



City of Wakefield Swimming Club Swimmer Behaviour Policy

All athletes are expected to always comply with the following

Introduction

City of Wakefield SC is a friendly club dedicated to ensuring that swimmers of all abilities have an enjoyable experience whilst reaching their swimming potential. The club, however, is mostly operated by volunteers who coach and assist in their spare time. Coaches and volunteers who volunteer their time will only do so if they feel the swimmers are paying attention, abiding by the rules, and being courteous and respectful. To protect the safety and well-being of all swimmers, appropriate behaviour is also required.

Objective

City of Wakefield SC is dedicated to upholding the Clubs' Code of Conduct that applies to all of its members. If a swimmer is determined to have breached the code of conduct, this document is intended to help the coaching staff, committee members, and parents/guardians through the disciplinary process.

Overview of the Behavioural Expectations of Swimmers

Changing Rooms

- Swimmers must;
- Get changed and showered changing rooms are not for messing about in.
- Be responsible for their own belongings.
- Other swimmers' belongings must be left alone.
- Respect other swimmers' privacy when changing.
- Remember that the public may be using the changing rooms at the same time and that swimmers are representatives of CoW SC.
- Coaches are not responsible for any swimmers in the changing rooms or for their belongings.

Poolside

Swimmers Must;

- Follow the coaches instructions and listen carefully.
- Respect all other swimmers and stick to Clubs' Code of Conduct.
- Not behave inappropriately to other swimmers, including those from other clubs.
- Be responsible for their own belongings.
- Leave other swimmers' belongings alone.
- Carry out pre-pool warmup safely and considerately.
- Remember that the public may be using the pool at the same time and that swimmers are representatives of CoW SC.
- The Club wants swimmers to enjoy themselves, swimmers are in the pool to swim.



What is Misconduct?

- The following is not an exhaustive list, but it does highlight some of the behaviours that are deemed to be misconduct. They may be considered acts of severe misconduct in serious circumstances, and membership may be suspended or terminated immediately.
- Bullying Club Members physically, verbally or in written communication or social media or gaming platforms, either directly or indirectly.
- Taking & sharing inappropriate images.
- Undermining coaching and teaching staff either orally or in written communication either directly or indirectly.
- Acting in conflict with CoW SC's Code of Conducts or any other policy documents.
- Physical or verbal abuse or refusal to obey lawful instructions.
- Gross breach of safety requirements likely to endanger other people or yourself or to cause damage to Club/hired property.
- Theft, fraud, or other criminal acts.
- Physical assault.
- Causing deliberate damage to Club/hired property.
- Gross negligence which causes unacceptable loss, damage or injury.
- Showing a lack of respect towards leisure centre operatives, coaches, officials, swimmers, team mates, opponents, or any other members of CoWSC.

Violent behaviour and bullying will not be tolerated in our Club and will lead to immediate disciplinary action.

Four Stages of Disciplinary Action

Stage 0 - Standard Coaching Intervention/Interaction:

It is anticipated that most coaching, training and behavioural issues can be appropriately, effectively and quickly dealt with through standard and informal intervention, interaction and discussion by the coach with those parties responsible. If a swimmer has a declared diagnosed condition that affects their behaviour reasonable adaptations will be considered and coaching staff will be guided by parents to assist them in moderating a swimmers behaviour.

If the behavioural issue persists the swimmer will be asked to sit on poolside. It is at the coach's discretion as to the length of time.

If the coach considers the issue to be so serious they have the authority to exclude a swimmer from the session where the incident takes place, and to invite the swimmer to a performance review meeting with them, the swimmer, the Head Coach (if required) and the parents / guardians should they deem it necessary.

Stage 0 will be the first action taken by the Squad Coach and whilst it does not require observation or verification by any other persons, the respective Coach may inform or consult with the parents, guardians, Club Welfare Officer, Club Secretary and Head Coach if considered appropriate for the situation or behaviour that has taken place.

If the coach considers the misbehaviour to be serious they should report the matter as a Stage 2 issue or in the case of gross misconduct as a Stage 3 issue.



