complaint involves the Club constitution and/or rules a Club Complaints Panel (CCP) should be formed.

If the complaint involves the SASA constitution and/or rules the complainant should contact the Director of Services to pursue the complaint.

If the complaint involves child abuse or other criminal offences the complaint shall be referred to Scottish Swimming's Safeguarding Officer or Chief Executive within 48 hours. Failure to do so may result in disciplinary action. The Chief Executive, Safeguarding Officer, Legal Adviser, Director of Services, and the Chair of the Board of Directors shall deal with such cases as appropriate. For such cases no fee is required and the initial contact need not be in writing.

If the complaint involves the use of drugs the complaint shall be referred to the Secretary of British Swimming for action, and no further action taken by the Club under the complaint's procedure. British Swimming shall deal with all cases involving drugs and their decisions in such cases shall be accepted by the Club.

CLUB COMPLAINTS PANEL

The Club Complaints Panel should be appointed from three members of the Management Committee or Club Members who are not all members of the Club Executive.

Panel Membership

No Panel Members shall participate in a hearing in which they have a personal involvement with either the subject matter(s) or the parties to the complaint or be present at such a panel.

One member should be appointed as Chair of the panel and the Club Secretary should carry out the administration for all complaints.

In any case, where a complaint is upheld, the record of any previous transgressions of the person concerned shall be sought by the Chair of the Panel before the Panel considers the imposition of a penalty.

A Panel may make whatever order it considers just, including the imposition of a financial penalty and/or exclusion/suspension for a period.

The Chair of the Panel shall arrange for the decision to be communicated in writing to the parties and the Club within 14 days of the date of the meeting.

The Chair of the Panel at which the complaint is heard shall arrange for a copy of the finding with all the attendant documents to be sent to the Club Secretary for record.

COMPLAINANT (*The person making the complaint*)

A complaint is made to the Club on the appropriate form, which can be obtained by contacting the Club Secretary.

The written complaint must reach the Club not later than 30 days after the incident that gave rise to it, but the CCP Chairperson may at their discretion extend this period up to six months in any case in which they are satisfied that it was not practicable for the complaint to be made within 30 days of the incident.

The written complaint must detail the matter(s) with which the complainant is dissatisfied and the reasons for their dissatisfaction.

RESPONDANT (*The person to whom the complaint is against*)

All Respondents will be given the opportunity to respond to the complaint against them.

They will be sent a copy of the written complaint and then given 14 days to respond to the allegations in writing.

PROCEDURE

Within 14 days of receipt of a complaint, the Club shall send a copy to each of the parties who are involved, and the Chair of the Club Complaint Panel.

The CCP Chair shall arrange the date and venue for the Club Complaint Panel to consider the complaint, which must be within 60 days of receipt of the complaint and shall give the parties at least 14 days notice of the arrangement.

If the CCP Chair becomes aware of any unavoidable circumstances which will prevent a hearing being held within 60 days from receipt of the complaint, they shall have the discretion to extend the period for the hearing to a maximum of 120 days from receipt of the complaint and shall notify the parties as soon as the decision to extend the period is made giving the reasons.

The Chair may seek written or verbal evidence from any person who may be able to help the Hearing.

The proceeding shall be flexible and shall be at the discretion of the Chair who shall ensure that manuscript notes of the proceedings are taken.

OUTCOMES

Powers of the Club

For a breach of its own Rules, a Club may suspend a member from activities wholly within its own jurisdiction provided that before doing so, it informs the member of the alleged offence and the requirements of their governance documentation have been satisfied.

Powers of Club Complaints Panel

Suspensions and fines may be imposed on Individuals by the Club Complaints Panel provided the requirements of their governance documentation have been satisfied.

SUSPENSIONS

A person under suspension shall not participate in any activity organised by the Club or controlled by the Club unless there are any exceptions detailed within their governance documentation.

Where appropriate a person may be given a limited suspension provided the limitation(s) are clearly defined (e.g., a person may be suspended from all competition activities but allowed to continue in training and administration activities).

An eligible competitor taking part in competitions, exhibitions, or demonstrations with someone whom they know to be under suspension may themselves be suspended.

Suspensions by the Club Complaints Panel shall be binding on all Clubs and Districts of Scottish Swimming.

Suspensions and the lifting of suspensions shall be reported to Clubs, Districts and Scottish Swimming as appropriate.

FINES

Fixed fines published annually in the Club Information Booklet/Club Notice Board shall be imposed on all Individuals by the Club Standing Committees as appropriate.

Fines may be imposed on Individuals by the Club Complaints Panel. The value of the fine will be as determined by the Club Complaints Panel.

When a fee or fine (not subject of an appeal) due to the Club has not been paid the Club can, after due warning, suspend the Individual until payment is made.

APPEAL PROCESS

There is LEAVE TO APPEAL against a decision taken by a Club, or any individual(s) or organisations empowered to act on behalf of the Club.

An Appeal shall be made by lodging the appeal with Scottish Swimming no later than 14 days after receipt of the written notification of the decision. The appeal fee must be sent along with the appeal.

In dealing with Appeals for a decision of a Club or the Club Complaints Panel the appropriate Body to consider an appeal will be Scottish Swimming.

Decisions arising from the normal course of business of a Club on administrative and technical matters, appointments and selection of teams may not be the subject of an appeal.

When Leave to Appeal is made, the decision against which the appeal is being made shall be suspended, except in exceptional cases which shall include but not be limited to circumstances where Child Protection is an issue. For the avoidance of doubt the Company will decide whether or not the case is an exceptional case for the purposes of the forgoing sentence.

Updated and issued to Clubs October 2022

1.2D DISCIPLINARY PROCEDURE

Club Policy

In the event that the behaviour of a swimmer, member of the coaching team, officials or committee members or a parent volunteer seriously contravenes the club codes of conduct, the following action will be taken:

- In most cases an informal conversation with the appropriate coach/committee member, with the individual concerned, should be sufficient. All situations should be dealt with as quick as possible, i.e. within 14 days of the situation occurring.
- Should the situation continue, the relevant committee members/WPO or coaching staff, will be notified and investigate to ascertain the facts and decide on the appropriate steps
- It may be necessary for the matter to be escalated to the executive committee for consultation and decision making.
- It may be then necessary for a formal verbal warning to be issued. This would normally be carried out by the President or a deputising club official/WPO or coaching staff.
- Should further action be necessary this will take the form of a formal written warning, which will set out the Club's concerns and specify what response the Club requires. The person concerned will be required to submit a written response within 14 days of the correspondence having been received.
- If neither the verbal or written warnings adequately address the Club's concerns, the person will be suspended or excluded from the Club/club activities depending on the severity of the situation. This decision will be communicated in writing. The decision will be made by the executive committee.

Each stage of the disciplinary procedure will be recorded by the relevant executive committee members. This will ensure that an accurate record of events and decisions is maintained. Children may be accompanied at each stage by a parent/guardian if necessary.

In the event that the disciplinary matter concerns a member of the executive committee, the person concerned will be asked to leave the room during the discussion.

The person against whom the disciplinary action has been taken will have a right of appeal. The appeal must be made in writing and must arrive with the Club Secretary within 14 days of having received either a written warning or correspondence communicating a decision of suspension or exclusion.

The executive committee will consider the appeal and will, at its discretion, agree to a formal disciplinary hearing. A written response will be provided within 14 days of the appeal having been received.

Should the appeal be rejected, the matter will be considered closed and there will be no further right to appeal through the club. However, there is the right of appeal through Scottish Swimming as stated in the SASA constitutions and Bye-laws.

The Club Secretary can be contacted at clubsecretary@sast.me

1.4D ANTI-BULLYING POLICY

Safeguarding Guidance Document

Scottish Swimming understands that both children, young people and adults' wellbeing can be seriously impacted upon by bullying behaviour and therefore recognises the information provided by [respect me](#), Scotland's Anti-Bullying Service:

'Bullying is never acceptable; it doesn't make a person better or stronger to get through it and it should never be seen as a normal part of growing up/life.'

Bullying is a behaviour that can make a person feel frightened, threatened, left out and hurt. Something only has to happen once to make a person feel worried or scared to go to the swimming club or other places they enjoy going. For the purposes of this policy, a child is recognised as someone under the age of 18 years and adult is someone 18 years or over. This policy applies to all children and adults regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

Bullying is between peers e.g. child to child, there are times when adults behaviour towards children can be described as "bullying" such as a parent who pushes too hard, a coach or manager with a 'win at all costs' mentality. Scottish Swimming believes that adults who behave in a manner that causes distress, hurt, or upset to a child are behaving on a spectrum that runs from poor practice to abuse and that behaviour is more appropriately dealt with via the Scottish Swimming Wellbeing & Child Protection policy.

It should be recognised that bullying can take place both in person and in the virtual world of social networking sites, emails or text messages.

Bullying a definition:

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, in situations where it's difficult for those being bullied to defend themselves. It can take many forms, including:

- *Physical* - hitting, kicking, theft, punching, shoving, any use of violence
- *Verbal* - threats, name-calling, spreading rumours, teasing
- *Emotional* - isolating an individual from the activities and social acceptance of the peer group, being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures)
- *Harassment* e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress
- *Cyber* - vindictive posts on all areas of the internet such as social media sites e.g. Facebook or Instagram, nasty messages, emails, mobile threats by text messaging and calls, misuse of connected technology, i.e. camera and videos
- *Prejudiced based* - e.g. racist, homophobic or sectarian using abusive or insulting behaviour in a manner intended to cause alarm or distress

Bullying takes many forms but ultimately it is the perception of the victim that determines whether they are being bullied rather than the intention of the bully.

Cyber Bullying

Cyber Bullying refers to bullying and harassment through the use of electronic devices such as personal computers and mobile phones - using email, texting and social networking websites.

Cyber Bullying is wilful and involves recurring or repeated harm inflicted through the medium of electronic devices and is meant to cause emotional distress.

Cyber Bullying might include:

- A peer who intimidates through the use of a social networking website
- A swimming coach who sends negative feedback about a participant via personal text message
- A club member who posts negative comments about a fellow member on a club forum

Cyber Bullying may also include threats, sexual remarks and hate speech. E-Bullies may publish personal contact information of their victims at websites. They may attempt to act as the victim for the purpose of publishing material in their name that would defame or ridicule them.

Cyber Bullying is particularly serious due to the nature in which the abuse occurs. It can be very personal and take place in a closed private format where the victim may feel isolated and the content will not be viewed by parents, friends or siblings. Alternatively, it could take place in a public format. It may lead to the victim rereading any material in private perhaps leading to feelings of paranoia, depression, or loneliness.

Scottish Swimming will take all cases of Cyber Bullying seriously and deal with them in line with the standard bullying procedures.

Potential signs of Bullying

The person may:

- Become withdrawn
- Hesitation or reluctance to come to attend training or activity
- reluctance to work with a certain individual
- Often last one picked for a team or group activity for no apparent reason, or being picked on when they think your back is turned
- Clothing or personal possessions go missing or get damaged
- Act out and bully others
- Believe that there is something wrong with them
- Suffer from depression / develop feelings of worthlessness
- Exhibit self-harm behaviours such as cutting, an eating disorder, taking of drugs/alcohol
- In extreme cases, lead to suicide

Indicators of bullying

- A child may indicate by their behaviour that they are being bullied, it is the responsibility of all adults interacting with children to be vigilant of the following signs:
- Does not want to attend training or other club activities
- Changes in their usual routine
- Begins to be disruptive during sessions
- Becomes withdrawn, anxious or appears to lack confidence
- Becomes aggressive towards others, disruptive or unreasonable
- Starts to stammer
- Has unexplained cuts or bruises
- Start to bully other children
- Stops eating
- Is frightened to say what is wrong

Bullying should not be ignored, and the victim should be supported through what can be a traumatic experience. Bullying will not just go away. Bullies can be very cunning and develop strategies to avoid it being seen by anyone but the victim.

Responding to Bullying:

When talking about bullying, it's never helpful to label a children or adults as 'bullies' or 'victims. Labels can stick and can isolate a person, and others involved such as friends/ parents/carers whose support will be required to help address the situation. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully' – behaviour can be changed with help and support.

How should bullying be dealt with?

Scottish Swimming encourages all children and adults to report any suspected instances of bullying to one of the club coaches/helpers or to the club Wellbeing & Protection Officer. Children in particular need to be assured not to keep worries to

themselves, but to tell their parent and/or coach. The club should ensure that all instances of bullying are taken very seriously and will be investigated thoroughly.

- Listen carefully
- Discuss the potential courses of action with the child, young person or adult
- Record the information on an Incident / Wellbeing Child Protection Form.
- Report bullying incidents to the Club Wellbeing & Protection Officer or a member of the committee
- In cases of serious bullying, the incidents will be referred to the Scottish Swimming Safeguarding Officer for advice. The individual should be made aware of this course of action
- Where appropriate parents/carers should be informed and asked to attend a meeting to discuss the problem with the swimmer present
- Where appropriate and the bullied swimmer consents, police may be consulted
- The bullying behaviour must be investigated and the bullying stopped quickly
- An attempt will be made to help the bully (bullies) change their behaviour
- If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution, or where appropriate under Scottish Swimming Disciplinary Procedures

Remember: Adults have a right to self-determination and must consent to any actions you take

Management of bullying

In order to prevent, reduce and respond effectively to bullying behaviour Scottish Swimming encourages all clubs to implement this policy through:

Respecting the rights of the person reporting bullying is paramount

- Working together to develop positive relationships amongst club members (children and adults that are mutually respectful, responsible and trusting; and promote their emotional health and wellbeing).
- Training, supporting and supervising parents, coaches and volunteers to adopt best practice to prevent, reduce and respond to bullying.
- Addressing the needs of those who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support.
- Responding to any concerns raised either in the experiences of the child/adult of poor practice/misconduct or abuse caused by an other's bullying behaviour
- Highlighting bullying based on prejudice and perceived differences, to ensure our practices are effective in dealing with these issues
- Regularly monitoring and evaluating the implementation of this policy and guidelines and include children's & adults views in this process
- It is essential that all committee members, coaches, volunteer, parents and children are aware of this policy

Review

This Policy and guidelines will be regularly reviewed:

- In accordance with changes in guidance on anti-bullying or following any changes within Scottish Swimming
- Following any issue or concern raised about bullying within Scottish Swimming
- In all other circumstances, at least every three years

Model anti-bullying policy

Scottish Swimming advises member clubs to adopt an anti-bullying policy. A model anti-bullying policy designed by *respect me* is available at: <https://respectme.org.uk/>

Clubs should adopt an anti-bullying policy to cover the following areas:

- All committee members, coaches, athletes and parents should have an understanding of what bullying is and what they should do if bullying arises
- All committee members and coaches should know what the club policy is on bullying, and follow it when bullying is reported
- Clubs should take bullying seriously. Swimmers and parents should be assured that they would be supported when bullying is reported
- Bullying will not be tolerated

1.4E ACCEPTABLE USE OF MOBILE PHONES POLICY

Safeguarding Guidance & Template Document

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear acceptable use through guidelines.

