

## **Bridgwater Swim Club Behaviour Policy**

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### **Introduction**

Bridgwater ASC is a friendly, caring club that wants swimmers of all abilities to have a good time and improving their swimming. In order to allow all swimmers the best opportunity to learn and improve coaches and volunteers will have an expectation that the swimmers are paying attention, following the rules and are polite and respectful.

Bridgwater ASC do not tolerate abusive behaviour or violence toward the adults or swimmers. All members; parents and swimmers are expected to follow club rules and remain inline with clubs code of conduct and values.

### **Changing Room Behaviour**

Parents are responsible for all children 8 years and under. Parents of children over the age of 8 are not permitted in the changing rooms.

Coaches are not responsible for any swimmers in the changing rooms

Children over 8 (and those supervised) are expected to adhere to the following:

- Changing rooms are to get showered and changed in – not for messing about in
- Swimmers must only go in the changing rooms of their own sex
- Other swimmers belongings must be left alone
- Swimmers must be responsible for their own belongings
- Swimmers must remember that the public may be using the changing rooms at the time and that swimmers represent the swimming club

### **Training Behaviour (including when poolside prior, during, and following)**

Coaches are responsible for all swimmers whilst they are on poolside, not when they go to the changing rooms, toilets, or showers.

When on poolside at training sessions swimmers are expected to adhere to the following:

- Whilst the club wants swimmers to have fun, swimmers are in the Pool to swim!
- Swimmers must respect all other swimmers and stick to the club rules
- Swimmers must not behave inappropriately to other swimmers
- Swimmers must follow the coaches instructions and listen carefully
- Other swimmers belongings on poolside must be left alone
- Swimmers must be responsible for their own belongings
- Swimmers must remember that the public may be using the Pool at the same time and that swimmers represent the swimming club
- Violent behaviour and bullying will not be tolerated in our club.
- Swimmers are not permitted to use mobile phones when on poolside – these should be stored in a locker or left at home.
- Parents are not permitted on poolside except for where there is a designated spectator area (this will be defined by the coach team and or committee).

### **Gala Behaviour**

Coaches and or team managers are responsible for all swimmers whilst they are on poolside, not when they go to the changing rooms or toilets.

Whether galas are at home or away, the following must be adhered to:

- Ensure you are ready well in advance for your races
- Do not mess about in the changing rooms or on balconies etc, stay with the Team
- Be respectful towards the all coaches (including those from other clubs/ teams)
- Do not mess about on poolside
- Do not touch the equipment

- Stay out of the way of the officials and poolside helpers
- Be quiet at the start of races
- Wear Bridgwater hats
- Swimmers must remember that other swimmers and adults from other clubs are there at the same time and that swimmers must represent the swimming club
- Support and encourage all swimmers in the team
- Swimmers are not permitted to use mobile phones or other devices – these should be stored in a locker or left at home
- Swimmers must always ask a coach or team manager to leave poolside
- Parents are strictly not permitted on poolside except for where there is a designated spectator area (this will be defined by the meet manager)

### **Open Meet Behaviour**

Coaches and or team managers are responsible for all swimmers whilst they are on poolside or within the team area, not when they go to the changing rooms, toilets, or down to marshalling.

- Follow instructions from the team manager or coach to ensure you are ready well in advance for your races
- Do not mess about in the changing rooms or on balconies etc, stay with the Team
- Be respectful towards the all coaches (including those from other clubs/ teams)
- Do not mess about on poolside or within the team area.
- Do not touch the equipment
- Stay out of the way of the officials and poolside helpers
- Be quiet at the start of races
- Wear Bridgwater hats
- Swimmers must remember that other swimmers and adults from other clubs are there at the same time and that swimmers must represent the swimming club
- Support and encourage all swimmers in the team

- Swimmers are permitted to use mobile phones or other devices but these must be put away when not in use within swimmers bags.
- Swimmers must always ask a coach or team manager to leave poolside
- Parents are strictly not permitted on poolside or in the team area.

### **Swimmers Disciplinary Action**

Bridgwater ASC prefer not to have to issue any form of disciplinary action and in all incidents will discuss the issue first with the swimmer, explaining that the behaviour is wrong and why. Where a coach or team manager feels that they are being repeatedly disobeyed a yellow and red card procedure will be used.

