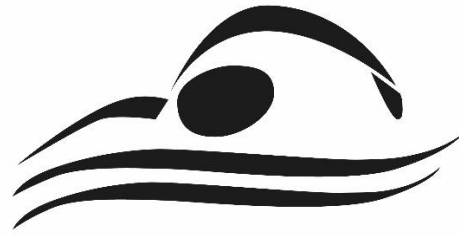




**Scottish
Swimming**



DUNFERMLINE
Amateur Swimming Club

Parent/Guardian Code of Conduct

Dunfermline Amateur Swimming Club – DASC Framework

Version 2, Date 22/02/23

Being a Supportive Parent

Dunfermline Amateur Swimming Club is dedicated to nurturing the enjoyment and enthusiasm of every child within our sport, through a safe, fun and progressive environment. We aim to create a welcoming and vibrant environment, promoting inclusivity and diversity that caters for participant's needs and aspirations. It is important that children participate in the right spirit and in a supportive atmosphere; which allows them to perform to the best of their abilities; valuing and recognising effort as well as results.

To achieve this, we rely heavily on parents/carers to give their support in the right way, all club activities both in and out of the pool are covered by this code of conduct. Parents/Guardians are asked to abide by this Code of Conduct at all times. Please return a signed copy to your clubs WPO.

Supporting your Child:

1. Ensure your child is properly prepared – clothing, kit, equipment, food, drink, etc
2. Encourage your child to have fun
3. Never condone rule violations or use of prohibited substances
4. Encourage your child to respect the rules, and teach them that they can only do their best
5. Ensure that your child understands their code of conduct
6. Inspire your child to be the best they can be in both in the sport and in life
7. Help them understand the important life lessons to be gained from the sport, such as: leadership, handling adversity, teamwork, persistence, and compassion
8. Establish a positive relationship with your child's coach
9. Do not ridicule or shout at your child for making mistakes or losing at events/competitions

Supporting our Club:

1. Complete and return all sections of the Activity, Transport Permission form pertaining to your child's participation, medical information and photographic permissions
2. Report any changes to the information in the Activity, Transport Permission form to the coach/club staff as soon as possible BEFORE they next take part in a session
3. Deliver and collect your child punctually before and after sessions/races/events and inform the organiser prior to the activity starting if your child is to be collected early
4. Support the club by attending events and fundraising activities when you can
5. Abide by Scottish Swimming Acceptable use of mobile phone policy and Social Media Guidelines



PARENTS/GUARDIANS CODE OF CONDUCT Safeguarding Document

Supporting our club/team at events and competitions:

1. Encourage all members of the club by applauding their effort
2. Show understanding when athletes make mistakes or if they don't win/PB
3. Be positive. Discuss performances in a constructive manner at an appropriate time, focus on things the athlete did well. Don't dwell on mistakes
4. Support all efforts to remove verbal and physical abuse from sporting activities
5. Respect and applaud other athletes / teams for their efforts, not just your own
6. Behave responsibly and do not use inappropriate language whilst involved in or spectating at club activities, and treat swimmers, coaches, club volunteers, technical officials and other parents with due respect
7. Abide by Scottish Swimming Acceptable use of Mobile Phone Policy and Social Media Guidelines

As a Parent/Guardian you have the right to:

1. Be assured that your child is safe and protected during their participation in all activities
2. Be informed of problems or concerns relating to your child
3. Be informed if your child is injured or unwell
4. Have your consent sought for issue such as trips or photography
5. Contribute to decisions within the club
6. Have any concerns about any aspect of your child's welfare listened to and responded to

Where a parent/guardian is a member of the Club / Scottish Swimming any breaches of the Parent/Carers Code of Conduct will be dealt with in accordance with the club disciplinary procedures.

If the parent/carer is not a member of the Club / Scottish Swimming any breaches of the Parent/Carer Code of Conduct will result in removal from the event / a ban for future events.

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print) Signed

Date

A responsible swimming coach helps the development of individuals through improving their performance. This is achieved by:

1. Identifying and meeting the needs of individuals
2. Improving performance through a progressive programme of safe, guided practice measured performance and/or competition
3. Creating an environment in which individuals are motivated to maintain participation and improve performance

Coaches should comply with the principles of good ethical practice listed below.

A coach must at all times:

1. Hold relevant, up to date and recognised coaching qualifications, safeguarding training, insurance and a valid PVG if applicable to their role
2. Consider the wellbeing and safety of the athlete before the development of performance
3. Develop an appropriate working relationship with athletes, based on mutual trust and respect that empower and includes, athletes, both youth and senior in the decision-making process
4. Promote respect for the ability of opponents as well as for volunteers, technical officials and fellow coaches
5. Always promote the positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited substances
6. Make sure all activities are appropriate to the age, ability and experience of those taking part, never using physical activity as a punishment or as a consequence
7. Recognise the developmental needs and capacity of each athlete and avoid excessive training and competition, pushing them against their will and putting undue pressure on them
8. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport
9. Encourage athletes to value their effort in performance and not just results
10. Encourage and guide athletes to accept responsibility for their own behaviour and performance by giving enthusiastic and constructive feedback.
11. Clarify, at the outset, with athletes (and where appropriate with their parents) exactly what is expected of them and what athletes are entitled to expect from their coach
12. Consistently display high standards of behaviour and appearance, be an excellent role model including not smoking, drinking or using foul language in the company of athletes
13. Never ignore, tolerate or engage in any form of bullying
14. Coaches must not 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
15. Follow the advice of a physician or other qualified medical professionals when an athlete is injured
16. Coaches should not allow allegations to go unchallenged, unrecorded or fail to act upon them
17. Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of children
18. Ensure that the equipment and facilities meet safety standards and are suitable for training



COACH CODE OF CONDUCT

Safeguarding Document

19. Follow all guidelines laid down by Scottish Swimming and the club and abide by Scottish Swimming Acceptable use of Mobile Phone Policy and Social Media Guidelines

Emergency action and first aid

All coaches should be prepared with an action plan in the event of an emergency and be aware of First Aid procedures. This will include:

1. Access to First Aid equipment
2. Emergency contact information for the athlete(s)
3. Telephone contact to the Emergency Services

Coaches have the right to:

1. Access ongoing training and information on all aspects of their role, including safeguarding, wellbeing & protection
2. Support in reporting suspected abuse or poor practice
3. Access to professional support services
4. Fair and equitable treatment by the Club & Scottish Swimming
5. Be protected from abuse by adults/youths, other adult members and parents
6. Not to be left vulnerable while carrying out their role

Breaches of the Coach Code of Conduct will be dealt with in accordance with the Scottish Swimming disciplinary procedures.

I understand that if I do not follow the Coaches Code of Conduct, my club or Scottish Swimming may take any / all the following actions: (delete as appropriate)

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Required to meet with the club, Wellbeing & Protection Officer, or designated members of the club committee.
4. Monitored by another club volunteer/committee member
5. Required to attend an education course
6. Suspended by the club
7. Required to leave or be removed from post

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print) Signed

Role Date



**Scottish
Swimming**



DUNFERMLINE
Amateur Swimming Club

Athlete Code of Conduct

Dunfermline Amateur Swimming Club – DASC Framework

Version 2, Date 22/02/23

ATHLETE CODE OF CONDUCT (U18)

Safeguarding Template

Dunfermline Amateur Swimming Club is dedicated to creating a culture that nurtures the enjoyment and enthusiasm of every athlete within our club, through a safe and positive environment. We want to empower our athletes to base their conduct on a sense of personal integrity based on the acceptance of rules, fairness, equality, respect for others, moral conduct and a sense of what is right; where unethical behaviour, rule breaking, drug taking, or violence is automatically rejected as being irrelevant to the true purpose of the sport.

I agree to:

1. Be friendly and supportive, offer help if needed
2. Practice and participate fairly and be trustworthy
3. Behave with respect to others including coaches/teachers, venue staff, officials, other athletes, parents, team managers and spectators
4. Respect the rules of my club, those of the facilities and Scottish Swimming
5. Respect the rights, dignity and worth of all participants regardless of age, disability, gender, ability, race, cultural background or religious beliefs or sexual identity
6. Always strive to do my best and refrain from inappropriate conduct towards others including physical, verbal, written or emotional, in person or through use of digital technologies and social media
7. Be a positive role model and refrain from bullying and getting involved in inappropriate peer pressure and push others into something they do not want to do
8. Set a good example at all times in aspects of dress, punctuality, language, behaviour and respect of equipment and others
9. Wear suitable kit
10. Will not smoke, consume alcohol or drugs of any kind
11. Abide by Scottish Swimming Acceptable use of Mobile Phone Policy and Social Media Guidelines
12. Report inappropriate behaviour or risky situations to a member of Club staff

Our Club recognises that to create a supportive atmosphere, which allows everyone to compete / participate to the best of their abilities, it is important for athletes to know that while we have high expectations of their behaviour, they can expect the same in return from us.

You have the right to:

1. Be safe and happy while taking part in the sport in a protected environment
2. Be respected and treated fairly and participate on an equal basis, appropriate to your ability
3. Be protected from abuse by others from within or out with the club
4. Ask for help
5. Be believed
6. Be listened too
7. Be referred to professional help if needed

ATHLETE CODE OF CONDUCT (U18)

Safeguarding Template

Breaches of the Athletes Code of Conduct will be dealt with in accordance with the clubs' disciplinary procedures.