Scope

This policy applies to all members of the Club and relates directly to the appropriate codes of conduct.

Responsibility

It is the responsibility of the athletes / coaches / volunteers to adhere to the guidelines outlined in this document. It is the parent's responsibility to allow their child to have a mobile phone and should be aware if their child takes a mobile phone to club sessions. Permission to have a mobile phone during the club sessions/events will be dependent on the parent/guardian giving their permission in the form of a signed copy of this policy.

Policy Statement

It is recognised that smartphones contain a wide variety of functions which can be susceptible to misuse. Misuse includes taking and distribution of indecent images, exploitation and bullying. Misuse of smartphones can cause distress to individuals, impact on self-confidence and mental wellbeing, as well as impact on privacy and right to confidentiality.

Such concerns are not exclusive to children and young people. It is appreciated that it can be very difficult to detect when smartphones are being used, particularly in relation to additional functions. The use of all mobile phones is therefore limited, regardless of their capabilities. There are 'mobile phone free' areas within the Club setting. These are areas that are considered to be the most vulnerable and sensitive:

- Changing Rooms
- Toilets
- Showers

There is a zero-tolerance policy in place with regards to use of mobile phones by any individual in these areas.

Inappropriate Use

The following are examples of inappropriate use; this is not an exhaustive list.

Members using their mobile phone to:

- using vulgar, derogatory or obscene language while using a mobile phone
- engage in personal attacks
- harass other people
- posting/sharing private information about others using SMS messages/social media
- taking/sending photos or objectionable images,
- phone calls that include elements of the above

Consequences due to Inappropriate Use

Breaches of the Acceptable Use of Mobile Phone Policy will be dealt with in accordance with the clubs disciplinary procedures and depending on the nature of the breach may be subject to criminal proceedings

I understand that if I do not follow the Acceptable Use of Mobile Phone Policy, any/all of the following actions may be taken by my club or Scottish Swimming:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Be dropped or substituted
4. Suspended by the club
5. Be required to leave the club
6. Forbidden to take my mobile phone or other portable devise to swimming
7. Be required to have my continued participation in club activities supervised by my parents/guardians
8. Be required to sign up to a behaviour management plan
9. Serious breaches depending on the nature of the incident may have to be reported to the police

Parent / Guardian Permission:

I have read and understand the above information and appropriate use of mobile phones within Club sessions / events. I understand that this form will be kept on file and that the details may be used (and shared with a third party, if necessary) to assist identifying a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to have a phone at club sessions and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the Club's supervision, as outlined in this document.

Athlete Signed

Name (print) Signed
Date

Parent/Guardian

Name (print) Signed
Date

Please note: Subject to the Data Protection Act 2018, any information supplied will be stored securely and not used for any other purpose than stated in the policy.

Role Date

1.4F CLUB SAFEGUARDING POLICY STATEMENT

Safeguarding Template Document

We, the Club, believe that Good Practice at South Ayrshire Swim Team is as follows.

1. The safeguarding of children is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in aquatics sports – administrator, Club official, coach, parent, friend, children themselves, everyone – can help. Children and young people have a lot to gain from the sport. Their natural sense of fun and spontaneity can blossom in positive sporting environments. Aquatic sports provide an excellent opportunity for children to learn new skills, become more confident and maximise their own unique potential. The Club will place the needs of the child first and winning and competition second.
2. The underlying principles with respect to Wellbeing & Child Protection are that:
 - The child's wellbeing is the first consideration
 - All children, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse
 - Children and young people must be treated with integrity and respect
 - Children and young peoples' programmes and competitions will be relevant to their ages and stages of development
3. We are committed to following the current Scottish Swimming's Wellbeing & Protection: Child & Young People policy & guidelines. All our volunteers / staff are members of Scottish Swimming
4. The Club:
 - Aims to create an enjoyable environment, where young people have the right to be safe, secure and free from threat
 - Acknowledges that young people have the right to be treated with respect and for their concerns to be listened to and acted upon
 - Will aim to ensure that junior members have specific programmes designated for them, with adequate supervision
 - Is committed to ensuring that all helpers, whatever their role, completes SASA membership registration and sign a Code of Conduct
 - Is committed to ensure that all regulated positions are PVG Scheme Members and complete a Self-Declaration Form
 - Is committed to ensure that all regulated positions complete the Child Wellbeing & Protection in Sport training
 - Provides clear, comprehensive, easily understood procedures for dealing with:
 - allegations of abuse
 - requests for help and support on a confidential basis
 - Is committed to an equitable recruitment selection policy for coaches
 - Will always emphasise fair play

Our Wellbeing & Protection Officer is:

Name (print): **Clare Harper**
Telephone number: **07846 036191**
Email: **wpo@sast.me**

1.4G DIGITAL TECHNOLOGIES

Safeguarding Guidance Document

There are significant benefits for organisations using texts/emails and setting up social networking sites. Not only is it cheap, it's one of the most direct forms of communication with young people. However, there are risks. Adults who seek to harm children have been known to use messaging to "groom" children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

For children and young people, the safeguarding risks of these technologies include:

- Inappropriate access to, use or sharing of personal details (e.g. names, email addresses)
- Unwanted contact with children by adults with wrongful/questionable intent
- Being sent offensive or otherwise inappropriate material
- Sending offensive or otherwise inappropriate material
- Online bullying by peers
- Grooming for sexual abuse
- Direct contact and abuse

For adults, risks involved include:

- Their communication with children being misinterpreted
- Potential investigation (internal or by statutory agencies)
- Potential disciplinary action
- Suspension from the sport
- Added to the PVG Children's List and barred

Text & Emails

Staff/volunteers must consider whether it is necessary to communicate with children via text and email. The general principle is that all communications with children should be open, transparent and appropriate.

Good practice would include agreeing with children and parents/carers what kind of information will be communicated directly to children by text message and should be sent in a group communication. This information should only be "need to know" information such as the last-minute cancellation of a training session.

In the first instance parent/carer consent must be obtained for all children under 18 years. Contact should always be made at the phone number/email address the parent has provided on the child's behalf. Parents/carers should be offered the option to be copied into any messages their child will be sent. Although consent is not legally required for young people aged between 16 and 18 it is still recommended that parents are informed of the intention to send their child(ren) emails or texts. It is also good practice to obtain the consent of the 16 to 18 year-old.

The following good practice is also required:

- All phone numbers/email addresses of children and young people should be recorded and kept securely in a locked cabinet or password-protected electronic file or database
- The number of people with access to children and young people's details should be kept to a practical minimum. A record should be kept of their numbers and addresses, namely by the Club Membership Secretary
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation
- The organisation should be clear that messages should be sent only to communicate aquatics related matters: details of meeting points, training, match details, competition results etc. The same message should be sent to every member of the group/team
- Communication by text/email between coaches/volunteers and children/young people should include a copy to a third party e.g. copy to relevant WPO and/or parent

Internet

The internet brings with it an opportunity for organisations to extend their community profile, advertise and communicate easily with their members.

Sometimes this is done via social networking platforms such as Facebook and Twitter. Thought should be given to content, tone and how sites or social networking platforms and pages will be monitored.

In terms of publishing information and pictures, the following good practice should be noted:

Permission

- Written parent/carer consent must be obtained for all children aged under 18 before publishing any information or pictures of a child. If the material is changed from the time of consent, the parents/ carers must be informed and consent provided for the changes
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child

Use of Images and Information

- Information published on the websites/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child
- All contact must be directed to the club. Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002
- Children must never be portrayed in a demeaning, tasteless or a provocative manner
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned

Concerns

- Any concerns or enquiries about publications or the internet should be reported to the Club WPO

Social Networking Sites

The following is recommended if the club decides to allow mutual access between it and its members (including children):

Permission

- Obtain written permission from parents/carers of under 18s to allow mutual interaction with the organisation profile. Make parents/carers aware of the profile's existence, the site the child will be accessing and the restrictions of use for this preferred site
- An official agreement should be in place which states that access to members' profiles are used only to pass on relevant information or to answer questions regarding organisation or sport issues. This agreement should also be incorporated into the club rules or Code of Conduct
- Set up a club profile rather than staff/volunteer profiles. This avoids access from members to individual's profiles
- Keep the club profile on "private" – allowing only members access to it (the organisation can monitor this and accept or decline requests to join)

Concerns

- Informal online "chat" with members around subjects outside the sport/activity should be immediately discouraged.

Private matters or questions should also be discouraged. However, any disclosures should be removed from the site and dealt with in line with accordingly.

Internet Forums

There has been an increase in the use and abuse of internet forums to target individuals or to engage contributors in debates which can cause upset and embarrassment to children and young people.

Sites should be well monitored and any offending comments removed.

A coach, member of staff or volunteer should refrain from being drawn into any debates concerning selection, performance or personalities – even where the subject of the discussion is anonymous. This could be considered a breach of the code of conduct or poor practice.

Photography & Video

The aim of these guidelines is to not to prevent bona fide persons from recording footage for performance development reasons or the recording of achievements.

They aim to:

- Ensure that children are protected from the misuse of opportunities to take or manipulate film and video footage in a way that harms children or places them at risk of harm
- The possible identification of a child when an image is accompanied by personal information, which can make a child vulnerable to an individual who may wish to contact and start to 'groom' that child for abuse
- Identification and locating of children where there are safeguarding concerns, which would increase their vulnerability due to:
 - Their removal from their family for their own safety
 - Restrictions on their contact with one parent following a parental separation
 - Being a witness in criminal proceedings

Some sports take place in areas where organisers have little or no control over the environment such as open water or areas to which the public have general rights of access e.g. the open countryside. In these circumstances, organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

Key Principles:

- Scottish Swimming will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated. However, Scottish Swimming has no power to prevent individuals photographing or filming in public places
- Scottish Swimming reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated
- Scottish Swimming has produced a Photographic & Video Equipment Policy

Publishing Images

- Rules to remember:
- Ask for parental/athlete permission to take/use their image. This ensures that they are aware of the way the image will be used. A photography/video consent form is one way to do this
- Images will not be shared with external agencies unless express permission is obtained from the child and parent
- If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and out with the sport
- Never include other detailed information about an individual
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence, and consideration given to whether publication or use of the pictures/film would place the child at risk
- Athletes' modesty is to be protected at all times:
 - Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context
 - Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume
 - Poolside shots (non-action shots) of children should normally be above the waist only and with t-shirt being worn (Male and Female), though full club kit shots are approved
 - Athletes should only be photographed in swimwear during action shots
- Scottish Swimming will do everything reasonable in the individual circumstances to give effect to the wishes of parents and children. All actions by Scottish Swimming will be based on the best interests of the child
- No unsupervised access or 1:1 sessions will be allowed unless this has been explicitly agreed with the child and parent
- No photography or filming will be permitted in changing areas, toilets or showers
- All images and accompanying information will comply with Scottish Swimming policies, where this is within the control of Scottish Swimming

Use of Photographic equipment at Aquatics events

Scottish Swimming does not want to prevent parents, carers or spectators being able to take legitimate photographs or video footage of competitors.

However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of children/young people.

All Clubs should be vigilant about this possibility and implement appropriate procedures:

- Notification prior to event to clubs/parents/athletes of potential photography/filming during aquatic event
- Registration of intention to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future
- Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge or sticker will be issued, after production of the letter/email of approval and identification
- Information about what to do if concerned about photographing and filming will be available at all events

Concerns:

Anyone behaving in a way which could reasonably be construed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. The circumstances should be reported to the person in charge on the day or Wellbeing & Protection Officer.

Where appropriate the person in charge / Wellbeing & Protection Officer should report concerns to the police.

Elite Athletes:

As young athletes progress higher up the competitive pathway within their sport, elite level events are increasingly likely to take place in a public arena. Elite young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines, for example avoiding the inclusion of names and some other personal details alongside photographs may not be practical or desirable. All decisions should reflect the best interests of the child.

Scottish Swimming provides information, guidance and support to help athletes manage the media.

Mobile Phone, Cameras & Video

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones.

There is also scope for humiliation and embarrassment if films or images are shared on popular websites such as YouTube. The use of mobile phones in this way can be very difficult to monitor.

Clubs should follow the guidelines within this section as well as adopt and follow the Acceptable Use of Mobile Phone Policy. Particular care is required in areas where personal privacy is important e.g. changing rooms, showers, bathrooms and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy.

All concerns about the inappropriate use of mobile phones to record photographs or video footage will be dealt with in line with Scottish Swimming Complaints Policy and/or Disciplinary Procedure. This may include the concerns being reported to the police.

1.4H Making a Referral

Club Policy & Template

Introduction

The Protection of Vulnerable groups (Scotland) Act 2007 is in place to make sure unsuitable individuals cannot work or volunteer with children or protected adults (regulated work). A key part to this process working correctly is for clubs to pass on information to Disclosure Scotland when they identify an unsuitable individual within their club.

Background

The PVG Scheme requires organisations to make referrals to the Protection Unit at Disclosure Scotland in certain circumstances. If The Club/Scottish Swimming permanently remove someone from regulated work it needs to be decided if the reason(s) that they were removed means Disclosure Scotland need to be informed about what happened. This is called “Making a Referral” and includes circumstances where you would have removed them if, for any reason, they have already left the role.

Disclosure Scotland will then use this information to help them decide if someone remains suitable to continue to undertake regulated work (with children/adults/both) or if they should be removed from regulated work.

When Should The Club Let The Protection Unit Know What’s Happened?

The Club should only make a referral when both Condition 1 and Condition 2 below have been met. Condition 2 is meeting a minimum of 1 of the 5 points.

Condition 1 – A person has been permanently removed/removed themselves from regulated work
(this includes suspension which requires the person to reapply for their role when the suspension period has ended)

Condition 2 – At least 1 of the following 5 grounds apply to their permanent removal:

- Caused harm to a child or protected adult
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct
- Given inappropriate medical treatment

When both of these conditions have been met, the Club **must** let Disclosure Scotland know by making a referral. The form for making a referral can be found on Disclosure Scotland’s website ([HERE](#)), along with instructions for completing the form and the Protection Unit can be contacted on 03000 2000 40 if you need any help.

