

CODE OF CONDUCT FOR OFFICIALS, VOLUNTEERS & ADMIN STAFF

1. At all times, adhere to Club policies, Swim England Code of Ethics, Equality and Diversity Policies, Rules and Laws.
2. At all times, adhere to the guidelines offered in Wavepower.
3. Adhere fully to the role and job description as outlined by the Club and never use that role to gain favour for yourself or any individual member.
4. Consistently display high standards of behaviour and appearance.
5. Treat all members with respect and dignity, value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
6. Encourage and guide members to accept responsibility for their own behaviour and performance.
7. Continue to seek and maintain your own development in line with your role and complete a child safeguarding training course and DBS check if appropriate to your role.
8. Treat all information of a personal nature about individual members as confidential, except in circumstances where to do so would allow the child to be placed at risk of harm or continue to be at risk of harm.
9. Encourage all members to abide by the spirit of the rules and regulations both in and out of the pool.
10. Never encourage or condone members, volunteers, officials or parents to violate the rules of the organisation or the sport and report any violations appropriately.
11. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
12. Any concerns whilst acting in a capacity as an official or volunteer should be raised with the Club Administrator, Management Team or Lead Coach, who will advise on appropriate lines of action.
13. Treat all competitors and teams of other organisations with respect, whether that is in victory or defeat, and encourage all members to do the same.
14. Refer all child safeguarding concerns in accordance with the procedures detailed in Wavepower.
15. If appropriate and at the request of the Human Resources Manager, sign a Club volunteer's Agreement form, employed admin staff will be covered by employment law.
16. Complaints against volunteer or employed staff should be referred to the HR Manager / Head of Safeguarding (see contact details on Website under Contact Us) as appropriate. Depending on the complaint these will be dealt with as per contracts of employment/staff Handbook & disciplinary codes/Wavepower procedures as appropriate.

Updated August 2023