Squad Coaches may use their discretion and judgement to initiate and repeat Stage 0 on any number of occasions prior to moving to Stage 1, which should always be the next step once it is clear that standard coaching interventions or interactions are not resolving the matter.

Stage 1

Where a swimmer breaches the code of conduct on a persistent basis and where Stage 0 has not resolved the issue, then the Squad Coach will report the matter to the Club Welfare Officer & Head Coach.

Upon investigation, the Club Welfare Officer may take such action as is necessary. They may call a meeting with the swimmer, parents/guardians, and coaches and membership file, copied to them in writing and may be referred to should there be any further incidents.

To help the swimmer resolve their problems a Swimmer Behaviour Contract may be issued, a Swim England approved club template is attached at Annex 1.

Stage 2 - Written Warning:

In the case of more serious incidents, or if a further offence occurs (whether of a similar or different nature), or there is a breach of a Swimmers Behaviour Contract, a written warning will be issued to the swimmer and parents/guardians by the Club Chairperson.

This will give reasons for the warning, the improvement required, and the date when the warning expires. It will warn that action under Stage 3 of the disciplinary procedure will be considered if there is no satisfactory improvement or further acts of misconduct occur.

Similar to stage 1, a note will be entered into the swimmers club membership file and copied to them in writing. This may be referred to should there be any further incidents.

Stage 3 Suspension or Termination of Membership:

If conduct is still unsatisfactory and the member still fails to reach the prescribed standards despite receiving a written warning, or if the member has committed an act of gross misconduct, suspension and/or termination of a swimmers membership by City of Wakefield SC may occur. Suspension or termination of membership may also result from a serious breach of any of CoW SC Codes of Conduct / policies, and those of Swim England.

Membership may be suspended by the Head Coach, a Committee Member or the Club Welfare Officer.

Termination of club membership will only be considered by following the Club Constitutional processes highlighted in Sections 6.1, 6.3, and 6.4 – the clubs Expulsion and Other Disciplinary Action procedure, which may be found on the clubs website.

Under regulation 102 of the Swim England judicial regulations if a member is dissatisfied with the application of the above policy with regards to the sanctions issued they will be advised that they have a right to make a complaint to Swim England for their consideration.

Note: As advised by the Swim England every time an incident occurs, were someone is injured or were property is damaged this must be recorded in the Swim England Club Accident/Incident Book, which are held by coaching staff and by the Club Chairperson/Club Secretary.

FAILURE TO COMPLY WITH THE SWIMMER BEHAVIORAL POLICY IS A BREACH OF THE CLUBS' CODE OF CONDUCT AND DISCIPLINARY ACTION MAY BE TAKEN



City of Wakefield Swimming Club Swimmer Behaviour Policy Contract

Contract between: City of Wakefield Swimming Club and (name of member)

This contract has been drawn up to address incidents of poor behaviour by (name of member) at City of Wakefield Swimming Club.

(name of member) will abide by the City of Wakefield Swimming Club members Code of Conduct.

(name of member) will additionally not:

1. (Details of specific actions about which the concerns have been raised.)
2. (Details of specific actions about which the concerns have been raised.)
3. (Details of specific actions about which the concerns have been raised.)

(name of parents) will be required to:

1. (Details of what is required of the parents.)
2. (Details of what is required of the parents.)
3. (Details of what is required of the parents.)

4. If the member is reported to have breached this contract or to have behaved in a way that would be a serious breach of the code of conduct the following steps should be taken:

1. The parents will be informed immediately.
2. Stage 2 of the Swimmers Behaviour Policy will be followed and a written warning will be issued to the swimmer and parents/guardians by the Club Chairperson. This will give reasons for the warning, the improvement required and the date when the warning expires - it will warn that action under Stage 3 of the disciplinary procedure will be considered if there is no satisfactory improvement or further acts of misconduct occur and that may result in the swimmer being suspended or membership terminated and will advise of rights of appeal.

Signed

Member: Date:
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Parent 1: Date:
.....

Parent 2: Date:
.....

Coach: Date:
.....

Review Date: