



Dear Swimmers,

Southwark Aquatics Swimming Club (SASC) is a SwimMark Essential Club, affiliated to Swim England. We are obliged to periodically update, establish, or clarify our policies. The policies help guide the Club and ensure its continued success.

This document is your Swimmers Code of Conduct (CoC) which specifically outlines the expected behaviour of Swimmers at the SASC.

We are fortunate to have a highly experienced professional coaching team working to develop you into better swimmers and disciplined individuals. As swimmers at SASC, it is absolutely essential that you give coaching staff the respect and authority they deserve to run our swim teams. The coaches are employed for this purpose and are specialists in this field.

Whilst swimmers should enjoy their training, competitive sport does require commitment, dedication, discipline and effort. This CoC is in place to make SASC a safe and positive environment for you and your teammates.

SWIMMERS CODE OF CONDUCT

General behaviour

- Good behaviour that will not cause offence or embarrassment to any other person is expected at all times.
- Swimmers are not permitted to disrupt training by chatting or playing. It is expected that socialising will take place outside scheduled training sessions.
- Bullying whether physical, verbal, electronic or emotional will not be tolerated in any form and will be dealt with in accordance with the club's disciplinary policy.
- All swimmers are expected to follow instructions given by any coach, team manager, designated official or club official, and to immediately comply without argument.
- Swimmers should treat all members of the club and facilities with due respect including fellow swimmers, coaches, officials, parents and competitors from competing clubs.
- The use of inappropriate or abusive language, harassment, discrimination or physical violence will not be tolerated and could result in action being taken through the Club's disciplinary policy.
- If a swimmer is caught smoking, drinking alcohol under the legal age, or taking illegal drugs or legal drugs without a corresponding doctors note from parents. Parents and the committee will be informed and, in accordance with the Club disciplinary procedure, will be excluded from the Club without any further discussion and with no chance to return.



Training

There are the following obligations swimmers must fulfil:

- **Attendance:** Records show that the average attendance for training sessions across all squads is less than 50% throughout the year. Regular attendance is key to your development and your progress. Regular attendance is required.
- **Punctuality:** It is compulsory for every swimmer to be poolside by 18:50 (17:20 on Sunday's) on the dock and ready. Those who are late will need to report to their coach on arrival. The coach will decide if they can stay for the session – this is unlikely if they have missed dry land stretches (see below). If the coach is not happy for a swimmer to join the session late, they will be asked to sit out the session* or to make arrangements to go home.**
- **Dry land stretches:** a minimum of 10 minutes dry land stretching is compulsory. Top squad swimmers will need to carry out these exercises properly either as a group or individually. The Development squad will do these exercises together as a group. Refer to the essential stretches guideline document attached. Please familiarise yourself with these exercises.
Swimmers will not be allowed to enter the water for the warm-up if these exercises are not carried out properly. Instead, they will re-do the stretching and failure to do this will result in them being asked to sit out the session or make arrangements to go home.
- **Training Kits:** Swimmers must have all the required kit ready for every training session. If anything is missing they have one week to get a replacement. Continued failure to bring full kit to training will result in being asked to sit out the session or make arrangements to go home.
- **Training attitude & focus:** This is very important - Please take note.
 - (i) Swimmers are required to have total commitment and focus to carry out the coaches' instructions at all times. No stops/starts as you please. Swimmers who refuse or ignore their coaches' instruction/sets correctly will initially receive a verbal warning. A second warning during the same session will result in a swimmer being asked to sit out the session or make arrangements to go home: the coach will trigger a warning notice to the swimmer or their parent/guardian.
 - (ii) Swimmers must notify their coach in advance – preferably by email – if they have returned from sickness or injury and are in the rehabilitation/recovery phase and they believe it will affect their swimming ability. However, as a general rule swimmers should not attend training if unwell.
 - (iii) During training if a swimmer feels unwell, they must let their coach know. The coach will then assess the situation and decide whether they can have extra rest, should carry on, or should stop the session altogether.



(iv) If a swimmer attends training for fitness purposes, they will be put in the appropriate lane with appropriate sets/times. These swimmers are also required to follow the rules as above.

- Galas/team selections:

- (i) Open meets. Coaches will decide what events swimmers will enter. However, as a compromise, swimmers can discuss further with their coach the selections made and have an opportunity to change up to 2 events or add 2 events of their own choice.