#### Poor behaviour during Training -

- 1) If poor behaviour is witnessed by a coach a verbal warning will be issued.
- 2) If the poor behaviour continues the offending swimmer(s) will be issued a yellow card.
- 3) If the poor behaviour continues again, then a red card will be issued and the swimmer will be asked to leave the training session, get changed and return to poolside until the end of the session.
- 4) 3 separate yellow cards over any time period, will result in a conversation with the parents.
- 5) If necessary the coach can hand out a red card at his/her own discretion at any time without handing a yellow card first.
- 6) Any red cards that are issued will be detailed on the Incident Log and the parent informed for swimmers under the age 18 years. This Incident Log will be discussed at committee meetings.
- 7) If a swimmer is issued 2 red cards within the same season they will be issued with a 1 week training ban. A letter will be sent to the swimmer and or the parent to inform them of this.
- 8) If a swimmer should reach three red cards within the same season a review panel will be created to include three committee members which must include the Chair or Vice Chair and two others one of which will ideally be the Welfare Officer. This panel will then decide what further action should be taken if any and may include expulsion from the club.

Poor behaviour at a meet or gala, the above procedure will be followed with the addition of the below.

- the swimmer will still be allowed to continue to race in most circumstances.

- If a race is during a 'time out' the swimmer will be allowed to race but the time out will continue after the race has been completed.
- In instance of a red card being issued at a meet an appropriate training ban will be issued as decided by the coach or team manager.
- In extreme circumstances such as but not limited to where a swimmer behaviour is a risk to their or other members of the team's safety, the coaching team issue a red card which results in the coach withdrawing the swimmer from their events and sending them home.

All personnel issuing warnings or cards MUST be sure that they are dealing with the incident / behaviour fairly, and that if more than one swimmer is misbehaving, the severity of the warning is explained to all involved swimmers.

All outcomes as defined above can be appealed. Please see the section of appealing disciplinary action.

### **Parents, Volunteers and Adults Disciplinary Action**

There is an expectation that the club adults (parents, volunteers and coaches) will abide by the relevant Code of Conduct and the clubs behaviour policy.

- 1) The committee chairperson or a deputising club official will in the first instance give the person concerned a formal verbal warning.
- 2) 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.
- 3) If neither the verbal or written warnings adequately address the Club's concerns, the person will be excluded from the Club. The decision to exclude somebody from the Club will be communicated in writing.
- 4) Each stage of the disciplinary procedure will be taken by the Management Group and noted in its minutes so that an accurate record of events and decisions is maintained.

In the event that the disciplinary matter concerns a member of the 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 in writing within 14 days.

### **Appeals**

If a parent and or swimmer is unhappy with the outcome of the above disciplinary action they may appeal the decision. 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 exclusion. The 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.

If an appeal is planned the panel will include three committee members which must include the Chair or Vice Chair and two others one of which will ideally be the Welfare Officer. In instances relating to any person named above an independent panel of three committee members will be formed which must include the chair or Vice Chair which ever wasn't on the original review panel. The decision by the appeals panel will be final.

### **Reporting Incidents**

All parents and swimmers are encouraged to informally report incidents as soon as they occur.

Poolside operations are led by the Head Coach and the senior coaching team which also includes the Deputy Head Coach and Lead Pre-Squad Coach. If possible concerns should be raised verbally with the coach taking the group. If a parent or swimmer doesn't feel this can be raised with the coach they may raise the matter with a member of the senior coaching team or a member of the committee.

Should a swimmer or parent feel that a verbal complaint is not sufficient, they must write a formal complaint to the welfare officer.

The welfare officer will investigate the complaint, gain statements and discuss the findings with either the Chair or Vice Chair. The Chair or Vice Chair will then decide the course of action to be taken inline with the above disciplinary action.

A formal response will be made to the complainant both in writing and in discussion.

As a club, we want to try to deal with all matters before they become serious, we want all swimmers and parents to discuss any issues however small they seem with a coach or a committee member who is not on poolside coaching.