I understand that if I do not follow the Athletes Code of Conduct, any / all of the following actions (not an exhaustive list) may be taken by my club or Scottish Swimming:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Be dropped or substituted
4. Suspended by the club
5. Be required to leave the club

I have read and understood the above Code of Conduct and I agree to be bound by it:

Athlete Signed

Name (print)

Date

Parent/Guardian (required for U18s)

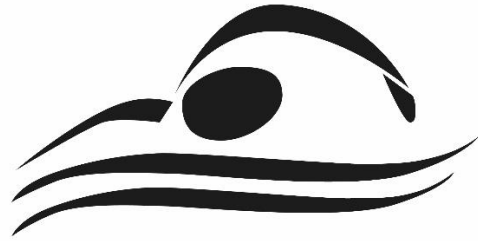
Name (print)

Signed

Date



**Scottish
Swimming**



DUNFERMLINE
Amateur Swimming Club

Teacher Code of Conduct

Dunfermline Amateur Swimming Club Framework

Version 2, Date 22/02/23

TEACHER CODE OF CONDUCT

Safeguarding Template

A responsible swimming teacher helps individuals to improve their swimming skills. This is achieved by:

1. Identifying and meeting the needs of participants
2. Improving swimming skills through delivery of fun, progressive lessons
3. Creating an environment in which individuals are motivated to maintain participation and improve their skills

Swimming teachers should comply with the principles of good ethical practice listed below

A teacher should at all times:

1. Hold relevant, up to date and recognised qualifications, safeguarding training, insurance and a valid PVG if applicable to their role
2. Consider the wellbeing and safety of the participants at all times
3. Develop an appropriate working relationship with participants
4. Make sure all activities are appropriate to the age, ability and experience of those taking part
5. Recognise the developmental needs and capacity of each participant
6. Encourage and guide participants to accept responsibility for their own behaviour by giving enthusiastic and constructive feedback
7. Consistently display high standards of behaviour and appearance and be an excellent role model
8. Never engage in or tolerate any form of bullying
9. Teachers must not exert undue influence to obtain personal benefit or reward. In particular, teachers must not use their position to establish or pursue a sexual or improper relationship with a participant
10. Follow the advice of a physician or other qualified medical professionals when a participant is injured
11. Teachers should not allow allegations to go unchallenged, unrecorded or fail to act upon them
12. Make a personal commitment to keep yourself informed of sound teaching principles and the principles of growth and development of children
13. Ensure that the equipment and facilities meet safety standards and are suitable for training
14. Abide by Scottish Swimming Acceptable use of mobile phone policy and Social Media Guidelines or the employers as appropriate

Emergency action and first aid

All teachers should be prepared with an action plan in the event of an emergency and be aware of First Aid procedures. This will include:

1. Access to First Aid equipment
2. Telephone contact if the participant is under 16
3. Telephone contact to the Emergency Services

TEACHER CODE OF CONDUCT

Safeguarding Template

Teachers have the right to:

1. Access ongoing training and information on all aspects of their role, including safeguarding, wellbeing & protection
2. Support in reporting suspected abuse or poor practice
3. Access to professional support services
4. Fair and equitable treatment by Scottish Swimming/employer
5. Be protected from abuse by participants, and parents/carers
6. Not to be left vulnerable while carrying out their role

Breaches of the Coach Code of Conduct will be dealt with in accordance with the (NAME OF ORGANISATION) disciplinary procedures.

I understand that if I do not follow the Coaches Code of Conduct, (NAME OF ORGANISATION) may take any / all of the following actions: (delete as appropriate)

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Required to meet with the Head Coach/Wellbeing & Protection Officer or designated staff members
4. Required to attend an education course
5. Suspended in accordance with (NAME OF ORGANISATION) procedures
6. Required to leave or be removed from post

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print) Signed

Role Date



**Scottish
Swimming**



DUNFERMLINE
Amateur Swimming Club

Official Volunteers Code of Conduct

Dunfermline Amateur Swimming Club - DASC Framework

Version 2, Date 22/02/23



OFFICIALS & VOLUNTEERS CODE OF CONDUCT

Safeguarding Template

Technical Officials and Volunteers should comply with the principles of good ethical practice listed below.

A Technical Official or Volunteer must at all times:

1. Hold the appropriate valid qualifications, insurance cover and PVG relevant to your role
2. Develop an appropriate working relationship with all club members based on mutual trust and respect
3. Encourage an environment that values the performance and not just results
4. Show respect to others involved in the sport including other volunteers, athletes, coaches, team managers, technical officials and spectators
5. Follow all guidelines laid down by Scottish Swimming and the club
6. Display and promote high standards of behaviour and fair play
7. Always promote the positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited substances
8. Never exert undue influence over an athlete to obtain personal benefit or reward.
9. Always respect other technical officials' decisions and never engage in public criticism of them
10. Respect the rights, dignity and worth of all participants regardless of age, disability, gender, race, cultural background or religious beliefs or sexual identity
11. Refrain from using offensive, insulting or abusive language or behaviour
12. Never engage in bullying, intimidation or harassment
13. Abide by Scottish Swimming's Acceptable use of mobile phone policy and Social Media Guidelines
14. Report inappropriate behaviour or risky situations
15. Volunteers and Officials should not allow allegations to go unchallenged, unrecorded or fail to act upon them

