



Lewes Swimming Club

President: Mick Burt



Constitution of Lewes Swimming Club (“the Club”) as at 20 July 2017

1. Name

- 1.1 The name of the Club shall be Lewes Swimming Club.

2. Objects

- 2.1 The objects of the Club shall be the teaching, development and practice of swimming for its members. In the furtherance of these objects:
- 2.1.1 The Club is committed to treating everyone equally within the context of its activity and with due respect to the differences of individuals. It shall not apply nor endorse unlawful or unjustified discrimination, and shall act in compliance with the protections afforded by the Equality Act 2010.
- 2.1.2 The Club shall implement the Swim England Equality Policy.
- 2.1.3 The club will provide appropriate facilities at most of its swimming sessions for both (a) members that wish to swim competitively and (b) members that do not wish to enter competitions.
- 2.2 The Club shall be affiliated to the Swim England South East Region, and shall adopt and conform to the rules of this association and to such other bodies as the Club may determine from time to time.
- 2.3 The business and affairs of the Club shall at all times be conducted in accordance with the Laws, Regulations and Technical Rules of Swim England (“Swim England Laws”) and in particular:
- 2.3.1 All competing members shall be eligible competitors as defined in Swim England Laws.
- 2.3.2 The Club shall in accordance with Swim England Laws adopt the Swim England Child Safeguarding Policy, Regulations and Procedures; and shall recognise that the welfare of children is everyone’s responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.
- 2.3.3 Members of the Club shall in accordance with Swim England Laws comply with the Swim England Child Safeguarding Policy, Regulations and Procedures.
- 2.4 By virtue of the affiliation of the Club to Swim England South East Region, the Club and all members of the Club acknowledge that they are subject to the laws, regulations, rules and constitutions of:
- 2.4.1 Swim England South East Region; and
- 2.4.2 Swim England; (to include the Swim England/IOS Code of Ethics); and
- 2.4.3 British Swimming (in particular its Anti-Doping Rules and Judicial Code); and
- 2.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together “the Governing Body Rules”).
- 2.5 In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail.

3. Membership

- 3.1 The total membership of the Club shall not normally be limited. If however the Committee considers that there is a good reason to impose any limit from time to time then the Committee shall put forward appropriate proposals for consideration at a General Meeting of the Club. The members shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club.
- 3.2 All persons who assist in any way with the Club's activities shall become members of the Club and hence of Swim England and the relevant Swim England membership fee shall be paid. Assisting with the Club's activities shall include, but not be restricted to, administrators, associate members, voluntary instructors, teachers and coaches, committee members, helpers, honorary members, life members, officers, patrons, presidents, technical and non-technical officials, temporary members, vice presidents and verifiers or tutors of Swim England's educational certificates.
- 3.3 Paid instructors, teachers and coaches who are not members of the Club must be members of a body which accepts that its members are bound by Swim England's Code of Ethics, the Laws and Regulations relating to Child Protection and those parts of the Judicial Laws, Judicial Regulations and procedures necessary for their implementation, and whilst engaged in activities under the jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Laws and Regulations.
- 3.4 Any person who wishes to become a member of the Club must submit a signed application to the Membership Secretary (and in the case of a junior swimmer the application must be signed by the swimmer's parent or guardian). Election to membership shall be at the discretion of the Committee but other person(s) authorised by the Committee may make recommendation as to the applicant's acceptability. The Committee shall not be required to give reasons for the refusal of any application for membership.
- 3.5 In its consideration of applications for membership, the Club shall not act in a discriminatory manner and, in particular, shall adhere to the Equality Act 2010 (as may be amended). Accordingly, the Club shall not refuse membership on the basis of a Protected Characteristic within the Act, such as disability; gender or gender identity; pregnancy; race; religion or belief; or sexual orientation. Neither may refusal be made on the grounds of political persuasion.
- 3.6 All members of the Club shall be bound by the relevant Swim England Code of Ethics and the Codes of Conduct, copies of which are attached as an appendix to this constitution.
- 3.7 All communications between the Club and its members may be made by either email or post, as determined from time to time by the Committee. All such communications will be deemed to have been received unless returned.

4. Fees

- 4.1 The Committee shall have the power to determine entrance, swimming and other fees and to set their due dates.
- 4.2 The Club will not charge an annual subscription.
- 4.3 The Committee shall have the power to require that any amounts payable to the Club are made by cheque, direct debit, standing order, other electronic means or any combination thereof.
- 4.4 The Executive Officers shall have the power to impose late payment fees, suspension and/or deemed resignation in respect of any member whose fees are fully or partly unpaid by a date or dates that the committee may determine from time to time. Any deemed resignation will not negate a member's liability for amounts owed to the Club.

