



**SUMMARY VERSION  
CODE OF CONDUCT/  
BEHAVIOUR FOR MEMBERS**

## TORFAEN DOLPHINS - Performance Centre

Torfaen Dolphins Performance Centre is affiliated to the Welsh Amateur Swimming Association and, as such, is expected to conduct our activities within the rules of the Association. These rules include the WASA Code of Conduct (see pages 92 to 99 of Section 2 of Swim Wales' Child Protection Policy 'Y Plant'), the Swim Wales Code of Ethics and the Swim Wales Equality Policy. Full copies of these documents can be obtained from the Swim Wales Web Site ('Key Documents', 'Swim Wales Documents').

The following is a summary "Code of Behaviour" that we expect our members to follow. This Code is a guide not a comprehensive or exhaustive list. We ask you to read the document carefully to ensure that you are aware of the expectations of you as a member of Torfaen Dolphins.

Document	Summary Version Code of Conduct/ Behaviour for Members
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## **1. General Code of Behaviour for All Members of the Club**

As a member of Torfaen Dolphins, you are expected to follow the Code of Conduct whilst engaged in any activity held or sanctioned by the Club. This includes the use of all social and electronic media.

You are expected to:

- Maintain a high standard of personal behaviour at all times
- Respect the rights, dignity and worth of others, regardless of their gender, abilities, cultural background or religion
- Be fair, kind, considerate and honest in all dealings with others
- Be professional in, and accept responsibility for, your actions
- Be aware of, and adhere to, the standards, rules, regulations and policies of the Sport and, at all times, operate within the rules, including national and international guidelines, which govern the Sport
- Support and celebrate the achievements of all members of the Club
- Do not use your involvement with the Club to promote your own beliefs, behaviours or practices where these are inconsistent with those of the Club
- Refrain from any acts of aggression towards, or harassment of, others
- Refrain from any behaviour that may bring the Club into disrepute.

Breach of this Code of Conduct by Parents/Guardians or Swimmers may result in sanctions, including the revocation of membership of Torfaen Dolphins.

## 2. Swimmers' Code of Behaviour

As a swimming member of the Club, you are expected to meet the following requirements with regard to your conduct during any activity held or sanctioned by the Club:

### Respect for Others

- Respect the rights, dignity and worth of fellow swimmers, coaches, officials and spectators
- Respect the talent, potential and development of fellow swimmers and competitors
- Abide by the rules and respect the decision of officials, making all appeals through the formal process and respecting the final decision
- Do not tolerate acts of aggression
- Do not use foul language around other swimmers or direct such language to fellow swimmers

### Personal Conduct

- Train to the best of your ability at all times. Do not impede the training of fellow swimmers
- Be respectful to your Coach at all times
- Be honest in your attitude and preparation to training. Work equally hard for yourself and your team and cooperate with coaches and staff in their endeavour to prepare you for competition at the highest level.
- Be frank and honest with your coach concerning illness and injury and your ability to train fully within the programme requirements.
- Conduct yourself in a considerate manner. Language, behaviour and dress should be appropriate at all times. In particular, language in a public place or relevant group situation must always be appropriate and socially acceptable.
- Alcohol and smoking are totally forbidden for athletes under age as defined by law.
- Change in the correct areas and within gender groups. Appropriate age groups, for example, adult (over 18s) swimmers do not change with child (under 18s) swimmers
- The use of performance enhancing drugs and illegal substances is totally forbidden
- **It is your responsibility** to check that any medication you take does not contain a banned substance. The W.A.S.A. continually updates their list of banned substances so you must be vigilant. When away with the team, all medication being currently taken must be reported to the team staff prior to travelling.

### Personal Appearance

- Take pride in your appearance. At all times, your appearance shall be appropriate to the circumstances as indicated by the staff and coaches.
- Kit shall be worn as directed by the staff and coaches.
- Appropriate clothes should be worn including shorts and T-shirt for dry-side and swimwear should be worn appropriately.

