

# City of Oxford Swimming Club

## Code of Conduct for Swimming Coaches and Teachers



### The Teacher/Coach must:

1. Put the well-being, health, and safety of swimmers above all considerations including developing performance.
2. At all times adhere to the Swim England Code of Ethics, Rules, Laws, and club Articles and Rules.
3. At all times adhere to and implement Wavepower and club safeguarding procedures.
4. At all times, adhere to the Swim England Equality and Diversity Policy.
5. Refer all child safeguarding concerns to the Welfare Officer in accordance with the procedures detailed in Wavepower and club policies
6. Complete a Swim England approved child safeguarding training course every three years in line with the guidance in Wavepower.
7. Ensure they have a current DBS certificate
8. Keep their coaching and/or teaching qualifications and CPD up to date.
9. At all times, adhere to any conditions for teaching and coaching under the pool hire agreement.
10. Ensure children are safe in your sessions with appropriate staffing ratios, using safe methods of instruction and techniques putting safety first.
11. Ensure any equipment used is fit for purpose, safe to use and accessible.
12. Lead by example promoting positive behaviour, good sportsmanship and encourage children to behave in a positive manner and follow the rules of the club.
13. Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on grounds of gender, race, sexual orientation, faith, or ability.
14. 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 member or someone close to them.
15. Respect your position of trust and maintain appropriate boundaries and relationships with children as set out in Wavepower.
16. Consider your behaviour and do not engage in any behaviour that constitutes any form of abuse.
17. Develop an appropriate working relationship with swimmers based on mutual trust and respect whilst being open and honest with them.
18. Use positive and constructive methods when teaching ensure that all teaching, coaching and competition programmes are appropriate for the age, ability and experience of the individual member
19. Always identify and meet the needs of the individual member as well the needs of the team/squad.
20. Be transparent, fair, and equal in team and training squad selection.
21. Encourage and guide swimmers to accept responsibility for their own behaviour and performance.
22. Treat all information of a personal nature about individual members 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.

23. Encourage all members to obey the spirit of the rules and laws both in and out of the pool.
24. Co-operate fully with other specialists (e.g., other coaches, officials, sport scientists, doctors, and physiotherapists) in the best interests of the member.
25. Follow the club procedures if a child has an accident or suffers an injury.
26. Never encourage or condone members, volunteers, officials, or parents to violate the rules of the club or the sport and report any violations appropriately.
27. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
28. 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.
29. Develop positive relationships with parents/guardians and where possible provide them with regular information and updates regarding their child's development in swimming, para-swimming, and open water swimming.
30. Listen to any concerns the parent/guardian or child may have and seek advice (where appropriate) to resolve any concerns.
31. Phone use at poolside is limited to
  - a. Registers using Swimmanager
  - b. Downloading sets sent by other coaches if covering
  - c. Checking information (e.g. set times, conversions etc. of swimmers at a gala)
32. Session start/finish times
  - a. Be poolside 5-10mins before water time to receive swimmers as discussed at planning meetings at start of season. The first page of our disciplinary procedure (Under Level 1) swimmers are expected earlier poolside, for land, before water time.
  - b. Pool 'finish' time is as time tabled and not before so swimmers cannot be dismissed until then unless agreed beforehand with parents/guardians.

### As a coach or teacher, we understand you have the right to:

1. Enjoy the time you spend with us and be supported in your role.
2. Be informed of Wavepower and the club child safeguarding reporting procedures.
3. Know who the Welfare Officer(s) is/are and how to contact them.
4. Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
5. Be aware of the club rules and procedures.
6. Be involved and contribute towards decisions within the club.
7. Have access to ongoing training and CPD in all aspects of your role.
8. Be respected and treated fairly by the club.
9. Feel welcomed, valued, and listened to.

Signature of the coach/teacher

Printed name

Date

If you are worried or unhappy about something, please tell the welfare team.  
The club's Lead Welfare Officer is Su Bird, and you can speak to her on poolside or email her at  
[coscwelfareofficer@gmail.com](mailto:coscwelfareofficer@gmail.com)  
If you do not want to speak to someone in the club, you can call  
**Swim Line 0808 100 4001**