Making a referral is not optional. It is a legal requirement to report circumstances where both conditions are met. This should be done within 3 months of making your decision.

Who Is Responsible For Making The Referral?

When the club carry out disciplinary action and make the decision to permanently remove someone from regulated work, the club is responsible for making the referral.

Where the Sports Governing Body (Scottish Swimming) take disciplinary action which means that they have to remove someone from regulated work in your club, Scottish Swimming are responsible for making the referral.

How To Use This Policy

The template policy provided below can be used as it is by adding your club's name at the top, identifying and inserting the role/post of the person in your club who will be responsible for making referrals (insert this role title in the area marked 'Position 1') and the job role of the person who will substitute for this person in their absence (insert this job role in the area marked 'Position 2').

Alternatively, it can be used to help you to develop your own policy and process but you must identify the job role/post within your club that will be responsible for making referrals and ensure there is clear guidance on notifying that person that both conditions have been met for making a referral.

Scottish Swimming recommend the following:

Position 1: Club Chair / President

Position 2: Club Wellbeing Officer

Throughout this procedure, Scottish Swimming will be supporting the club and Wellbeing Officer through the process.

Referrals Policy of South Ayrshire Swim team

This policy is relevant to all those involved in making recruitment/disciplinary decisions in our club.

When a volunteer or club member is permanently removed from a regulated work position, there are certain circumstances where our club must notify the Protection Unit at Disclosure Scotland that this has happened. This is called "Making a Referral". If we would have permanently removed the individual, the actions detailed in this policy will continue to apply (even if a club member or volunteer leaves their regulated work position prior to any action being taken, irrespective of the reason that they leave).

Two conditions must be met before we or Scottish Swimming let Disclosure Scotland know that something has happened. A referral will only be made when both Condition 1 and Condition 2 below have been met. Condition 2 must be at least 1 of the 5 grounds listed.

Condition 1 – A person has been permanently removed/removed themselves from regulated work (this includes suspension which requires the person to reapply for their role when the suspension period has ended)

Condition 2 – At least 1 of the following 5 grounds apply

- Caused harm to a child or protected adult
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography

- Engaged in inappropriate sexual conduct
- Given inappropriate medical treatment

When both of these conditions have been met, it is a legal requirement that we or Scottish Swimming must let Disclosure Scotland know by making a referral within 3 months of the permanent removal of the individual.

Where there is an historical allegation of harm or inappropriate behaviour about someone who is no longer in regulated work with us but which we believe would, in all probability, have led to the 2 conditions being met, we or Scottish Swimming will consider whether we want to make a referral, but the legal responsibility applies only after 28 February 2011 when PVG was first introduced.

Where it is necessary for our club to make a referral, this process will be carried out by the WPO. In their absence, the referral process will be carried out by Vice Chair.

Where it is necessary for our Sports Governing Body (**Scottish Swimming**) to make a referral, this process will be carried out by (**Euan Lowe, Chief Executive**). In their absence, the referral process will be carried out by (**Elaine Mackenzie, Director of Services**).

Failure to make a referral where required, may result in our club or Scottish Swimming being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify those responsible as well as Sean Dawson, Scottish Swimming Safeguarding Manager (s.dawson@scottishswimming.com) when both conditions for making a referral have been met.

1.4I EQUALITY STATEMENT

Club Policy Document

Sports Equality is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

South Ayrshire Swim Team is strongly committed to equal opportunities for all sectors of the community.

It is the policy of South Ayrshire Swim Team to ensure that no participant, volunteer, coach or parent receives less favourable treatment on the grounds of age, disability, race, religious belief, nationality, pregnancy, parental or marital status, sex, sexual orientation, class or social background, transgender or political belief.

The Club welcomes individuals from all parts of the community to enjoy the sport in an environment that is free from all forms of discrimination and will endeavour to provide open access to all those who wish to participate in swimming.

The Club ensures that any incidences of discrimination will be treated fairly and according to the club disciplinary procedures.

The Club is committed to making equity an integral part of all development plans for the future

South Ayrshire Swim Team expect all those acting on behalf of the club to adhere to this policy.

In pursuance of this policy South Ayrshire Swim Team reserve the right to discipline any of its members who practise any form of discrimination on the grounds of a person's age, disability, race, religious belief, nationality, pregnancy, parental or marital status, sex, sexual orientation, class or social background, transgender or political belief.

Signed: Bartkowiak Patrycja

Position: Secretary

Date: 22/01/26

1.5A ATHLETE CODE OF CONDUCT

Safeguarding

South Ayrshire Swim Team is dedicated to creating a culture that nurtures the enjoyment and enthusiasm of every athlete within our club, through a safe and positive environment. We want to empower our athletes to base their conduct on a sense of personal integrity based on the acceptance of rules, fairness, equality, respect for others, moral conduct and a sense of what is right; where unethical behaviour, rule breaking, drug taking, or violence is automatically rejected as being irrelevant to the true purpose of the sport.

I agree to:

1. Be friendly and supportive, offer help if needed
2. Practice and participate fairly and be trustworthy
3. Behave with respect to others including coaches/teachers, venue staff, officials, other athletes, parents, team managers and spectators
4. Respect the rules of my club, those of the facilities and Scottish Swimming
5. Respect the rights, dignity and worth of all participants regardless of age, disability, gender, ability, race, cultural background or religious beliefs or sexual identity
6. Always strive to do my best and refrain from inappropriate conduct towards others including physical, verbal, written or emotional, in person or through use of digital technologies and social media
7. Be a positive role model and refrain from bullying and getting involved in inappropriate peer pressure and push others into something they do not want to do
8. Set a good example at all times in aspects of dress, punctuality, language, behaviour and respect of equipment and others
9. Wear suitable kit
10. Will not smoke, consume alcohol or drugs of any kind
11. Abide by Scottish Swimming Acceptable use of Mobile Phone Policy and Social Media Guidelines
12. Report inappropriate behaviour or risky situations to a member of Club staff

Our Club recognises that to create a supportive atmosphere, which allows everyone to compete / participate to the best of their abilities, it is important for athletes to know that while we have high expectations of their behaviour, they can expect the same in return from us.

You have the right to:

1. Be safe and happy while taking part in the sport in a protected environment
2. Be respected and treated fairly and participate on an equal basis, appropriate to your ability
3. Be protected from abuse by others from within or out with the club
4. Ask for help

5. Be believed
6. Be listened to
7. Seek professional help as needed

Breaches of the Athletes Code of Conduct will be dealt with in accordance with the clubs' disciplinary procedures.

I understand that if I do not follow the Athletes Code of Conduct, any / all of the following actions (not an exhaustive list) may be taken by my club or Scottish Swimming:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Be dropped or substituted
4. Suspended by the club
5. Be required to leave the club

I have read and understood the above Code of Conduct and I agree to be bound by it:

Athlete Signed

Name (print)
Date

Parent/Guardian (required for U18s)

Name (print)
Signed
Date

1.5B PARENTS/GUARDIANS CODE OF CONDUCT

Safeguarding

Being a Supportive Parent

South Ayrshire Swim Team is dedicated to nurturing the enjoyment and enthusiasm of every child within our sport, through a safe, fun and progressive environment. We aim to create a welcoming and vibrant environment, promoting inclusivity and diversity that caters for participant's needs and aspirations. It is important that children participate in the right spirit and in a supportive atmosphere; which allows them to perform to the best of their abilities; valuing and recognising effort as well as results.

To achieve this, we rely heavily on parents/carers to give their support in the right way, all club activities both in and out of the pool are covered by this code of conduct. Parents/Guardians are asked to abide by this Code of Conduct at all times. Please return a signed copy to your clubs WPO.

Supporting your Child:

1. Ensure your child is properly prepared – clothing, kit, equipment, food, drink, etc
2. Encourage your child to have fun
3. Never condone rule violations or use of prohibited substances
4. Encourage your child to respect the rules, and teach them that they can only do their best
5. Ensure that your child understands their code of conduct
6. Inspire your child to be the best they can be in both in the sport and in life
7. Help them understand the important life lessons to be gained from the sport, such as: leadership, handling adversity, teamwork, persistence, and compassion
8. Establish a positive relationship with your child's coach
9. Do not ridicule or shout at your child for making mistakes or losing at events/competitions

Supporting our Club:

1. Complete and return all sections of the Activity, Transport Permission form pertaining to your child's participation, medical information and photographic permissions
2. Report any changes to the information in the Activity, Transport Permission form to the coach/club staff as soon as possible BEFORE they next take part in a session
3. Deliver and collect your child punctually before and after sessions/races/events and inform the organiser prior to the activity starting if your child is to be collected early
4. Support the club by attending events and fundraising activities when you can
5. Abide by Scottish Swimming Acceptable use of mobile phone policy and Social Media Guidelines

Supporting our club/team at events and competitions:

1. Encourage all members of the club by applauding their effort
2. Show understanding when athletes make mistakes or if they don't win/PB

3. Be positive. Discuss performances in a constructive manner at an appropriate time, focus on things the athlete did well. Don't dwell on mistakes
4. Support all efforts to remove verbal and physical abuse from sporting activities
5. Respect and applaud other athletes / teams for their efforts, not just your own
6. Behave responsibly and do not use inappropriate language whilst involved in or spectating at club activities, and treat swimmers, coaches, club volunteers, technical officials and other parents with due respect
7. Abide by Scottish Swimming Acceptable use of Mobile Phone Policy and Social Media Guidelines

As a Parent/Guardian you have the right to:

1. Be assured that your child is safe and protected during their participation in all activities
2. Be informed of problems or concerns relating to your child
3. Be informed if your child is injured or unwell
4. Have your consent sought for issue such as trips or photography
5. Contribute to decisions within the club
6. Have any concerns about any aspect of your child's welfare listened to and responded to

Where a parent/guardian is a member of the Club / Scottish Swimming any breaches of the Parent/Carers Code of Conduct will be dealt with in accordance with the club disciplinary procedures.

If the parent/carer is not a member of the Club / Scottish Swimming any breaches of the Parent/Carer Code of Conduct will result in removal from the event / a ban for future events.

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print)
Signed
Date

1.5C COACH CODE OF CONDUCT

Safeguarding

A responsible swimming coach helps the development of individuals through improving their performance. This is achieved by:

1. Identifying and meeting the needs of individuals
2. Improving performance through a progressive programme of safe, guided practice measured performance and/or competition
3. Creating an environment in which individuals are motivated to maintain participation and improve performance

Coaches should comply with the principles of good ethical practice listed below.

A coach must at all times:

1. Hold relevant, up to date and recognised coaching qualifications, safeguarding training, insurance and a valid PVG if applicable to their role
2. Consider the wellbeing and safety of the athlete before the development of performance
3. Develop an appropriate working relationship with athletes, based on mutual trust and respect that empower and includes, athletes, both youth and senior in the decision-making process
4. Promote respect for the ability of opponents as well as for volunteers, technical officials and fellow coaches
5. Always promote the positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited substances
6. Make sure all activities are appropriate to the age, ability and experience of those taking part, never using physical activity as a punishment or as a consequence
7. Recognise the developmental needs and capacity of each athlete and avoid excessive training and competition, pushing them against their will and putting undue pressure on them
8. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport
9. Encourage athletes to value their effort in performance and not just results
10. Encourage and guide athletes to accept responsibility for their own behaviour and performance by giving enthusiastic and constructive feedback.
11. Clarify, at the outset, with athletes (and where appropriate with their parents) exactly what is expected of them and what athletes are entitled to expect from their coach
12. Consistently display high standards of behaviour and appearance, be an excellent role model including not smoking, drinking or using foul language in the company of athletes
13. Never ignore, tolerate or engage in any form of bullying
14. Coaches must not exert undue influence to obtain personal benefit or reward. In particular, coaches must not use their position to establish or pursue a sexual or improper relationship with an athlete or someone close to them
15. Follow the advice of a physician or other qualified medical professionals when an athlete is injured
16. Coaches should not allow allegations to go unchallenged, unrecorded or fail to act upon them

17. Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of children
18. Ensure that the equipment and facilities meet safety standards and are suitable for training.
19. Follow all guidelines laid down by Scottish Swimming and the club and abide by Scottish Swimming Acceptable use of Mobile Phone Policy and Social Media Guidelines

Emergency action and first aid

All coaches should be prepared with an action plan in the event of an emergency and be aware of First Aid procedures. This will include:

1. Access to First Aid equipment
2. Emergency contact information for the athlete(s)
3. Telephone contact to the Emergency Services

Coaches have the right to:

1. Access ongoing training and information on all aspects of their role, including safeguarding, wellbeing & protection
2. Support in reporting suspected abuse or poor practice
3. Access to professional support services
4. Fair and equitable treatment by the Club & Scottish Swimming
5. Be protected from abuse by adults/youths, other adult members and parents
6. Not to be left vulnerable while carrying out their role

Breaches of the Coach Code of Conduct will be dealt with in accordance with the Scottish Swimming disciplinary procedures.

I understand that if I do not follow the Coaches Code of Conduct, my club or Scottish Swimming may take any / all the following actions:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Required to meet with the club, Wellbeing & Protection Officer, or designated members of the club committee.
4. Monitored by another club volunteer/committee member
5. Required to attend an education course
6. Suspended by the club
7. Required to leave or be removed from post

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print) Signed

1.5D OFFICIALS & VOLUNTEERS CODE OF CONDUCT

Safeguarding

Technical Officials and Volunteers should comply with the principles of good ethical practice listed below.