### Physical Contact for Parents and Swimmers

- Torfaen Dolphins sees appropriate physical contact as a necessity to its coaching methods, whilst this contact should be kept to a minimum, there will be times where correct and incorrect

- Swimming techniques may not be able to be communicated accurately using verbal skills. In cases such as these the coach may find it appropriate to have some physical contact.
- Physical contact during training should always be intended to meet the child's needs, NOT the adult's. The adult should only use physical contact if their aim is to:
  - Develop sports skills or techniques (i.e. head placement, arm/pull skills, stretching)
  - To treat an injury (cramp, sprains etc.)
  - To prevent an injury or accident from occurring (to stop a collision or dangerous behaviours)
  - To cope with the needs of a child in success or distress. (high fives, an arm over shoulder)
- If you feel any inappropriate contact may have occurred you should feel free and safe to contact welfare on [hayley.welfare@torfaendolphins.com](mailto:hayley.welfare@torfaendolphins.com) or [jess.welfare@torfaendolphins.com](mailto:jess.welfare@torfaendolphins.com)

### **Sanctions for Breach of the Code of Conduct – Routine Training**

If a swimmer breaches the Code of Conduct during, before or after a training session, the following protocol will be engaged:

1. If appropriate, the Swimmer will receive a friendly warning and guidance on how to comply with the Code of Conduct.
2. If the Swimmer behaves inappropriately or fails to meet coach request / expectations a verbal warning will be given
3. If the Swimmer repeats step 2 in same week, a 2nd verbal warning will be given
4. If the breach continues and the Swimmer repeats step 2 & 3 in same week, the Swimmer will be removed from pool and instructed to get changed and either sit out the session on poolside or sit with parents until end of set. This will be recorded and the Swimmer will not attend any of the next 2 day's sessions.
5. Should the swimmer return and receive a further verbal warning within a week of initially being removed, they will be excluded from training for one full week.
6. The process would then restart upon their return. If they continue to behave inappropriately the swimmer would not be allowed to attend any planned UK or overseas trips (no-refund will be provided) and the swimmer will be suspended for two weeks. A written communication will be issued informing parents that the next and final step would be permanent exclusion from the club.
7. If the swimmer returns and continues to be disruptive rude / behaving inappropriately, parents will be notified that their child is being permanently excluded from the club and their membership cancelled.
8. This decision will be made by the Executive Committee after advice from the Welfare Team and Head Coach; and in certain cases, in conjunction with Swim Wales' Safeguarding Team.
9. Decisions may be appealed through the club. Parents are welcome to consult with Swim Wales. Torfaen Dolphins wherever necessary will also consult with Swim Wales for advice as and when required. The club will communicate its final decision to the parents and swimmers both verbally and in writing once it has further considered all of the information available.

### **3. Swimmers: Team Code of Conduct**

The Code of Conduct applies when you are part of a team. Torfaen Dolphins also requires:

- A willingness to adopt, develop and sustain a “positive attitude” towards team goals and objectives, together with a high level of team co-operation with other team members and team staff.
- Punctuality on all occasions
- Team accommodation and transport as allocated by the team staff to be used, when necessary.
- Members to attend all team meetings and other functions as directed by the team staff and any team curfews must also be observed, whilst away with the team.
- Team kit to be worn as directed by the team staff.
- Team members should respect all accommodation, competition and transport facilities, and leave them as they find them. All rubbish should be removed or placed in a bin.

#### **Sanctions for Breach of the Team Code of Conduct**

Breaches of this Code shall be dealt with, in the first instance, by the team staff. If a swimmer breaches the Code of Conduct, the following protocol will be engaged:

1. If appropriate, the Swimmer will receive a friendly warning and guidance on how to comply with the Code of Conduct.
2. If the breach continues, the Swimmer may be asked to change and return to the pool to await the end of the session and/or the end of the competition. The breach will be recorded, and the Parents/Guardians will be informed.
3. If the Swimmer breaches the Code of Conduct at two successive team events, the Swimmer will be suspended from the next following team event.
4. Persistent breaches of the Team Code of Conduct may result in suspension or exclusion from Torfaen Dolphins. This decision will be made by the Executive Committee after advice from the Welfare Team and Head Coach; and in certain cases, in conjunction with Swim Wales’ Safeguarding Team.
5. Decisions may be appealed through the club. Parents are welcome to consult with Swim Wales. Torfaen Dolphins wherever necessary will also consult with Swim Wales for advice as and when required. The club will communicate its final decision to the parents and swimmers both verbally and in writing once it has further considered all of the information available.