5. Resignation

- 5.1 A member wishing to resign membership of the Club must give to the Membership Secretary written notice of his/her resignation. A member's resignation shall only take effect when this

(Rule 5.1) has been complied with.

- 5.2 Notwithstanding the provisions of Rule 5.1 above, a member whose subscription is more than two months in arrears shall be deemed to have resigned. Where the membership of a person is terminated in this way, he/she shall be informed in writing that he/she is no longer a member by notice handed to him/her or sent to his/her last known address.

6. Expulsion and Other Disciplinary Action

- 6.1 The Committee shall have power to expel a member when, in its opinion, it would not be in the interests of the Club for him/her to remain a member. The Club in exercising this power shall comply with the provisions of Rules 6.2 and 6.3 below.

- 6.2 The Club shall adopt and comply with the relevant Judicial Regulations for handling Internal Club Disputes (“the Rules”) as the same may be revised from time to time.

(A copy of the current Rules may be obtained from the website at <http://www.swimming.org/swimengland/swim-england-handbook/> or from the Swim England Department of Legal Affairs).

- 6.3 A member may not be expelled or (subject to Rule 6.4 below) be made the subject of any other penalty unless the panel hearing the complaint shall by a two-thirds majority vote in favour of the expulsion of (or other penalty imposed upon) the member.

- 6.4 The Officers of the Club (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider Club activities when, in their opinion, such action is in the interests of the Club. Where such action is taken, the incident or matter will thereafter be dealt with in accordance with the appropriate Judicial Regulations.

7. Committee

- 7.1 The Committee shall consist of the Chairperson, Secretary, Treasurer (together “the Executive Officers of the Club”) and five elected members all of whom must be members of the Club and have responsibilities in respect of the Club. All Committee members must be not less than 18 years of age though the Committee may allow younger members to attend their meetings without power to vote.

- 7.2 The Club shall have one or more Welfare Officers who will be required to undertake appropriate training in accordance with Swim England Child Safeguarding courses.

- 7.3 The Committee members shall be proposed, seconded and elected at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring members of the Committee shall be eligible for re-election. (See also 8.1)

Committee members who fail to attend three consecutive Committee meetings without good reason shall be deemed to have resigned from the Committee.

- 7.4 Committee meetings shall be held not less than quarterly and the quorum of that meeting shall be such number as shall represent not less than a simple majority of the Committee members (to include at least one Executive Officer). The Chairperson and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than two days oral or written notice of a meeting. Decisions of the Committee shall be made by a simple majority, and in the event of equality of votes the Chairperson (or the acting Chairperson of that meeting) shall have a casting or additional vote. The Secretary, or in his/her absence a member of the Committee, shall take minutes.

- 7.5 In the event that a quorum is not present within 30 minutes of the published start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the Chairperson. If a quorum

is not present at the adjourned meeting, then those Committee members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions as to minimum notice contained in Rule 11.1 shall not apply.

- 7.6 In addition to the members so elected, the Committee may co-opt up to five further members of the Club who shall serve until the next Annual General Meeting. Co-opted members shall be entitled to vote at the meetings of the Committee.
- 7.7 The Committee may from time to time appoint from among their number such sub-committees as they may consider necessary (and to remove (in whole or in part) or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
- 7.8 The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club. The Committee shall be responsible for ensuring that the accounts of the Club for each financial year be examined by an independent examiner to be appointed by the members in General Meeting.
- 7.9 The members of the Committee shall be indemnified by the members of the Club against all liabilities properly incurred by them in the management of the affairs of the Club.
- 7.10 The Committee shall maintain an Accident Book in which all accidents to Club members at swimming related activities shall be recorded. Details of such accidents shall be reported to the Swim England Membership Department. The Club shall make an annual return to the Swim England Membership Department in the prescribed form.
- 7.11 The Committee shall have power to make regulations, create by-laws (see Rule 13.1) and to settle disputed points not otherwise provided for in this Constitution.
- 7.12 The Committee shall ensure that minutes of meetings are retained for a period of at least six years.