A Technical Official or Volunteer must at all times:

1. Hold the appropriate valid qualifications, insurance cover and PVG relevant to your role
2. Develop an appropriate working relationship with all club members based on mutual trust and respect
3. Encourage an environment that values the performance and not just results
4. Show respect to others involved in the sport including other volunteers, athletes, coaches, team managers, technical officials and spectators
5. Follow all guidelines laid down by Scottish Swimming and the club
6. Display and promote high standards of behaviour and fair play
7. Always promote the positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited substances
8. Never exert undue influence over an athlete to obtain personal benefit or reward.
9. Always respect other technical officials' decisions and never engage in public criticism of them
10. Respect the rights, dignity and worth of all participants regardless of age, disability, gender, race, cultural background or religious beliefs or sexual identity
11. Refrain from using offensive, insulting or abusive language or behaviour
12. Never engage in bullying, intimidation or harassment
13. Abide by Scottish Swimming's Acceptable use of mobile phone policy and Social Media Guidelines
14. Report inappropriate behaviour or risky situations
15. Volunteers and Officials should not allow allegations to go unchallenged, unrecorded or fail to act upon them

Emergency action and first aid

All Officials and Volunteers should be prepared with an action plan in the event of an emergency and be aware of First Aid Procedures. This will include

- :
 - 1. Access to First Aid equipment
 - 2. Telephone contact if the participant(s) is under 16 where appropriate
 - 3. Telephone contact to the Emergency Services

Technical Officials and Volunteers have the right to:

- 1. Access to ongoing training and information on all aspects of your role including safeguarding, wellbeing & child protection
- 2. Support in the reporting of suspected abuse or poor practice
- 3. Access to professional support services
- 4. Fair and equitable treatment by Scottish Swimming/club
- 5. Be protected from abuse by adults/youths, other adult members and parents
- 6. Not to be left vulnerable when carrying out your role

Breaches of the Official and Volunteer Code of Conduct will be dealt with in accordance with the clubs/Scottish Swimming's disciplinary procedures.

I understand that if I do not follow the Official and Volunteer Code of Conduct, The Club / Scottish Swimming may take any / all of the following actions:

- 1. Be required to apologise formally
- 2. Receive a warning; verbal or written
- 3. Required to meet with the club Wellbeing & Protection Officer or designated members of the club committee
- 4. Monitored by another club volunteer/committee member
- 5. Required to attend an education course
- 6. Suspended by the club
- 7. Required to leave or be removed from post.

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print) Signed

1.5E TEAM MANAGERS CODE OF CONDUCT

Safeguarding

A responsible Team Manager contributes to the development of individuals through:

1. Identifying and meeting the needs of individuals
2. Good team working and communication with coaches, athletes and their parents/carers
3. Creating an environment in which individuals feel included

Team Managers will travel with the team to and from all out of town and overnight meets/camps/club activities where appropriate. Ensure the correct ratio of Team Manager/Chaperones to Athletes is in place for each trip. This will depend on the age of the athletes, type of activity and method of transport for example.

Team Managers should comply with the principles of good ethical practise listed below:

A Team Manager must at all times:

1. Hold relevant, up to date Scottish Swimming team manager training, SASA membership, safeguarding training and a valid PVG applicable to their role
2. Develop an appropriate working relationship with athletes, based on mutual trust and respect
3. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport
4. Clarify, at the outset, with athletes (and where appropriate with their parents) exactly what is expected of them and what athletes are entitled to expect from their TM. Develop and encourage a positive team culture
5. Consistently display high standards of behaviour and appearance, be an excellent role model including not smoking or drinking or using foul language in the company of athletes
6. Never ignore, tolerate or engage in any form of bullying
7. Follow all guidelines laid down by Scottish Swimming and the club and abide by Scottish Swimming Acceptable use of Mobile Phone Policy and Social Media Guidelines
8. Be available to the swimmers and provide guidance when necessary
9. Not allow allegations to go unchallenged, unrecorded or fail to act upon them

Medical Information

1. Be aware of any medical conditions or allergies that the athlete(s) may have
2. Be aware if an athlete is required to take medication during the trip, and discuss the instructions with the parents prior to departure
3. Have ready access to a first aid kit (in team manager bag)

Emergency action and first aid

All team managers should be prepared with an action plan in the event of an emergency and be aware of First Aid procedures. This will include:

1. Access to First Aid equipment
2. Emergency contact for all athletes
3. Telephone contact to the Emergency Services

Team Managers have the right to:

1. Access ongoing training and information on all aspects of their role, including safeguarding, wellbeing & protection
2. Support in reporting suspected abuse or poor practice
3. Access to professional support services
4. Fair and equitable treatment by Scottish Swimming/club
5. Be protected from abuse by adults/youths, other adult members and parents
6. Not to be left vulnerable while carrying out their role

Breaches of the Team Manager Code of Conduct will be dealt with in accordance with the Scottish Swimming disciplinary procedures.

I understand that if I do not follow the Team Manager Code of Conduct, my club or Scottish Swimming may take any / all the following actions:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Required to meet with the club, Wellbeing & Protection Officer or designated members of the club committee.
4. Monitored by another club volunteer/committee member
5. Required to attend an education course
6. Suspended by the club
7. Required to leave or be removed from post

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print) Signed

1.5F SWIM TEACHER CODE OF CONDUCT

Safeguarding

A responsible swimming teacher helps individuals to improve their swimming skills. This is achieved by:

1. Identifying and meeting the needs of participants
2. Improving swimming skills through delivery of fun, progressive lessons
3. Creating an environment in which individuals are motivated to maintain participation and improve their skills

Swimming teachers should comply with the principles of good ethical practice listed below

A teacher should at all times:

1. Hold relevant, up to date and recognised qualifications, safeguarding training, insurance and a valid PVG if applicable to their role
2. Consider the wellbeing and safety of the participants at all times
3. Develop an appropriate working relationship with participants
4. Make sure all activities are appropriate to the age, ability and experience of those taking part
5. Recognise the developmental needs and capacity of each participant
6. Encourage and guide participants to accept responsibility for their own behaviour by giving enthusiastic and constructive feedback
7. Consistently display high standards of behaviour and appearance and be an excellent role model
8. Never engage in or tolerate any form of bullying
9. Teachers must not exert undue influence to obtain personal benefit or reward. In particular, teachers must not use their position to establish or pursue a sexual or improper relationship with a participant
10. Follow the advice of a physician or other qualified medical professionals when a participant is injured
11. Teachers should not allow allegations to go unchallenged, unrecorded or fail to act upon them
12. Make a personal commitment to keep yourself informed of sound teaching principles and the principles of growth and development of children
13. Ensure that the equipment and facilities meet safety standards and are suitable for training
14. Abide by Scottish Swimming Acceptable use of mobile phone policy and Social Media Guidelines or the employers as appropriate

Emergency action and first aid

All teachers should be prepared with an action plan in the event of an emergency and be aware of First Aid procedures. This will include:

1. Access to First Aid equipment
2. Telephone contact if the participant is under 16
3. Telephone contact to the Emergency Services

Teachers have the right to:

1. Access ongoing training and information on all aspects of their role, including safeguarding, wellbeing & protection
2. Support in reporting suspected abuse or poor practice
3. Access to professional support services
4. Fair and equitable treatment by Scottish Swimming/employer
5. Be protected from abuse by participants, and parents/carers
6. Not to be left vulnerable while carrying out their role

Breaches of the Coach Code of Conduct will be dealt with in accordance with the South Ayrshire Swim Team disciplinary procedures.

I understand that if I do not follow the Coaches Code of Conduct, South Ayrshire Swim Team may take any / all of the following actions:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Required to meet with the Head Coach/Wellbeing & Protection Officer or designated staff members
4. Required to attend an education course
5. Suspended in accordance with South Ayrshire Swim Team procedures.
6. Required to leave or be removed from post

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print) Signed
Role Date

1.5G SPECTATOR CODE OF CONDUCT

Safeguarding

South Ayrshire Swim Team is dedicated to nurturing the enjoyment and enthusiasm of every child within our sport, through a safe, fun environment, recognising that children participate for fun and encouraging all of our athletes/teams to do well, BUT not at all costs. It is important that children participate in the right spirit and in a supportive atmosphere, which allows them to train/compete to the best of their abilities.

In order to achieve this result, we rely heavily on spectators to give their support in the right way. Therefore, all club events both in and out of the pool are covered by this code of conduct and we require all spectators to abide by it.

Positive Supporters:

1. Encourage all members of the club by applauding their effort
2. Show understanding when swimmers make mistakes or if they don't win/PB
3. Be positive. Discuss performances in a constructive manner at an appropriate time, focus on things the athlete(s) did well. Don't dwell on mistakes
4. Abide by Scottish Swimming Acceptable use of mobile phone policy and Social Media Guidelines
5. Support all efforts to remove verbal and physical abuse from sporting activities
6. Applaud other athletes and teams for their efforts, not just your own
7. Respect other athletes, coaches, volunteers and spectators and make them feel welcome
8. Behave responsibly and do not use inappropriate language or behaviour whilst attending, involved in or spectating at any and all aquatic sporting activities; whether National, District or Club level. Treat swimmers, coaches, club volunteers, technical officials and parents of yours and other clubs with due respect.

Where a spectator is a member of the Club / Scottish Swimming any breaches of the Spectators Code of Conduct will be dealt with in accordance with the clubs/Scottish Swimming's disciplinary procedures.

If the spectator is not a member of the Club / Scottish Swimming any breaches of the Spectator Code of Conduct will result in removal from the event / a ban for future events.

1.6A PRESIDENT / CHAIR

Role Descriptor

PURPOSE

To ensure the Club is run effectively and efficiently whilst providing a safe environment for all.

MAIN FUNCTIONS AND DUTIES

- Oversee and guide all decisions taken by the executive committee and sub committees
- In conjunction with the secretary, prepare and present the annual report
- Liaise with the secretary on the agenda for each meeting and approve the minutes before they are circulated
- Be completely familiar with the constitution, club rules, committee procedures and the Scottish Swimming rules and regulations
- Liaise with the Treasurer to ensure effective financial management of the club
- Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)
- To chair the committee meetings and the AGM
- To provide line management for paid and voluntary staff
- To support and encourage the work of all involved
- To handle complaints appropriately
- To promote the need for regular training for all staff
- To ensure an effective, safe environment for all

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Able to maintain confidentiality
- Confident in keeping order during meetings
- Prepared to make instant decisions when necessary

REQUIREMENTS

- PVG Scheme Membership
- Complete a self-declaration
- Be a member of Scottish Swimming
- Attend appropriate training
- Sign and adhere to the Club's Volunteer Code of Conduct

TRAINING AND SUPPORT

- Child Wellbeing & Protection in Sport (renewable every 3 years)
- National Chairs meetings and local club forums
- Volunteer Management workshops, SS Connect
- Virtual support network through the HIVE Learning platform

Time commitment can vary dependant on size and nature of club, and events attending

1.6B VICE PRESIDENT / VICE CHAIR

Role Descriptor

PURPOSE

To ensure the Club is run effectively and efficiently whilst providing a safe environment for all.

MAIN FUNCTIONS AND DUTIES

- To stand in for the Chairperson in his or her absence [see list below]
- Support the Chairperson by working closely with him/her and accepting any delegated tasks that are assigned from the list below
- Take responsibility for managing the Committee and the affairs of the club
- Chair committee meetings so that everyone has a chance to present their views, that all business is completed and that all decisions are properly understood and recorded
- Oversee and guide all decisions taken by the Committee and sub committees
- In conjunction with the secretary, prepare and present the Annual Report
- Liaise with the Secretary on the agenda for each meeting and approve the minutes before they are circulated
- Be completely familiar with the constitution, club rules, committee procedures and Scottish Swimming rules and regulations
- Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club
- Represent the club at local, regional and national level
- Follow and promote the Scottish Swimming Wellbeing & Protection policy

SKILLS / ATTRIBUTES

- Enthusiasm
- Good listener
- Diplomacy
- Good communication skills
- Well organised
- Prepared to make a regular time commitment
- Decisive
- Confident at some public speaking and keeping order during meetings

REQUIREMENTS

- Be a member of Scottish Swimming
- Attend appropriate training
- Sign and adhere to the Club's Volunteer Code of Conduct

TRAINING AND SUPPORT

- Child Wellbeing and Protection in Sport Workshop (renewable every 3 years)
- Volunteer management CPDs, SS Connect
- Virtual support network through the HIVE learning platform

Time commitment can vary dependant on size and nature of club, and events attending

1.6C FINANCIAL MANAGER / TREASURER

Role Descriptor

PURPOSE

Ensure that the Clubs finances are organised and managed effectively.

MAIN FUNCTIONS AND DUTIES

- Responsible for the club finances
- Deal efficiently and effectively with all income and expenditure
- Keep up to date records of all financial transactions
- Ensure that funds are spent properly
- Issue receipts and record all monies received
- Attend committee meetings and present the budget report
- Prepare the end of year accounts to present to the auditors and AGM
- Plan the annual budget in agreement with the committee plan
- Monitor the budget throughout the year

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Ability to keep records
- Confident when dealing with figures and money

REQUIREMENTS

- Financial experience
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

TRAINING AND SUPPORT

Child Wellbeing and Protection in Sport Workshop (renewable every 3 years)

Time commitment can vary dependant on size and nature of club, and events attending.

1.6D SECRETARY

Role Descriptor

PURPOSE

To be the principal administrator for the Club and ensuring the Club, club activities and its members function effectively.

MAIN FUNCTIONS AND DUTIES

- Be the first point of contact for enquiries
- Affiliating the Club to the District and Scottish Swimming
- Maintain an up to date membership register and liaise with Scottish Swimming as required
- Dealing with correspondence
- Organising and attending all committee meetings
- Taking and distributing minutes to relevant parties
- To liaise with Scottish Swimming, local authority, other clubs and partners as required and maintain effective relationships
- To ensure club has up to date policies, such as Wellbeing & Protection, Discipline and Complaints etc.
- Maintain the club notice board if required
- To collect monies for special events/competitions, collate and forward as required
- Other general administrative duties

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Ability to delegate
- Be aware of key agencies and partners
- Maintain confidentiality
- Be computer literate
- Motivator & problem solver
- Patient

REQUIREMENTS

- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

TRAINING AND SUPPORT

- Child Wellbeing & Protection in Sport (renewable every 3 years)
- Virtual community support through the HIVE learning platform

Time commitment can vary dependant on size and nature of club, and events attending.

1.6E WELLBEING & PROTECTION OFFICER

Role Descriptor

PURPOSE

To ensure club is complying with the Scottish Swimming Child wellbeing & Protection Policy and current legislation and ensure that athletes and volunteers are training / competing / working within a safe environment.