## **4. General Behaviour – Swimmers**

1. Treat all members of the club with due respect including:
  - a. Fellow Athletes
  - b. Coaches
  - c. Officials
2. Treat all competitors and representatives from competing clubs with due respect.
3. The use of inappropriate or abusive language, bullying, harassment, discrimination or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy.
4. If you have any problems with other club members or staff please inform an appropriate adult, such as your parent, team manager or child welfare officer.
5. Smoking is prohibited whilst en-route, prior to, during or following a competition event, training session or team activities.
6. Consumption of alcohol is totally forbidden and must not be consumed whilst en-route, prior to, or following a competition event, training camp or team activities. During competition alcohol is strictly forbidden.
7. The use of illegal drugs and substances, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.
8. Illegal and performance enhancing drugs and substances are strictly forbidden. Aquatic Athletes are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet. (List available from [www.wada-ama.org](http://www.wada-ama.org)).
9. It is important that information on all medication being currently taken is reported to the Team Manager who will report it to the relevant personnel. Allergies to any medication must also be reported to the Team Manager.

### **Swimming Training**

1. Arrive in good time to stretch, 15-20 minutes before start time.
2. Have all your equipment with you, i.e. paddles, kick boards, hats, goggles, etc.
3. Use the lavatory before training begins and always inform the coach if you need to leave the pool during training.
4. Listen to what your coach is telling you.
5. Always swim to the wall as you do in a race, and practice turns as instructed.
6. Do not stop and stand in the lanes, you may get injured.
7. Do not pull on the ropes as this may affect and injure others.
8. Do not skip lengths or sets you are only cheating yourself.
9. Think about what you are doing during training.

### **Competition**

1. You must enter events and competitions that the Head Coach has entered/selected you for unless by prior agreement with the relevant club official.
2. At Open Meets check when you should post your cards and be sure to post them on time.
3. Warm up before the event. Prepare yourself for the race/event.
4. Warm up properly by swimming, not playing, stopping in the lane. Turning practice should have taken place during your normal training sessions.
5. Be part of the team. Stay with the team on poolside. If you leave for any reason you must tell the Coach and Team Manager where you are going.



6. Listen for your race to be announced. Go to the marshalling area in time and report in. Take your hat and goggles with you.
7. Support your team mates. Everyone likes to be supported.
8. You must wear club uniform and hats when representing the club.
9. Swim down after the race, if possible. Do not use this time to play.
10. After your race report to the coach, not your parents. Receive feedback on your race and splits.
11. Swimmers are expected to only compete at meets that have been set out in the structured competition calendar. Swimming outside of this calendar is not acceptable unless previously discussed and approved by the Head Coach. Swimmers that ignore this rule be removal from their squad.

### **Equality, Diversity and Inclusion**

1. Swim Wales and British Swimming have committed themselves to tackling forms of discrimination and to strive to become inclusive of all those who want to participate in swimming (as competitors, officials, coaches and administrators) irrespective of their race, gender, disability, age, sexual orientation and faith and ability.
2. This code of conduct includes the Association's commitment to address equality, diversity and inclusion in swimming, therefore, the Association will not tolerate:
  - a. Discrimination on the grounds set out in 1 above
  - b. Harassment
  - c. Bullying
  - d. Abusive or insensitive language
  - e. Inappropriate behaviour detrimental to any individuals or groups of individuals
3. Swim Wales and British Swimming are governed by England and Wales (Scotland where applicable) laws and will seek to ensure that its participants are committed to addressing its responsibilities under the Equality Act 2010, Equal Pay Act 1970, and the Human Rights Act 1998.
4. Committees, officials, and volunteers in all aquatic disciplines must address this responsibility to support equality diversity and inclusion in our sport.

Any misdemeanours and breach of this code of conduct will be dealt with by the club in the first instance.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: \_\_\_\_\_