8. Officers and Honorary Members

- 8.1 The Executive Officers and Committee of the Club shall be proposed, seconded and elected (by ballot) at the Annual General Meeting and shall hold office until the next Annual General Meeting when they shall retire. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring officers shall be eligible for re-election.
- 8.2 The Annual General Meeting of the Club, if it thinks fit, may elect a President and Vice-Presidents. A President or Vice-President need not be a member of the Club and on election shall, *ex officio*, be an honorary member of the Club and must be included in the Club's Annual Return of Members to the Swim England.
- 8.3 The Committee may elect any person as an honorary member of the Club for such period as it thinks fit and they shall be entitled to all the privileges of membership except that they shall not be entitled to vote at meetings and serve as officers or on the Committee unless any such person shall have retained in addition his/her ordinary membership of the Club. Such honorary members must be included in the Club's annual return as to membership.

9. Annual General Meeting

- 9.1 The Annual General Meeting of the Club shall be held each year on a date in May or June. The date, time and venue for the Annual General Meeting shall be fixed by the Committee.
- 9.2 The purpose of the Annual General Meeting is to transact the following business:
 - 9.2.1 to receive the Chairperson's report of the activities of the Club during the previous year;
 - 9.2.2 to receive and consider the accounts of the Club for the previous year and the report

on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club;

9.2.3 to remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that he/she remain in office;

9.2.4 to elect the Executive Officers and other members of the Committee;

9.2.5 to decide on any resolution which may be duly submitted in accordance with Rule 9.3.

9.3 Nominations for election of members to any office or for membership of the Committee shall be made in writing by the proposer and seconder to the Secretary not later than 14 days prior to the AGM. The nominee shall be required to indicate in writing on the nomination form his/her willingness to stand for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not later than one calendar month before the AGM.

10. Special General Meeting

10.1 A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Secretary within 28 days of receipt by him/her of a requisition in writing signed by not fewer than five members entitled to attend and vote at a General Meeting or (if greater) such numbers as represents one-tenth in number of such members stating the purposes for which the meeting is required and the resolutions proposed.

11. Procedure at the Annual and Special General Meetings

11.1 The Secretary shall personally be responsible for sending to each member at his/her last known email or postal address an agenda giving notice of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least 14 days before the meeting, and in the case of the Annual General Meeting a list of the nominees for the Committee posts and a copy of the examined accounts. The Notice of Meeting shall in addition, wherever possible, be displayed on the Club notice boards.

11.2 The quorum for the Annual and Special General Meetings shall be five members entitled to attend and vote at the Meeting or (if greater) such number as represents one-tenth in number of such members.

11.3 The Chairperson, or in his/her absence a member selected by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. For the procedures for submitting resolutions to be considered at a General Meeting members are referred to Rule 9.3. In the event of an equality of votes the Chairperson shall have a casting or additional vote. Only paid-up members who have reached their 16th birthday shall be entitled to be heard and to vote on all matters. (Members who have not reached their 16th birthday shall be entitled to be heard and vote only on those matters determined by the Chairperson as matters concerning juniors, such as the election of club captains.)

11.4 The Secretary, or in his/her absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.

11.5 The Chairperson shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purpose of such meetings, the sole interpreter of the Rules of the Club.

12. Alteration of the Rules and Other Resolutions

12.1 The rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least two-thirds of members present and entitled to vote at the General Meeting. No amendment(s) to the rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as is

authorised to do so by the County Association/Swim England South East Region.

- 12.2 Such number of members as represent one-tenth in number of the members entitled to attend and vote at a General Meeting shall be entitled to put any proposal for consideration at any General Meeting provided the proposal in writing shall have been handed to or posted to the Secretary of the Club so as to be received by him/her not later than 14 days before the date of the meeting, and thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in Rule 11.1.

13. By-Laws

- 13.1 The Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the wellbeing of the Club. These by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

14. Finance

- 14.1 All monies payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. There should be no netting of any expenses against cash receipts.

No sum above £1,000 (ONE THOUSAND POUNDS) shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairperson, Secretary and Treasurer.

All payments over £50 must be agreed by email or in writing by a member of the Committee other than the Treasurer. All such invoices should be countersigned or a separate note (or email copy) should be kept attached to the invoice.

Any monies not required for immediate use may be invested as the Committee in its discretion thinks fit.

- 14.2 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club (save as set out in Rule 17.3).
- 14.3 The Committee shall have power to authorise the payment of remuneration and expenses to any officer, member or employee of the Club and to any other person or persons for services rendered to the Club.
- 14.4 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee thinks fit.
- 14.5 The financial year of the Club shall be the period commencing on 1 January and ending on 31 December. Any change to the financial year shall require the approval of the members in a General Meeting.
- 14.6 The Committee shall retain all financial records relating to the Club for a minimum period of six years.