CHARACTERISTICS OF A CLUB WELLBEING & PROTECTION OFFICER WITHIN AN AQUATICS CONTEXT INCLUDE:

- An understanding of, and support for, the introduction / maintenance of a Wellbeing & Protection Policy
- An interesting the well-being and safeguarding of children and wellbeing & protection matters
- The ability to follow procedures and to know when to seek advice and not rely solely on own judgement
- Strong listening skills and the ability to deal with sensitive situations with integrity and confidentiality
- May currently work in a similar environment with training

MAIN FUNCTIONS AND DUTIES

- Implement the Scottish Swimming Wellbeing & Protection policy and procedures.
- Encourage good practice by promoting and championing the Wellbeing & Protection policy and procedures.
- Conduct the administrative work associated with processing information on new volunteers / staff
- Liaise closely with Club volunteers / staff, ensuring that agreed procedures for the prevention of risk are followed
- Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose.
- Counsel / advise club on matters of policy relating to child protection.
- Raise awareness of the Club Wellbeing & Protection Officer role to parents/carers, adults, and children involved in the club.
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the club.
- Challenge behaviour which breaches the Code of Conduct.
- Organise/signpost appropriate training for all adults working/volunteering with children in the club.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- Maintain confidential records of reported cases and action taken.
- Where required liaise with the Scottish Swimming Wellbeing & Protection Officer and/or statutory agencies and ensure they have access to all necessary information

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable, trustworthy and a good listener
- Understanding & appreciation for the need for confidentiality
- Approachable & friendly
- Experience of working with children

REQUIREMENTS

- PVG Scheme Membership
- Complete a self-declaration
- Scottish Swimming member
- Attend appropriate training

TRAINING AND SUPPORT

- Child Wellbeing & Protection in sport workshop (renewable every 3 years)
- Child Wellbeing & Protection officer training workshop (renewable every 3 years)
- Meet with Scottish Swimming staff members for initial training
- Wellbeing & Protection Officer Networking & Support meetings/webinars – delivered by Scottish Swimming
- Virtual network through the HIVE Learning platform

Time commitment can vary dependant on size and nature of club, and events attending.

1.6F HEAD COACH

Role Descriptor

PURPOSE

To improve performance of athletes in a safe and positive environment, while working alongside other club staff to deliver a well organised, appropriate and effective programme.

MAIN FUNCTIONS AND DUTIES

- To provide quality coaching programmes to the ability of all athletes
- To assist the athletes to achieve their full potential with the objective of achieving district / national / international / world class standards
- To lead and coordinate the coaching team, and provide advice and support to assistant coaches and helpers
- To provide clear, progressive and accessible development paths for athletes and coaches of all abilities, and give feedback on progression
- To support club development initiatives
- Abide by and promote sound ethics and club policies; Wellbeing & Protection, fair play and equal opportunities to all members
- Liaise with the club management committee to ensure there are regular and appropriate competitive opportunities for members
- To attend and contribute to appropriate club meetings

SKILLS / ATTRIBUTES

- Motivational
- Good organisation and communication skills
- Ability to make the session enjoyable
- Efficient and effective time management
- Show an appropriate level of technical knowledge
- Approachable and friendly

REQUIREMENTS

- PVG Scheme Membership
- Complete a self-declaration
- Be a member of Scottish Swimming
- Attend appropriate training
- Sign and adhere to the Coach's Code of Conduct

TRAINING AND SUPPORT

- Scottish Swimming UKCC Level 2/SSCQ (minimum) or equivalent
- Appropriate CPD, SS Connect
- Child Wellbeing & Protection in Sport (renewable every 3 years)
- Virtual support network through HIVE Learning platform

Time commitment can vary dependant on size and nature of club, and events attending.

1.6G MEMBERSHIP SECRETARY

Role Descriptor

PURPOSE

To be responsible for administering of all membership details and responsible for the Annual Membership return to Scottish Swimming

MAIN FUNCTIONS AND DUTIES

- To meet and liaise with all new members to ensure that they are made to feel welcome into the Club
- Register any new members with Scottish Swimming within 28 days of joining your club
- Collect and record membership and club fees
- Complete online all required membership information
- Annual Renewals – collect annual fees and re-register all members online by the 1st April
- Act as contact for Scottish Swimming regarding all relevant queries
- Have overall responsibility for Azolve on behalf of the club, ensuring member data is regularly updated
- Support the secretary with GDPR guidelines and adhere to these
- Abide by and promote all club policies
- Attend committee meetings and give membership reports as required to key club officers.
- Follow and promote Scottish Swimming's Wellbeing and Protection policy
- Other general administrative duties

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Ability to delegate
- Be aware of key agencies and partners
- Maintain confidentiality
- Be computer literate
- Motivator & problem solver
- Patient

REQUIREMENTS

- Attend appropriate training
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Be a member of the club committee

TRAINING AND SUPPORT

- Azolve manual
- Support from Scottish Swimming as and when required
- Complete and update any training on Azolve
- Utilise Hive to keep up to date with any updates and improvements

Time commitment can vary dependant on size and nature of club, and number of events attending.

1.6H DIGITAL COMMS OFFICER

Role Descriptor

PURPOSE

To support the club visually by ensuring the website and social media accounts are maintained and updated accordingly

MAIN FUNCTIONS AND DUTIES

- To set up, maintain the club website, ensuring content is refreshed and updated as required
- To set up, maintain the club social media accounts, ensuring the correct permissions and security is in place and the content is refreshed and updated as required
- To ensure all mediums used comply with the Scottish Swimming Wellbeing & protection policy, GDPR and other relevant policies and procedures
- Liaise with the coaching and committee teams to ensure the correct information and functionality is being achieved

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Motivator & problem solver
- Patient
- Enthusiastic
- Confident and imaginative

REQUIREMENTS

- Be a member of Scottish Swimming
- Complete a self-declaration form
- Sign and adhere to the Code of Conduct
- Attend appropriate training

TRAINING AND SUPPORT

- Appropriate CPD, SS Connect workshops
- Child Wellbeing & Protection in Sport workshop (renewable every 3 years)

Time commitment can vary dependant on size and nature of club, and number of events attending.

1.6I MEET MANAGER

Role Descriptor

PURPOSE

To organise or use a working group to organise an event, and to liaise with the Head Coach to enter athletes in competitions on the calendar and ensure all the appropriate paperwork is completed in both cases.

MAIN FUNCTIONS AND DUTIES

- Apply for appropriate level of License for events
- Book facilities
- Produce programme and invite clubs
- Advertising & Marketing for events
- Book AOE equipment and arrange volunteers to help with this
- Arrange PA system and MC for event
- Invite Referee and officials
- Liaise with social committee re catering, tombola, raffle etc
- Arrange Trophies & medals
- Produce Coaches packs
- If needed, arrange Stop watches/ bells/ lap cards
- If appropriate, arrange Child protection
- Organise Swim shop
- Arrange float for entry and programmes.
- Organise general help to cover photocopying, door, marshals, runners etc
- Arrange entries for gala's attending by swimmers

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Enthusiastic
- Reliable and Trustworthy
- Team player

REQUIREMENTS

- To liaise with Club Coach, Committee, Treasurer
- To ensure accurate records are kept
- To report to Club Committee on activities
- If applicable liaise with Scottish Swimming
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct

TRAINING AND SUPPORT

- Support of the Club Committee
- Shadow current Gala Convener
- Child Wellbeing & Protection in Sport (renewable every 3 years)

Time commitment can vary dependant on size and nature of club, and events attending.

1.6J COACH

Role Descriptor

PURPOSE

Assist the Head (Lead) Coach to ensure that all athletes are able to participate in a safe and positive environment, and that a well organised, appropriate and effective programme is delivered.

MAIN FUNCTIONS AND DUTIES

- To support the Head (Lead) Coach to deliver a quality coaching programme to the ability of all athletes
- To assist the athletes to achieve their full potential with the objective of achieving district / national / international / world class standards
- To support the Head (Lead) Coach to provide clear, progressive and accessible development paths for athletes, and give feedback on progression
- To support club development initiatives
- Abide by and promote sound ethics and club policies; child wellbeing and protection, fair play and equal opportunities to all members
- To attend and contribute to appropriate club meetings

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Motivator & problem solver
- Patient

REQUIREMENTS

- PVG Scheme Membership
- Be a member of Scottish Swimming
- Complete a self-declaration form
- Sign and adhere to the Coach's Code of Conduct
- Attend appropriate training

TRAINING AND SUPPORT

- Scottish Swimming UKCC Level 1
- Scottish Swimming UKCC Level 2/SSCQ or equivalent
- Appropriate CPD, SS Connect workshops
- Child Wellbeing & Protection in Sport workshop (renewable every 3 years)

Time commitment can vary dependant on size and nature of club, and events attending.

1.6K TECHNICAL OFFICIAL COORDINATOR

Role Descriptor

PURPOSE

To co-ordinate technical official volunteers within the club programme.

MAIN FUNCTIONS AND DUTIES

- Act as the main contact for all volunteers and get to know all club volunteers and potential volunteers by name.
- Supervise and oversee all volunteers
- Liaise with the Chairperson to ensure that all tasks required to run the club efficiently are carried out.
- Co-ordinate the implementation of the volunteer recruitment plan
- Liaise with the Chair, Coaching team & Secretary as to their volunteer requirements (or other similar positions within the club)
- Organise social and recruitment events for officials.
- Liaise closely with the Wellbeing and Protection Officer to ensure that each volunteer is aware of Scottish Swimming Wellbeing & Protection Policy and Procedures
- Organise Timekeeper courses as required
- Ensure opportunities for Judge and Starter courses are distributed and encouraged
- Maintain a database of club technical officials along with their qualifications and training requirements and distribute information regarding courses and opportunities as required
- Organise the officials for home competitions, once received from clubs
- Organise the officials for away competition and North District competitions ensure correct numbers and qualifications within the correct timescales
- Liaise with the District STO Convenor and distribute information from the District convenor, Scottish Swimming and British Swimming

SKILLS / ATTRIBUTES

- Approachable and Good Listener
- Confident and Effective Communicator
- Tactful and Discreet
- Well-organised and able to delegate
- Enthusiastic and a good motivator

REQUIREMENTS

- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

TRAINING AND SUPPORT

- Child Wellbeing & Protection in Sport Workshop (renewable every 3 years)

Time commitment can vary dependant on size and nature of club, and number of events attending

1.6L TEAM MANAGER

Role Descriptor

PURPOSE

Ensure that all athletes are able to participate in a safe and positive environment through working alongside team staff to deliver a well-organised, appropriate and effective experience.

MAIN FUNCTIONS AND DUTIES

- To liaise with coaches and other team staff attending competitions / camps
- To arrange all team travel and travel itineraries
- To arrange accommodation and meals (consider dietary requirements)
- To provide a point of contact for all team members
- To attend pre and post meet briefings
- To inform parents and athletes of all details regarding the meet / camp
- To be responsible for all team members whilst travelling or living away
- To ensure that all compliance is met for meets and travel overseas (PVGs, international permits, medical consent forms, risk assessments etc)
- To be point of contact for parents/club and organisation staff
- To be point of contact for public relations, and pass team results onto relevant media groups when necessary

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Motivator & problem solver
- Patient

REQUIREMENTS

- PVG Scheme Membership
- Complete a self-declaration
- Be a member of Scottish Swimming
- Sign and adhere to the relevant Code of Conduct
- Attend appropriate training

TRAINING AND SUPPORT

- Child Wellbeing and Protection in Sport Workshop (renewable every 3 years)
- Club Team Manager Workshop
- Scottish Swimming Team Manager Workshop
- Online Team Manager Community on Hive Learning

Time commitment can vary dependant on size and nature of club, and number of events attending.

1.7A PRIVACY NOTICE

What we need

South Ayrshire Swim Team is a swimming club based in South Ayrshire and is an affiliated member of Scottish Swimming. South Ayrshire Swim Team will be a ‘controller’ of the personal information that you provide to us through this website, emails, and any manual form.

- Contact details – name, address, email address, date of birth
- Membership criteria / category – for example, athlete, parent, volunteer
- Participation details – for example, parent, athlete
- Equality information – for example, disability, sex

When you volunteer with South Ayrshire Swim Team we will ask you for the following personal information:

- Contact details – name, address, email address, date of birth
- Participation details – for example, parent, committee
- PVG membership, if appropriate

Why we need your personal information – contractual purposes

We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

- Provide you with core member services, including insurance, licensing, competition entering, team selection and PVG checks
- Setting up your online membership account and access to our club swimmers time results
- Send you membership communications by post or email in relation to essential memberships services, including but not limited to:
 - General meeting notices
 - Membership renewals
 - Membership fee information
 - Competition entries
 - General swimming information

If you do not provide us with all the personal information that we need, this may affect our ability to offer the above membership services and benefits.

When you book a place with us for and attend a coach’s course, competition, event, or training course, we need to collect your personal information so that we can honour your booking and to enable you to participate in the course, competition, or event.

If you do not provide us with all the personal information that we need, this may affect our ability to book your place.

Why we need your personal information – legitimate purposes

Members Personal Data

We also process our members’ personal information in pursuit of our legitimate interests.

These legitimate interests are to:

- Promote and encourage participation in swimming by sending members’ communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed, and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes

- Provide competition in swimming by accepting and managing entries for our competitions and checking your personal information to ensure that you are entered into the correct category
- Monitor and develop participation in swimming by monitoring members' engagement and participation through feedback forms and inviting our members to participate in surveys for research and development purposes
- Invite our members as award winners or guests to our annual awards ceremony, which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email
- Develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verifying that you have completed any mandatory training and PVG / child protection requirements
- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to swimming with respect to grievance and disciplinary procedures; for example, we will use your personal information to investigate your complaint, to suspend membership, or take disciplinary action

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Volunteers' Personal Data

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007.

This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether you can act as a volunteer in a regulated role with children and/or vulnerable adults.

South Ayrshire Swim Team members' personal data

As a condition of our affiliation to Scottish Swimming we are required to ensure that all our members are members of Scottish Swimming.

We will share personal data as detailed above with Scottish Swimming who will become a controller of your personal information when they receive it. The Scottish Swimming's privacy notice explains how they use your personal information.

Athletes' / Participants' personal data

We publish the results of our competitions on our website. This includes the names, age and results of competitors.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for this purpose. If you wish to object to any of the above processing, please contact us. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our [members, volunteers, participants, athletes, etc.] for the purposes of complying with our obligations under:

- The Companies Act 2006 / Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements.
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers can undertake regulated work with children and vulnerable adults.
- our sportscotland regulatory to maintain registration to Scottish Swimming to allow participation in competitions and swimming within the club.
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this within the club, local press, or social media for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

South Ayrshire Swim team employs third party suppliers to provide services, including IT and Audit. These suppliers may process personal information on our behalf as "processors" and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

Scottish Swimming (SS) members' personal data

As a registered / a member / an affiliated] club of SS we are required to ensure that all of our members are members of SS as a condition of our registration / membership / affiliation. We will share Contact details, Membership criteria / category, Participation details, Equality information with SS who will become a controller of your personal information when they receive it. SS's privacy notice explains how they use your personal information and can be accessed here [insert link].