Emergency action and first aid

All Officials and Volunteers should be prepared with an action plan in the event of an emergency and be aware of First Aid Procedures. This will include:

1. Access to First Aid equipment
2. Telephone contact if the participant(s) is under 16 where appropriate
3. Telephone contact to the Emergency Services



OFFICIALS & VOLUNTEERS CODE OF CONDUCT

Safeguarding Template

Technical Officials and Volunteers have the right to:

1. Access to ongoing training and information on all aspects of your role including safeguarding, wellbeing & child protection
2. Support in the reporting of suspected abuse or poor practice
3. Access to professional support services
4. Fair and equitable treatment by Scottish Swimming/club
5. Be protected from abuse by adults/youths, other adult members and parents
6. Not to be left vulnerable when carrying out your role

Breaches of the Official and Volunteer Code of Conduct will be dealt with in accordance with the clubs/Scottish Swimming's disciplinary procedures.

I understand that if I do not follow the Official and Volunteer Code of Conduct, The Club / Scottish Swimming may take any / all of the following actions:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Required to meet with the club Wellbeing & Protection Officer or designated members of the club committee
4. Monitored by another club volunteer/committee member
5. Required to attend an education course
6. Suspended by the club
7. Required to leave or be removed from post.

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print) Signed

Role Date



**Scottish
Swimming**



DUNFERMLINE
Amateur Swimming Club

Team Managers Code of Conduct

Dunfermline Amateur Swimming Club – DASC Framework

Version 2, Date 22/02/23

TEAM MANAGERS CODE OF CONDUCT

Safeguarding Template

A responsible Team Manager contributes to the development of individuals through:

1. Identifying and meeting the needs of individuals
2. Good team working and communication with coaches, athletes and their parents/carers
3. Creating an environment in which individuals feel included

Team Managers will travel with the team to and from all out of town and overnight meets/camps/club activities where appropriate. Ensure the correct ratio of Team Manager/Chaperones to Athletes is in place for each trip. This will depend on the age of the athletes, type of activity and method of transport for example.

Team Managers should comply with the principles of good ethical practise listed below:

A Team Manager must at all times:

1. Hold relevant, up to date Scottish Swimming team manager training, SASA membership, safeguarding training and a valid PVG applicable to their role
2. Develop an appropriate working relationship with athletes, based on mutual trust and respect
3. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport
4. Clarify, at the outset, with athletes (and where appropriate with their parents) exactly what is expected of them and what athletes are entitled to expect from their TM. Develop and encourage a positive team culture
5. Consistently display high standards of behaviour and appearance, be an excellent role model including not smoking or drinking or using foul language in the company of athletes
6. Never ignore, tolerate or engage in any form of bullying
7. Follow all guidelines laid down by Scottish Swimming and the club and abide by Scottish Swimming Acceptable use of Mobile Phone Policy and Social Media Guidelines
8. Be available to the swimmers and provide guidance when necessary
9. Not allow allegations to go unchallenged, unrecorded or fail to act upon them

Medical Information

1. Be aware of any medical conditions or allergies that the athlete(s) may have
2. Be aware if an athlete is required to take medication during the trip, and discuss the instructions with the parents prior to departure
3. Have ready access to a first aid kit (in team manager bag)

TEAM MANAGERS CODE OF CONDUCT

Safeguarding Template

Emergency action and first aid

All team managers should be prepared with an action plan in the event of an emergency and be aware of First Aid procedures. This will include:

1. Access to First Aid equipment
2. Emergency contact for all athletes
3. Telephone contact to the Emergency Services

Team Managers have the right to:

1. Access ongoing training and information on all aspects of their role, including safeguarding, wellbeing & protection
2. Support in reporting suspected abuse or poor practice
3. Access to professional support services
4. Fair and equitable treatment by Scottish Swimming/club
5. Be protected from abuse by adults/youths, other adult members and parents
6. Not to be left vulnerable while carrying out their role

Breaches of the Team Manager Code of Conduct will be dealt with in accordance with the Scottish Swimming disciplinary procedures.

I understand that if I do not follow the Team Manager Code of Conduct, my club or Scottish Swimming may take any / all the following actions: (delete as appropriate)

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Required to meet with the club, Wellbeing & Protection Officer or designated members of the club committee.
4. Monitored by another club volunteer/committee member
5. Required to attend an education course
6. Suspended by the club
7. Required to leave or be removed from post

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print) Signed

Role Date