15. Borrowing

- 15.1 The Committee may borrow money on behalf of the Club, up to such specific limits on borrowing as may be laid down from time to time by the General Meeting, for the general upkeep of the Club or, with the prior approval of a General Meeting, for any other expenditure, additions or improvements.
- 15.2 When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sums or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issues of debentures charged upon all or any part of the property of the Club.
- 15.3 The Committee shall have no power to pledge the personal liability of any member of the Club for the repayment of any sums so borrowed.

16. Property

- 16.1 The property of the Club, other than cash at the bank, shall be vested in not more than four Custodians. They shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- 16.2 The Custodians shall be elected at a General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- 16.3 The Custodians shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

17. Dissolution

- 17.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.
- 17.2 The dissolution shall take effect from the date specified in the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 17.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be given to a charity or charities or other non-profit-making organisation having objects similar to those of the Club for the furtherance of such objects nominated by the last Committee.

18. ACKNOWLEDGEMENT

- 18.1 The members acknowledge that these rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club.

Swim England Code of Ethics

Terms of Reference

The content of this Code of Ethics applies to all those involved within the sports of swimming, diving, water polo, open water swimming and synchronised swimming.

The Code of Ethics should be read in conjunction with the Swim England Codes of Conduct contained in Wavepower (Swim England Child Safeguarding Policy and Procedures).

Swim England Code of Ethics

All individuals within the Swim England aquatic disciplines will at all times:

- Respect the rights, dignity and worth of every person, be they adult or child, treating everyone equally within the context of the sport.
- Respect the spirit of the sport adhering to the rules and laws in and out of the pool, incorporating the concept of friendship and respect for others.
- Promote the positive aspects of the sport and never condone the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.
- Accept responsibility for their own behaviour and encourage and guide all Swim England members and parents of junior members to accept responsibility for their own behaviour and conduct.
- Ensure all concerns of a child safeguarding nature are referred in accordance with Wavepower (Swim England Child Safeguarding Policy and Procedures).
- Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.
- Promote the reputation of the sport and never behave or encourage or condone others to behave in a manner that is liable to bring the sport into disrepute.
- Adhere to Wavepower (Swim England Child Safeguarding Policy and Procedures).
- Adhere to the British Swimming Anti-Doping Rules.
- Adhere to the Swim England Equity Policy.
- Adhere to the Swim England Laws and Regulations.
- Adhere to the Swim England Codes of Conduct.

Code of Conduct for Swimmers from all disciplines

General behaviour

1. Treat all members of and persons associated with the Swim England with due dignity and respect.
2. Treat everyone equally and never discriminate against another person associated with the Swim England on any grounds including that of age, sexual orientation, ethnic origin or nationality.
3. The use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy.
4. Display a high standard of behaviour at all times. Always report any poor behaviour by others to an appropriate club officer.
5. Recognise and celebrate the good performance and success of fellow club and team members.

Swimming training

1. Treat your coach and fellow swimmers with respect.
2. Make your coach aware if you have difficulties in attending training sessions as laid down for your squad.
3. Arrive in good time on poolside before the training session starts to complete poolside warm-up as directed by your coach.
4. If you arrive late, report to your coach before entering the pool.
5. Ensure you have all your equipment with you, i.e. paddles; kick boards, hats, goggles etc.
6. If you need to leave the pool for any reason during training, inform your coach before doing so.
7. Listen to what your coach is telling you at all times and obey instructions given.
8. Always swim to the wall as you do in a race, and practise turns as instructed.
9. Do not stop and stand in the lane, or obstruct others from completing their training.
10. Do not pull on the ropes as this may injure other swimmers.
11. Do not skip lengths or sets - you are only cheating yourself.
12. Think about what you are doing during training and if you have any problems discuss them with your coach at an appropriate time.
13. If you have any problems with the behaviour of fellow club members, report them at the time to an appropriate adult.

Competition

1. At competitions - whether they be open meets, national events or club galas - always behave in a manner that shows respect to both your club coach, officers and team mates and the members of all competing clubs.
2. You will be required to attend events and galas that the Chief Coach has entered / selected you for unless previously agreed otherwise with the relevant club official and coach.
3. You must wear appropriate swimwear, tracksuits, T shirts/shorts and hats as laid down by the club.
4. Report to your club coach and / or team manager on arrival on poolside.
5. Warm up before the event as directed by the coach in charge on that day and ensure you fully prepare yourself for the race.
6. Be Part of the Team. Stay with the team on poolside. If you have to leave poolside for any reason, inform and in some cases get the consent of the team manager / coach before doing so.
7. After your race, report to your coach for feedback.