Athletes' / Participants' personal data

We publish the results of our competitions on our website. This includes competitors' [name, age, result].

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the [UK / EU], and is accessed by our [staff / volunteers] for the purposes set out above.

We are required to transfer your personal information out with the EU for the purposes of [insert details – for example, entering athletes into competitions, booking travel arrangements for training camps, etc.]. Where your personal information is transferred out with the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

How long we keep your personal information

Members' personal data

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 3 years.

We will keep certain personal information of members for longer to confirm your identity, when you were a member of South Ayrshire Swim Team and for how long. We need to do this to comply with the Companies Act 2006, which requires us to keep a register of members or in the event of a claim against South Ayrshire Swim Team.

Athletes' personal data

We keep our athletes' personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 3 years.

We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold. This sets out different retention periods and you can request a copy by contacting us at clubsecretary@sast.me

Your rights

You can exercise any of the following rights by writing to us at clubsecretary@sast.me

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by South Ayrshire Swim Team will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

SGB template - consent section for privacy notice

Why we need your personal information – marketing.

Where you are happy for us to do so, we would like to contact you by email with information about Swimming or South Ayrshire Swim Team, our latest news and upcoming events / competitions / courses.

If you would like to receive email communications from us, please select from the following options below:

- Information about Swimming and South Ayrshire Swim Team

- Latest news
- Upcoming Events or Competitions

Once you submit your preferences to us, we will send you an email to confirm these. Please note that we will not email you with any information until you have confirmed your preferences by responding to our email.

You may change your preferences at any time or request that we stop sending you email communications by contacting us at clubsecretary@sast.me. We use OnDeck as a third party to send information to you regarding competitions and other club events, the servers for which are in the United States but have signed up to the “Privacy Shield”, which is an agreement between the US and EU Commission relating to the protection of personal data – this constitutes a “safeguard” under the GDPR.

1.7B PROTECTION AND CONFIDENTIALITY STATEMENT

South Ayrshire Swim Team agree to display consistently high standards of behaviour and appearance, dressing suitably and not displaying behaviour that is abusive or threatening to anyone in our sport or associated with Scottish Swimming.

The club accept that all club members will be held accountable for their behaviour and should anyone act abusively or threateningly, they will be subject to the consequences outlined in the Scottish Swimming Abusive and Threatening Behaviour Policy.

The club will not inappropriately discuss or transmit any confidential information*, either internally or externally, which may affect, harm or concern anyone in our sport or associated with Scottish Swimming.

Regardless of position within Scottish Swimming, members of the club understand and agree that all information and documentation that we will receive, gain access to or be exposed to during and related to our work may only be used for the purpose of which it was given and will not be disclosed without permission.

The club will never use other people's passwords to access personal information.

The Club also agree that they will not copy, or otherwise take, any confidential or sensitive documentation or written information from Scottish Swimming without express permission from the Chief Executive.

Regardless of roles voluntary or paid positions within Scottish Swimming, The Club further understand and agree that this confidentiality agreement continues after the end of our contract or affiliation with the Scottish Swimming.

The Club undertake to ensure all members keep up to date with other policies that may affect their position, such as Data Protection.

The Club understand that a breach of confidentiality on our part would be a breach of the Scottish Swimming policy. This may result in individuals being suspended by Scottish Swimming.

Signed: *Bartkowiak Patrycja*
Position: *Secretary*
Date: *22/01/26*

*For the purposes of this document “**information**” shall be taken to include the following areas (although it is not intended to be an exhaustive list):
Sensitive information or data – e.g. a Scottish Swimming related discussion/email about a challenge with a club or a particular member; a sensitive discussion about an ongoing child protection incident

Personal information or data – e.g. member phone number or date of birth (unless permission to circulate has been secured)

Financial information – e.g. sensitive facts and figures on a club account; a proposal for investment at the Council/Board level; staff salaries

Commercial information – e.g. notification about a sponsor or product which is not for wider distribution

Confidential documentation – e.g. Any documentation which has been marked “confidential”, or which has been verbally tagged “

HEALTH AND SAFETY

1.8A Policy Statement

Statement of Intent

This is the health & safety policy statement of South Ayrshire Swim Team

Our health & safety policy is to:

- Prevent accidents and cases of work related ill health
- Manage health & safety risks in our club
- Provide clear instruction and information, and adequate training, to ensure coaches and volunteers are competent to undertake their role
- Ensure safe systems of work are in place and managed for all club activities
- Provide personal protective equipment where required
- Consult with our coaches & volunteers on matters affecting their health & safety
- Maintain safe and healthy working conditions for coaches & volunteers
- Liaise with the facility management regarding safety arrangements detailed in the Pool Safety Operating Procedures and incorporate details into Club specific procedures as required
- Implement emergency procedures, including evacuation in case of fire or other significant incident in line with the Facility PSOP and communicate to coaches and volunteer as necessary
- Review & revise this policy agreement as required
- Record appropriately and report accidents and incidents to the facility management and Scottish Swimming as required

Responsibilities for Health & Safety

1. The overall & final responsibility for health & safety is the Club President/Chair
2. The day to day responsibility for ensuring this policy is put into practice are, committee members & coaches
3. To ensure the health & safety standards are maintained/improved, the following people have responsibility in the following areas:
 - a. Club President – Ensuring the Club has up to date H&S Policies & Procedures
 - b. Committee members – Directing everyone associated with the Club to follow our H&S Procedures
 - c. Coaches – Creating & Maintaining Risk Assessments for all club activities
4. All members should:
 - a. Co-operate with the committee on health & safety matters
 - b. Take reasonable care of their own health & safety
 - c. Report all health & safety concerns to an appropriate person (as detailed above)

Arrangements for Health & Safety

Risk Assessment – The Club will complete relevant risk assessments and take action where required for all club activities. The Club will review risk assessments annually or when a change is made to the assessed activity.

Activities will be assessed on the basis that the level of risk should be as low as practicably possible and any control measure put in place are suitable and sufficient to lower the level of risk to an acceptable level.

Training - The Club will give coaches & volunteers a health & safety induction where required, usually as part of the general club/role induction.
This should include specific information on, but not limited to; any equipment set ups or manual handling considerations, any cleaning arrangements, any safe supervision requirements and any key holder responsibilities. The Club/facility will provide appropriate training where required and will provide personal protective equipment where it is required.

Consultation - The Club will consult Coaches & Volunteers routinely on health & safety matters and formally when we review health & safety arrangements. This should be a standard item on the committee meeting agendas

Safe Supervision - Any pool based sessions will be run with the correct ratios in place and in line with the safe supervision requirements as detailed in the facility PSOP. Specific arrangements for pool-based rescue and first aid arrangements should be agreed and communicated as necessary

Evacuation - We make sure escape routes are kept clear at all times as per the facility PSOP. Evacuation plans will be tested regularly and updated if necessary In line with the facility PSOP. Regular communication with the facility management will be key.



1.8B Training Risk Assessment

South Ayrshire Swim Team Risk Assessment Record

Activity: Pool Training (Pre, Swim & Post)

Prepared By: A Harper & B Dalglish

Date: February 2024 Rev 0

Location: All Pools

Maximum Swimmers: 35

Review Date: January 2025

NOTE:

This document lists hazards identified, and the control measures required to mitigate them, and has been prepared in the context of all *Club Policies and Codes of Conduct* being implemented in full. All pool activities have been reviewed assuming that *South Ayrshire Council Pool Safety Operating Procedures* will be administered by their staff, as per the documents held by the Club. All Club activities MUST therefore include suitable SAST supervision, and no South Ayrshire Council facility should be used out with agreed hours.

Potential Hazard	Who is at Risk?	Risk Level	Control measures to mitigate Risk	Risk Level AFTER controls	Control measures by
Car park - Collision with vehicles	Everyone	MEDIUM	<ul style="list-style-type: none">- Any trip hazards/faulty illumination to be reported to SAC on arrival.- SAST to respect Instructions from SAC on car park use.	LOW	Everyone
Poolside - Slips, trips or falls - Cuts/Grazes	Swimmers Coaches Poolside Helpers	MEDIUM	<ul style="list-style-type: none">- Appropriate supervision by qualified Coach(s), 1st Aid Qualified SAC Guards on duty (per PSOP).- Only appropriate pre- and post-pool / land activities to be undertaken on poolside.- Coaches to instruct swimmers on how to use the blocks and ensure that the backboard is always secure.- Swim bags to be kept on poolside as close to the wall as	LOW	Coach

	SAC Staff		<p>possible and out of the way of members of the public or other users of the pool.</p> <ul style="list-style-type: none"> - Kit bags must remain as close to the poolside as possible and out of the way of members of the public or other users of the pool. - No emergency exits are to be covered at any time. 		
Poolside supervision - Horseplay/Collision	Swimmers	LOW	<ul style="list-style-type: none"> - Coach: swimmer ratio not to exceed the recommended level of 1:30. - Swimmers to be taught and respect lane etiquette at all times. 	LOW	Coach
Entry into the pool - Slips, trips or falls - Jumping in / collisions - Diving in / collisions - Diving in / hitting head	Swimmers	MEDIUM	<ul style="list-style-type: none"> - Swimmers follow pool staff and coaches' instructions. - Diving to be instructed properly by the coach to ensure safety - Diving to be adequately supervised by the coach - One-way swims during dive practice - Swimmers made aware of pool depths and the impact on activities at each end. 	LOW	Coach
In the pool - Risk of drowning - Swimmer Illness/Injury	Swimmers	MEDIUM	<ul style="list-style-type: none"> - Coach: swimmer ratio not to exceed the recommended level of 1:30. - Swimmers trained adequately, including lane disciplines and session tailored to abilities 	LOW	Coach
Exit from the pool - Slip/Injury	Swimmers	MEDIUM / LOW	<ul style="list-style-type: none"> - Swimmers follow pool staff and coaches' instructions. - Swimmers trained in correct technique. - Adequate supervision - Swim bags and kit located with exit in mind when required. 	LOW	Coach & Swimmers
Entry and exit - Swimmers leaving session early	Swimmers	MEDIUM / LOW	<ul style="list-style-type: none"> - Under 18s need to return to poolside under the supervision of the coach until a parent / guardian has arrived to pick them up 	LOW	Coach

			<ul style="list-style-type: none">- Under 18s to contact parent / guardian upon leaving the pool to change-		
Disability swimmers	Swimmers Coaches Poolside Helpers	MEDIUM	<ul style="list-style-type: none">- Their participation may be fully integrated and supported with squads. If this is not suitable, swimmers will train within the Para Squad. Their specific needs need to be determined to ensure that they can be catered for within the sessions and the squad. This will be determined through direct consultation with the individual or parent.	LOW	Head Coach

1.8C Hosting Meet Risk Assessment

Activity: Meet - Hosting

Location: The Citadel

Prepared By: A Harper & B Dalglish

Maximum Swimmers: 220

Date: February 2024 Rev 0

Review Date: January 2025

NOTE:

This document lists hazards identified, and the control measures required to mitigate them, and has been prepared in the context of all *Club Policies and Codes of Conduct* being implemented in full. All pool activities have been reviewed assuming that *South Ayrshire Council Pool Safety Operating Procedures* will be administered by their staff, as per the documents held by the Club. All Club activities MUST therefore include suitable SAST supervision, and no South Ayrshire Council facility should be used out with agreed hours. It is recognised that all visiting Clubs will have their own RA for 'away' meets.

Potential Hazard	Who is at Risk?	Risk Level	Control measures to mitigate Risk	Risk Level AFTER controls	Control measures by
Car park - Collision with vehicles - Congestion increases risk of incidents	Everyone	MEDIUM	<ul style="list-style-type: none"> - Any trip hazards/faulty illumination to be reported to SAC on arrival. - SAST to respect Instructions from SAC on car park use. - Meet information to include directions to overflow car park - SAST to remind SAC to advertise meet and increased parking which will result 	LOW	Everyone Meet Manager
Entering the Facility - Unfamiliar surroundings/wayfinding issues for parents or swimmers	Visitors	MEDIUM	<ul style="list-style-type: none"> - Tuck shop and other stalls located at top of stairs form reception, manned by SAST volunteers throughout meet, providing advice and directions as required. 	LOW	Meet Manager

Gallery <ul style="list-style-type: none">- Slips or trips due to unfamiliar area, steep stairs and wet floor- Confusion during emergency- Means of Escape blocked due to high numbers- Inappropriate photography	Visiting Parents/Families Swimmers	HIGH	<ul style="list-style-type: none">- Reception desk located at entrance and open early to catch all spectators- Reception volunteers to supervise area and ensure people or possessions blocking escape routes or stairs are removed.- Swimmers in swimwear refused entry to area if wet, must wear appropriate clothing and footwear- Details required and bands issued for anyone wishing to take photographs- Announcer to include emergency directions and escape routes in welcome notes.	LOW	Pay In Desk Volunteer(s)
Poolside <ul style="list-style-type: none">- Slips, trips or falls- Cuts/Grazes	Swimmers Coaches Volunteers Officials SAC Staff	MEDIUM	<ul style="list-style-type: none">- Appropriate supervision by qualified Coach(s), 1st Aid Qualified SAC Guards on duty (per PSOP).- Only appropriate pre- and post-pool / land activities to be undertaken on poolside.- Swim down pool to be supervised- Swim bags to be kept on poolside as close to the wall as possible and out of the way of members of the public or other users of the pool.- Kit bags must remain as close to the poolside as possible and out of the way of members of the public or other users of the pool.- No emergency exits are to be covered at any time.- Marshalls to be appointed as part of volunteer sign up- STO briefing to include Health & Safety- Timing loom properly taped down and secure- Blocks and timing pads checked before each session for security	LOW	Coaches & Meet Manager

Poolside supervision - Horseplay/Collision	Swimmers	MEDIUM	<ul style="list-style-type: none"> - Coach:swimmer ratio not to exceed the recommended level of 1:15, Team Manager(s) to be appointed as required as part of volunteer sign up - Warm Up rules and swim direction to be included in Meet Information and via announcements 	LOW	Coach
Entry into the pool - Slips, trips or falls - Jumping in / collisions - Diving in / collisions - Diving in / hitting head	Swimmers	MEDIUM	<ul style="list-style-type: none"> - Swimmers follow pool staff and coaches' instructions, with additional supervision from Marshalls & Team Manager - Warm Up to be split between genders/age to reduce numbers - No diving unless sprint lanes have been officially opened by announcement, and one-way swimming in place - Younger swimmers encourage to start at deck level or in water if not confident divers 	LOW	All Coaches (SAST & Visiting)
In the pool - Risk of drowning - Swimmer Illness/Injury	Swimmers	MEDIUM	<ul style="list-style-type: none"> - Coach: swimmer ratio not to exceed the recommended level of 1:30. - SAC Lifeguards will be on duty at all times 	LOW	All Coaches (SAST & Visiting)
Exit from the pool - Slip/Injury	Swimmers	MEDIUM / LOW	<ul style="list-style-type: none"> - Swimmers follow pool staff and coaches' instructions. - Adequate supervision 	LOW	All Coaches (SAST & Visiting)
Entry and exit - Swimmers leaving meet before the end	Swimmers	MEDIUM / LOW	<ul style="list-style-type: none"> - Under 18s need to return to poolside under the supervision of the coach until a parent / guardian has arrived to pick them up - Under 18s to contact parent / guardian upon leaving the pool to change 	LOW	All Coaches (SAST & Visiting)

1.8D Attending Meet Risk Assessment

Activity: Meet - Attending

Location: Host Venue/Facility

Prepared By: A Harper & B Dalglish

Maximum Swimmers: 60

Date: February 2024 Rev 0

Review Date: January 2025

NOTE:

This document lists hazards identified, and the control measures required to mitigate them, and has been prepared in the context of all *Club Policies and Codes of Conduct* being implemented in full. All pool activities have been reviewed assuming that *South Ayrshire Council Pool Safety Operating Procedures* will be administered by their staff, as per the documents held by the Club. All Club activities MUST therefore include suitable SAST supervision, and no South Ayrshire Council facility should be used out with agreed hours. It is recognised that all venues have a PSOP and Club RA for Hosting Meets.