- (ii) Team galas (e.g. White Horse League): Swimmers are required to take part in a team gala if selected. The Club will cover their entry fees for these events, so last-minute dropouts without a very special reason will be frowned upon, and the swimmer will not be picked again for the rest of the season. Coaches will decide and pick the best swimmer/s to represent our Club in each gala event. Swimmers should be prepared, be confident, be ready to give their all at galas in support of the Club.

- Notebook/Diary: It is compulsory that swimmers have a notebook/diary with them at all times in training and especially when attending open meets. They will become their 'bible' and go-to point for recording swimming goals and progress. Within them swimmers should:

- (i) Record their name, DOB, and parents contact number

- (ii) Record/update and remember all PB time records.

- (iii) Take note of key elements from their training sessions. Positive achievements and feedback from coaches during training are things swimmers need to be aware of and record in their notebook.

- (iv) Record any feedback given to them by the coaches at open meets.

Competitions, Open Meets, Galas and Championship Events

- The correct uniform must be worn to every competition (list will be provided), failure to do so may result in the swimmer not being allowed to compete.
- Swimmers who are selected by their coach to represent their club at team galas or open meets must attend. Failure to attend without a valid reason will result in the possibility of swimmers missing future events.
- Missing team galas and open meets disrupts swimmers' training plans because galas are a vital part of the training process. Attending social events or family events is not a valid excuse for missing an event to which a swimmer has already been entered.
- Swimmers must always warm up and prepare themselves as instructed by their coach prior to races.
- Swimmers should support their teammates at galas - everyone likes being supported.
- After their race, swimmers must always report directly to their coach for feedback.



Breaking the Rules

In training sessions coaches will operate a warning system.

Initial inappropriate behaviour will trigger a verbal warning, however any further transgression within the session will result in a swimmer being asked to leave the session. A warning notice will go out to the swimmer, or their parent or guardian. The notices are generated automatically, triggered by the coach.

Warning notices are held on file for one month*** before the warning is fully rescinded.

If three warning notices are issued with less than one month between each one an invitation is issued to the swimmer, or their parent or guardian, to meet with the Club Welfare Officer and the Head Coach, plus others as appropriate. Further inappropriate behaviour within one month of this discussion will lead to a suspension from the Club of between one and four weeks depending upon the severity of the warnings given.

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Further inappropriate behaviour within two months of a return from suspension will trigger the referral of the swimmer to the Club's Committee. The swimmer, or their parent or guardian, will be notified in writing. Thereafter a disciplinary panel will be set up to deal with the matter in accordance with the ASA complaints procedure. This panel will be made up of people not involved in the dispute. If the swimmer is under the age of 18 they should be accompanied by a parent or guardian to help present their case. However, adults are also welcome to bring along someone to offer them moral support if required. Permanent exclusion from the Club is likely to follow this meeting unless there are extenuating circumstances. The panel will make every effort to announce their decision verbally without delay, and will follow it up with a written confirmation within 5 days.

All swimmers, parents, guardians, club members, team managers, coaches and teachers have the right to appeal against any decision. Appeals must be in writing to the Club Secretary within 14 days of a penalty being given, stating the swimmer's name and reasons for the appeal.

Note:

In the event of serious breaches of the Swimmers' Code of Conduct, such as fighting, bullying, aggressive behaviour, drug use, drunkenness, or willful damage to the property of others. The Head Coach or Welfare Officer may at their discretion impose an instant suspension. An invitation will be issued to the swimmer, or their parent or guardian, to meet with the Club Welfare Officer and the Head Coach, plus others as appropriate, to discuss the duration of the suspension or whether it will become a permanent exclusion. If a suspension, further inappropriate behaviour within two months of the suspension will trigger a disciplinary panel (read from ### above)



Swimmers undertaking:

By signing this code of conduct I understand that these rules will provide a safe, and positive training and sporting environment for me and my teammates. I therefore agree to follow the Southwark Aquatics Swimming Club Code of Conduct.

Swimmers Name..... Date.....

Signature of Swimmer.....

Signature of Parent/Carer (if swimmer under 18 years old).....

Notes:

** Sit out the session – change and sit poolside until the session ends.*

*** Make arrangements to go home – minors must contact their parent to be collected or to seek permission to travel home early from a session. They should call a parent/guardian with the coach in attendance.*

**** One month is deemed to be 30 days.*