8. Support your team mates. Everyone likes to be supported and they will be supporting you.
9. Swim down after the race, if possible again as advised by your coach. Your behaviour in the swim-down facility must be appropriate and respectful to other users at all times.
10. Never leave an event until either the gala is complete or you have the explicit agreement of the club coach or team manager.

Code of Conduct for Parents

Parents are expected to:

1. Complete and return the Medical Information Form as requested by the club and detail any health conditions / concerns relevant to your child on the consent form. Any changes in the state of your child's health should be reported to the coach prior to coaching sessions. Ensure the club has up-to-date contact details for you and any alternative person.
2. Deliver and collect your child punctually to and from coaching sessions/swim meets. Please inform a member of the committee or coaching staff if there is an unavoidable problem. If the club changes your child's lane and changing times, please remember the change is to provide appropriate levels of training and enable your child to progress and should be facilitated and encouraged at all times.
3. Ensure your child is properly and adequately attired for the training session/events including all required equipment, i.e. hats, goggles etc.
4. Inform the Coach/Welfare Officer before a session if your child is to be collected early from a coaching session/meet and if so by whom.
5. Encourage your child to obey rules and teach them that they can only do their best.
6. Behave responsibly as a spectator at training / meets and treat swimmers, coaches, committee members and parents of your own and other clubs with due respect meeting the Swim England commitment to equality.
7. Ensure you do not use inappropriate language within the club environment.
8. Show appreciation and support your child and all the team members.
9. Ensure your child's needs are met in terms of nutritional needs and listen to advice given from the club coach / nutritionist.
10. Support the club coach and committee appropriately and raise any concerns you have in an appropriate manner. Details of the club Welfare Officer can be found on the club website.
11. Do not enter poolside unless requested to do so or in an emergency. If you wish to have a discussion with the coach, check with the club Welfare Officer how this can be arranged.
12. Most of all help your child enjoy the sport and achieve to the best of their ability.

The club will undertake to:

1. Inform you at once if your child is ill and ensure their wellbeing until you are able to collect him / her.
2. Ensure good child safeguarding guidelines are followed at all times to keep your child safe.
3. Ensure all activities are properly supervised / taught / coached and consent is obtained for any activity outside of that previously agreed.

The parent has a right to:

1. Make a complaint to the club if they feel the club or a member of the club is not acting in accordance with Swim England / club rules and regulations. Details of how to do this can be obtained from the club Welfare Officer.

2. Make a complaint on behalf of their child to the Swim England Office of Judicial Administration.

Code of Conduct for Swimming Coaches and Teachers

This Code is an extension to the Swim England Code of Ethics. Both should be followed. The Teacher / Coach must:

- At all times adhere to the Swim England Code of Ethics, Rules and Regulations.
- At all times adhere to Wavepower the Swim England Child Safeguarding Policy and Procedures.
- At all times adhere to the Swim England Equality Policy.
- Consistently display high standards of behaviour and appearance.
- Treat all swimmers with respect and dignity, value their worth and treat everyone equally, recognising their needs and abilities within the context of their sport.
- Develop an appropriate working relationship with swimmers based on mutual trust and respect.
- Always place the wellbeing, health and safety of swimmers above all other considerations including developing performance.
- Always ensure that all teaching, coaching and competition programmes are appropriate for the age, ability and experience of the individual swimmer.
- Always identify and meet the needs of the individual swimmer as well the needs of the team / squad.
- Be fair and equal in team and training squad selection.
- Never 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.
- Encourage and guide swimmers to accept responsibility for their own behaviour and performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Treat all information of a personal nature about individual swimmers as confidential, except in circumstances where to do so will allow the child to be placed at risk of harm or continue to be at risk of harm.
- Encourage all swimmers to obey the spirit of the rules and regulations both in and out of the pool.
- Co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors, and physiotherapists) in the best interests of the swimmer.
- Never encourage or condone swimmers, volunteers, officials or parents to violate the rules of the club or the sport and report any violations appropriately.
- Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
- Treat all competitors and other club teams with respect, whether that is in victory or defeat, and encourage all team members and fellow club members to do the same.
- Refer all concerns of a child safeguarding nature in line with the procedures detailed in Wavepower 2016/19.