Potential Hazard	Who is at Risk?	Risk Level	Control measures to mitigate Risk	Risk Level AFTER controls	Control measures by
Car park - Collision with vehicles - Congestion increases risk of incidents	Everyone	MEDIUM	<ul style="list-style-type: none"> - Any trip hazards/faulty illumination to be reported to SAC on arrival. - SAST to respect Instructions from SAC on car park use. - SAST to include address, post code and any special instructions from host club in meet information 	LOW	Everyone Coach (sending meet info out)
Entering the Facility - Unfamiliar surroundings/wayfinding issues for parents, TO's or swimmers	Everyone	MEDIUM	<ul style="list-style-type: none"> - Follow signage and/or ask venue staff for advice – don't guess. - For Swimmers under 11, Meet Information to include location of assembly point 	LOW	Everyone

Gallery <ul style="list-style-type: none">- Slips or trips due to unfamiliar area, steep stairs and wet floor- Confusion during emergency- Means of Escape blocked due to high numbers- Inappropriate photo	Visiting Parents/Families Swimmers	MEDIUM	<ul style="list-style-type: none">- All SAST parents/family members to follow venue signage and directions from staff. If in doubt, ask.- Provide details if Photo bands are available, do not take photos if they are not.- Respect venue seating and access arrangements.- Swimmers in gallery must wear appropriate clothing and footwear	LOW	Parents/Family
Poolside <ul style="list-style-type: none">- Slips, trips or falls- Cuts/Grazes	Swimmers Coaches Volunteers Officials SAC Staff	MEDIUM	<ul style="list-style-type: none">- Appropriate supervision by qualified Coach(s), 1st Aid Qualified Venue Guards on duty.- Only appropriate pre- and post-pool / land activities to be undertaken on poolside.- Swim down pool to be supervised- Swim bags to be kept on poolside as close to the wall as possible and out of the way of members of the public or other users of the pool.- Kit bags must remain as close to the poolside as possible and out of the way of members of the public or other users of the pool.- No emergency exits are to be covered at any time.- Marshalls to be respected and obeyed- Address minor H&S issues directly, or alert venue staff if no practical	LOW	Coaches
Poolside supervision <ul style="list-style-type: none">- Horseplay/Collision	Swimmers	MEDIUM	<ul style="list-style-type: none">- Coach:swimmer ratio not to exceed the recommended level of 1:15, Team Manager(s) to be appointed as required as part of volunteer sign up	LOW	Coach

			<ul style="list-style-type: none"> - Warm Up rules and swim direction to be respected. 		
Entry into the pool <ul style="list-style-type: none">- Slips, trips or falls- Jumping in / collisions- Diving in / collisions- Diving in / hitting head	Swimmers	MEDIUM	<ul style="list-style-type: none"> - Swimmers follow pool staff and coaches' instructions, with additional supervision from Marshalls & Team Manager - Warm Up rules to be adhered to - Younger swimmers encourage to start at deck level or in water if not confident divers - Dedicated start practice lane and one-way swimming to be adhered to 	LOW	Coach
In the pool <ul style="list-style-type: none">- Risk of drowning- Swimmer Illness/Injury	Swimmers	MEDIUM	<ul style="list-style-type: none"> - Coach:swimmer ratio not to exceed the recommended level of 1:30. - Venue Lifeguards will be on duty at all times 	LOW	Coach
Exit from the pool <ul style="list-style-type: none">- Slip/Injury	Swimmers	MEDIUM / LOW	<ul style="list-style-type: none"> - Swimmers follow pool staff and coaches' instructions. - Adequate supervision. 	LOW	Coach
Entry and exit <ul style="list-style-type: none">- Swimmers leaving meet before the end	Swimmers	MEDIUM / LOW	<ul style="list-style-type: none"> - Under 18s need to return to poolside under the supervision of the coach until a parent / guardian has arrived to pick them up - Under 18s to contact parent / guardian upon leaving the pool to change 	LOW	Coach

1.8E Team Travel Risk Assessment

Activity: Team Travel Basics
Location: Various

Prepared By: A Harper & B Dalglish
Maximum Swimmers: 32

Date: February 2024 Rev 0
Review Date: January 2025

NOTE:

This document lists hazards identified, and the control measures required to mitigate them, and has been prepared in the context of all *Club Policies and Codes of Conduct* being implemented in full. This is *Generic Document*, intended to be a guide **ALL TEAM TRAVEL REQUIRES A BESPOKE RISK ASSESSMENT WHICH TAKES ACCOUNT OF THE DESTINATION, MEANS OF TRAVEL AND NUMBER/AGE OF SWIMMERS**

Potential Hazard	Who is at Risk?	Risk Level	Control measures to mitigate Risk	Risk Level AFTER controls	Control measures by
Supervision <ul style="list-style-type: none">- Incidents of conflict or lack of respect- Poor Behavior- Poor Club Image- Poor Experience and/or Homesickness	Swimmers	MEDIUM	<ul style="list-style-type: none"> - Snr Coach to host a pre-travel briefing, advising all arrangements in advance. Confirm standards of behavior required and sanctions for non-compliance. - Parental consent forms used and insisted upon and include contact details to cover the entire trip duration. - Ensure correct ratio of Coaches/Team Manager:Swimmers (1:10 max) - Appoint a Team Manager who is quailed to SS standards. - Ensure TM is suitable for the gender/age mix of swimmers. - Arrange WhatsApp group to keep parents informed 	LOW	Snr Coach (assisted by TM)

Medical <ul style="list-style-type: none">- Missed Medication- Allergic Reaction- Poor Nutrition- Injury/Exhaustion	Swimmers	HIGH	<ul style="list-style-type: none">- Consent Form to include medication required and any allergies- Consent form to request details of any dietary needs- Invites for trip to be selective, based on ability to compete/train at the level expected on the trip- For warm weather trips, hydration to be arranged and managed by the Coach(s) and TM	LOW	Snr Coach
Transport <ul style="list-style-type: none">- Injury- Uninsured loss	All Travelling	HIGH	<ul style="list-style-type: none">- If self-drive, vehicle to be road worthy and checked by driver for basic maintenance items.- If hired driver (e.g. bus/coach) only recognized firm with appropriate credentials to be used.- Any SAST driver to be legal to drive and properly covered by insurance- Appropriate Travel Insurance to be arranged and included in trip budget.	LOW	Snr Coach
Travelling <ul style="list-style-type: none">- Lack of Nutrition- Swimmer lost or left behind- Late arrival due to late departure- Loss of ID or Travel Documents	Swimmers	MEDIUM	<ul style="list-style-type: none">- Detailed itinerary produced and distributed at briefing- 'Buddy' system adopted and advised at pre-travel meeting.- One Supervisor to be responsible for counting in and out.- Meals factored in during planning e.g. if packed lunch required, inform parents in advance.- Allow realistic 'float' in timetable for mishaps/lateness/delays- All documents held by TM when not in use and stored in safe/safe place during trip and at venue.	LOW	Snr Coach
At the Venue/Lodgings <ul style="list-style-type: none">- Inappropriate behavior	Swimmers	MEDIUM	<ul style="list-style-type: none">- Accommodation to be planned from the beginning.- Age and gender appropriate sharing, when required, taking account of known friction if any.	LOW	Snr Coach



<ul style="list-style-type: none">- Loss of sleep- Damage/Poor Club Image- Conflict between attendees		<ul style="list-style-type: none">- Briefing to re-enforce importance of good behavior, club image and sanctions which will result from poor adherence.- Notified lights out times in advance and strict supervision by Coach/TM- Qualified TM to be appropriate in gender/experience to provide pastoral care to the travelling swimmers		
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1.11A Anti-doping Resource Club Policy

All athletes have the right to compete in sport knowing that they, and their competitors, are clean. We believe in clean sport and work in partnership with UK Anti-Doping (UKAD) and our International Federation World Aquatics to ensure that the integrity of our sport is protected.

Anti Doping Rules

Scottish Swimming is signed up to the British Swimming anti-doping rules that all athletes and athlete support personnel must abide by. The anti-doping rules for British Swimming are consistent with the [World Anti-Doping Code](#) (the Code), the core document that harmonises anti-doping policies, rules and regulations within sport globally.

The anti-doping rules of British Swimming are available [here](#)

If you are a member of Scottish Swimming then the anti-doping rules apply to you, regardless of what level you participate at.

2021 World Anti-Doping Code

From 1 January 2021, a new version of the Code came into effect and it's important that all athletes and athlete support personnel are aware of how this impacts them.

For more information on the changes within the 2021 Code, visit [UKAD's website](#).

Under the 2021 Code, an athlete may be classified as being “International-Level”, “National-Level” or a “Recreational Athlete” based on their competition level. Further information on these different categories is available on the [UKAD website](#).

Prohibited List

All prohibited substances and methods in Code-compliant sports are outlined in the Prohibited List. The Prohibited List is managed and coordinated by WADA, found on the WADA website [here](#). The List is updated each year, coming into effect on 1st January. It is possible for WADA to make changes to the List more than once a year, but they must communicate such changes three months before they come into effect. As this list is updated annually, athletes and athlete support personnel should make sure they check it ahead of it coming into effect. More information can be found on [UKAD's website here](#).

Anti-Doping Rule Violations

Breaking the anti-doping rules can result in a ban from all sport. The Code outlines the Anti-Doping Rule Violations (ADRVs). Athletes and athlete support personnel need to make sure they are fully aware of these violations, and the consequences of breaking them.

Applying for a Therapeutic Use Exemption (TUE)

If an athlete with a legitimate medical condition needs to use a prohibited substance or method, they will need to apply for a Therapeutic Use Exemption (TUE). This is only accepted if there are no other suitable permitted medications or treatments that can be used, and there is a strict, detailed process to determine this. Athletes can find out more information about the TUE process on the UKAD website [here](#) and use the [TUE Wizard](#) to find out whether they need to apply for a TUE and who to submit their application to.

Top Tips for Clean Sport

Athletes

An athlete is responsible for anything found in their system, regardless of how it got there or whether there is any intention to cheat. All athletes and athlete support personnel should make themselves aware of the risks, so they don't receive an unintentional ban from sport. Useful information for athletes can be found on the [UKAD website](#).

Checking Medications

Before taking any medication (whether from a doctor or purchased over the counter), athletes must check to make sure it doesn't contain any prohibited substances. Medications (ingredients or brand name) can be checked online at [Global DRO](#). It is important to note that medications bought in one country may contain different ingredients to the same branded medication in another country.

Nutritional Supplements

UKAD always advises a food first approach to nutrition, as there are no guarantees that any supplement product is free from prohibited substances. Athletes can support their training and progress towards their targets by eating and enjoying nutritious food. With a bit of planning, it is possible to eat a delicious and healthy diet made up of a variety of food types at the right time, and in the right quantities.

Athletes should assess the need, the risks and the consequences before deciding to take a supplement, and if they need to use one, visit the [Informed Sport website](#) to check whether supplements have been batch-tested.

100% Me

100% me is UKAD's values-based education and information programme, helping athletes meet their anti-doping responsibilities throughout their sporting journey. We want all athletes to be clean, stay clean and believe all others are clean.

UKAD's 100% me Clean Sport App can also be downloaded from [iTunes](#), [Google Play](#) or Windows Live Store, for essential anti-doping information.

Protect Your Sport

Protecting clean sport depends on everyone playing their part – athletes, coaches, or parents – whether on centre stage or behind the scenes. Speak out if you feel there's something wrong – no matter how small. UKAD guarantee that your identity will always be kept 100% confidential.

There are different ways to speak out:

Email - protectyoursport@reportdoping.com

Online Form – www.protectyoursport.co.uk

24/7 Hotline - Call on 08000 32 23 32.

Further information

Please do not hesitate to ask questions about the anti-doping rules. As well as asking Scottish Swimming, British Swimming and athlete support personnel, athletes may also contact UKAD directly, who will be able to answer any questions and provide guidance. They can be contacted at ukad@ukad.org.uk or +44 (0) 207 842 3450.

Regular updates from UKAD can also be found in the [news section of their website](#), or on their Twitter account: [@ukantidoping](#).

If you have any questions about anti-doping please contact either Scottish or British Swimming

Scottish Swimming – sscleansport@scottishswimming.com or

(+44) 01786 466523

British Swimming – Jane Smith (jane.smith@swimming.org)

1.11B Mental Health Awareness

The mental health hub on the Scottish Swimming website has useful resources [HERE](#) and links. This area of the website is continually being updated. The following support sources are aimed generally at supporting young people.

GENERAL RESOURCES FOR MENTAL HEALTH SUPPORT			
Source of Website Support	Description of Service/Who Aimed at	Email or contact number	
Breathing Space	Breathing Space Offers a free, confidential phone and web-based service for people in Scotland experiencing low mood, depression or anxiety	Tel: 0800 83 85 87	
Childline	Childline You can contact Childline about anything. Whatever your worry, it's better out than in. We're here to support you. There are lots of different ways to speak to a Childline counsellor or get support from other young people	T: 0800 1111	
Children 1st	Children 1st General information on a wide range of support available to Children & young people		
MIND	MIND If you need non-urgent information about mental health support and services that may be available to you	Tel: 0300 123 3393 info@mind.org.uk	
NHS 24 Mental Health Hub	NHS Inform If you're feeling overwhelmed or need support you can call NHS 24 and select the Mental Health Hub option. The Mental Health Hub is open 24/7.	Tel: 111	
Papyrus	Papyrus Are you, or is a young person you know, not coping with life? For confidential suicide prevention advice contact HOPELINEUK. We are open 9am–midnight every day.	T: 0800 068 4141	
Parentline	PARENTLINE Do you feel like you're at the end of your tether? Children 1st Parentline is here for you and your family.	Tel: 08000 28 22 33	
Penumbra	www.penumbra.co.uk Provides a wide range of mental health support services for adults and young people		
Samaritans	Samaritans 24-hour emotional support for anyone struggling to cope	Tel: 116 123	
SAMH	SAMH Whether you're seeking support, are looking for more information for you or someone you love, or if you just want to have chat	Tel: 0344 800 0550 info@samh.org.uk	

Scottish Recovery Network	www.scottishrecovery.net	about mental health, we're here to help
Shout	Shout	Promotes and supports recovery from long-term mental health problems and wellness recovery action planning Shout is volunteer-run 24/7 crises text service, for anyone in crisis anytime, anywhere. Text: 85258
Silvercloud	Wellbeing.silvercloudhealth.com/signup (use pin code Scotland2020)	self help programmes to give people the skills to deal with everyday issues that affect emotional health – programmes available for stress, sleep, resilience and covid-19 ongoing issues. You sign up anonymously and go at your own pace.
Young minds	Young minds	Whether you want to understand more about how you're feeling and find ways to feel better, or you want to support someone who's struggling, we can help.
Young Scot	Young Scot	Selection of sources of support for Children & Young People
SELF HARM SPECIFIC SUPPORT		
Alumina	www.selfharm.co.uk	provides self harm recovery, advice and support for young people including a free online 7 week course for young people struggling with self-harm.
National Self Harm Network	www.nshn.co.uk	–a forum aimed to support individuals who self harm to reduce emotional distress and improve their quality of life, monitored 24/7
Recover Your Life Self Injury Support	www.recoveryourlife.com www.selfinjury support.org.uk	Online self harm support community works to support girls and young women in emotional distress
EATING DISORDER SPECIFIC SUPPORT		
BEAT	BEAT	Eating disorder charity who offer different support services depending on your age. Helplines are open 365 days a year from 9am-midnight during the week and 4pm-midnight on weekends and bank holidays T 0808 801 0711 (U18)
Eating Disorders Association	www.beatingdisorders.org.uk	Information and help on all aspects of eating disorders T: 808 801 0432 (18+)
SUICIDE SPECIFIC SUPPORT		
The Calm Zone	www.thecalmzone.net	charity dedicated to preventing male suicide offering help, information and advice.
ANXIETY AND DEPRESSION SPECIFIC SUPPORT		

Anxiety UK	Anxiety UK	Anxiety UK offers support, advice and information on a range of anxiety, stress and anxiety-based depression conditions.
DIPEX	www.healthtalk.org	watch, listen and read interviews with people who have personal experience of depression and find information on treatment and where to find support
Hands On Scotland	www.handsonscotland.co.uk	a website for anyone working with or caring for children and young people. It provides practical information and tools to help respond to troubling behaviour (anxiety, panic attaches, eating problems, phobias, self harm, anger) and to help children flourish (confidence, optimism, emotional balance, resilience).
Living Life To The Full	https://lltf.com	A Scottish interactive site for depression and anxiety, where users can access cognitive behaviour therapy treatments online
MoodJuice	www.moodjuice.scot.nhs.uk	Provides self-help resources, information and advice to those experiencing troublesome thoughts, feelings and actions. They also advise carers and professionals
No Panic	www.nopanic.org.uk	Aids the relief and rehabilitation of people who experience anxiety disorders, and supports their families and carers

T: 03444 775 774
Text: 07537 416905

24XX Club Secure Data Dandling Policy - March 2024

Safeguarding Guidance Document

Introduction

The purpose of this policy is to provide guidance and instruction on how to appropriately handle personal data associated with the recruitment of volunteers/paid staff in line with the Club's Safer Recruitment Policy. This will provide assurance to members that their personal information will be handled, used, stored and destroyed appropriately and in accordance with the Disclosure Scotland Code of Practice.

Usage and Handling of Personal information

Personal information associated with the Safer Recruitment Process will only be requested when necessary and relevant to a particular role. Information provided will solely be used for recruitment purposes. We will ensure that all sensitive personal information that is collated for the purposes of recruitment will be managed confidentially by those involved.

Access and Storage

Care will be taken in relation to personal information, and we will endeavour to prevent unauthorised viewing, transmission, storage, printing or fraudulent manipulation. We recognise that it is a criminal offence to disclose personal information to any unauthorised person. Personal information is only shared with those authorised to see it in the course of their duties.

Personal information will be deleted as soon as the relevant checks and appropriate suitability has been assessed. The information is stored securely as detailed in the Recording of Information section. No photocopy or other image of the personal information will be retained.

Sharing Information

Personal information will only be shared by the club, with those authorised to see as part of the Club's safer recruitment process.

Disclosure information will be used by Scottish Swimming to assess suitability for regulated role being applied for. Please refer to Scottish Swimming's Secure Data Handling Policy. Scottish Swimming will only share the outcome of the suitability decision with the Club but will not share specific information detailed in the disclosure certificate.

Recording of Information

The Club is responsibility for keeping accurate information relating to the safer recruitment process. The following information will be collected and recorded securely:

- Self- Declaration forms
- Reference forms
- Personal information for a PVG application
 - Full name
 - Address
 - Date of Birth
 - Role within Club
 - Email Address
 - ID verification
- Recruitment decision taken

Personal information will be stored in secure conditions as follows: information will be stored in the secure Club cloud-based files until the recruitment decision has been made. Only those authorised to see this information in the course of their duties will have access to the information.

Retention

The Club will not retain personal information relating to the safer recruitment process for longer than is necessary for the purpose for which the information was obtained. Self-declarations, references and copies of ID will be destroyed securely on confirmation of recruitment process outcome.

Destruction/Deletion

The Club will take reasonable steps to ensure that personal recruitment information is destroyed by suitable and secure means, for example, shredding, pulping or burning. Electronic images from ID checks will also be deleted permanently from both the email address where it was received and from where it is stored.

We will ensure that all volunteers with access to the personal information are aware of this policy and have received training and support to help them to comply with both this policy and the code of practice. A copy of this policy will be made available to anyone who requests it.

Should you wish to appeal a recruitment decision please submit your appeal in writing to Elaine Mackenzie,

Director of Services e.mackenzie@scottishswimming.com within 14 days of receipt of the decision being communicated to you clearly indicating your reasons for appeal. (R14.1 of the Scottish Swimming Governance) The appropriate appeal fee (£100) must accompany the appeal. The process will be progressed as quickly as practically possible.

24XXX Recruiting people with convictions policy – March 2024

Safeguarding Guidance Document

Introduction

The purpose of this policy is to provide assurance to applicants, staff and volunteers and guidance to those making recruitment decisions of our organisations process in assessing whether any conviction information provided to us in a disclosure certificate impacts on a person's ability to carry out the role that they have applied for or which they hold within our organisation. It is important to recognise that having a criminal record does not necessarily mean that someone cannot work or volunteer for our organisation.

Scottish Swimming and their affiliated Clubs treat all applicants fairly and consistently in accordance with the requirements of Rehabilitation of Offenders Act 1974 (as amended). We do not differentiate between paid and unpaid roles when applying the criteria detailed in this policy, the assessment is based entirely on the requirements of the role and any information shared with us in a disclosure certificate.

Self-Declaration

Scottish Swimming operate a fair recruitment process and will ensure anyone applying for, or holding a role in our organisation is given the opportunity to discuss any unspent convictions which they are required to tell us about.

As part of the Scottish Swimming recruitment process, the applicant should complete a self-declaration form which will be used together with the PVG information to assess the applicants suitability to carry out the role.

The rules around what an individual needs to disclose are complex and it may be difficult to know what should and should not be disclosed. Scottish Swimming should, therefore, only be told about unspent convictions and relevant spent convictions. An individual should not tell Scottish Swimming about any convictions which were gained before the age of 12, those which are spent and any which are not considered appropriate to disclose subject to exceptions.

Once in post, any member of staff or volunteer who gains any new convictions, must complete the self-declaration form again. It is important to note that failing to follow this ongoing self-disclosure process may result in disciplinary action and could ultimately result in dismissal.

To support the recruitment decision, it is recommended that Scottish Swimming clubs should follow this process for recruiting volunteers both for regulated and non-regulated roles.

Disclosure Certificate

In order to ensure there is no bias in our recruitment decisions, accessing the disclosure certificate will be the final part of Scottish Swimming's recruitment process and will only be requested when we have provisionally offered the role, subject to a satisfactory disclosure.

When Scottish Swimming receive a copy of an individual's disclosure certificate, they will compare it to the self-declaration form which the individual has completed. If there are any discrepancies between the details on the two documents, Scottish Swimming will arrange to discuss this with the individual.

Scottish Swimming will not make any judgement on the reasons that information differs prior to our discussion as we understand that the rules around what information an individual should share with us is complex. Where the Club is the recruiting body then authorised persons at Scottish Swimming will communicate as

required with the Wellbeing & Protection Officer and/or Club Chairperson with regards to this information as appropriate

How we will use disclosure information

Any information disclosed with Scottish Swimming will be treated in the strictest confidence and only authorised people required to see the information to help assess it will have access to it. There may be instances where we need to seek support or guidance externally (for example, from a solicitor). When this is necessary, we will not share any information which will identify the individual, only the information which Scottish Swimming require support or guidance on.

Where information has been detailed on the self-declaration form but is not shared on the disclosure certificate, Scottish Swimming must always disregard this information as this means that the individual has provided information that they were not required to share with Scottish Swimming.

Scottish Swimming does, however, need to risk assess any conviction or vetting information carefully to ensure there is no risk to our organisation or to one of our Clubs. In order to ensure we carry out a fair and consistent practice when we assess any conviction or vetting information, Scottish Swimming will take into account the following criteria:

- Is the conviction relevant to the position being offered?
- How serious was the offence?
- How long is it since the offence took place?
- Is there a pattern of offending behaviour?
- Have the personal circumstances changed since the time of the offending behaviour?
- How has the person become rehabilitated?
- Is the person barred from the type of regulated work we need them to do?

If Scottish Swimming determine that the disclosed information makes an applicant unsuitable for the role, they will withdraw the job or volunteering role offer if it is with Scottish Swimming. If the role is with one of the affiliated clubs, Scottish Swimming will provide a recruitment suitability recommendation to the Wellbeing & Protection Officer and/or Chairperson at the club. For those already in post, this may result in dismissal. The reason(s) for the decision will be fully explained to the individual.

Appeals

If an individual feels that the risk assessment has not been carried out appropriately or that the decision of Scottish Swimming is unfair, the individual has the right to appeal.

24XXXX Safer Recruitment Policy - March 2024

Safeguarding Guidance Document

All swimming clubs have a variety of volunteers and staff who assist with the overall running of the Club. Whilst it is vital to keep the issues of wellbeing & protection in proportion, Scottish Swimming affiliated clubs must have implemented a safer recruitment policy.

The Recruitment and Selection of Volunteers and Staff

Abusers of children tend to gravitate to situations where little vetting or checking takes place. It is impossible to know who could abuse children. Therefore, it is important that all reasonable steps be taken to ensure unsuitable people are prevented from working with children.

It is also important that standard procedures are used, whether people are paid or unpaid, part-time or full-time. For all volunteers / staff working within the Club who have regular contact with young people the following steps are required:

PVG Scheme Membership

A PVG Scheme application must be processed for everyone carrying out a **regulated role** involved in your club. The role cannot be commenced before a PVG is in place. The Club WPO will assist a member complete the PVG application as appropriate. PVGs check an individual's suitability to work with Children and young people and vulnerable Adults. Scottish Swimming will assess the individual's suitability for carrying out the regulated role based on the information on the disclosure certificate and will inform the Club WPO of the outcome.

ID checks

As part of the process for applying for a PVG the club will need to confirm the identity of the member through an ID check as per the Club's ID checker contract. ID checks must be carried out in accordance with the [Disclosure Scotland Code of Practice](#).

Self-Declaration

Everyone applying for a regulated role within a club must complete a self-declaration form for the club to review.

For all other roles completion of a self-declaration form is recommended.

The completion of a volunteer self-declaration form allows the individual to disclose any criminal convictions and investigations to support the recruitment decision. The club will retain the form in accordance with their secure handling policy.

Reference Checks

Everyone applying for a regulated role within a club must provide two individual references for the club to review.

For all other roles provision of references is recommended.

References are required from at least two people (not relatives) who have known the applicant for at least 2 years. Referees must be able to comment **confidentially** on the person's suitability for the role being applied for and experience at working with children and young people and/or vulnerable Adults.

Interviews

There may be occasions when an interview is required to support the recruitment of a volunteer. A simple, informal interview to assess the applicant and attempt to verify all information given can be held for voluntary posts.

Where a club is looking to employ/contract an individual, then employment law governs recruitment processes and a full recruitment process including an interview would be required.

Induction

An induction procedure for all new starts is recommended. New starts should be made aware of their responsibilities and are made aware of the relevant club policies. They are also required to sign the appropriate Codes of Conduct. A period of probation is advisable.

Training

The completion of the Child Wellbeing & Protection in Sport (CWPS) workshop is mandatory for all individuals in a regulated role within the club. This must be renewed every 3 years.

The completion of the Child Wellbeing & Protection in Sport (CWPS) workshop is recommended for all other roles working within the club.

Membership

All volunteers and staff active within the club must become members of Scottish Swimming under the rules and regulations of the Constitution.

C3.3.9 – A club failing to ensure that all volunteers that assist a club, no matter how irregularly, are members of the SASA, will be deemed to be operating outside the Associations remit. As this remit forms the basis of the Company Insurance Policy the insurance cover for the club may be affected.