



## South West London Diving Club (SWLD)

### Code of Conduct

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#### GENERAL CONDITIONS

1. Divers in the training squads must show safe practice and discipline in pool and dryland training sessions
2. Squad allocation is dependent upon achievement of the necessary standards. There are guidelines outlining the criteria for promotion and demotion between squads. But the final decision **ALWAYS** rests with the Head Coach.
3. Divers are monitored on their physicality, attendance, attitude, technical skill, competition performance and ability to learn new dives. These aspects will be considered when moving between squads.
4. After Squad allocation divers must commit to the squad by showing a willingness to work towards their goals and attendance requirements. Failure to adhere to these expected standards may lead to relocation or in some situations removal from the scheme.
5. Membership to South West London Diving Club is required to compete in any form of diving competition.
6. Entry to competitions and training camps is strictly controlled by the Coaching team and divers must accept the commitment of team selection.
7. While representing South West London Diving Club, all divers must comply with the latest club code of conduct.



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#### CODE OF CONDUCT

This code of conduct applies to all members and associate members of the club, coaches, committee members, parents, chaperones, poolside helpers and all adults directly involved in the running and supporting of the club.

The club expects all adults concerned with the club to treat children with dignity, fairness, sensitivity and respect. The club aims to promote strong partnerships between divers, coaches and parents, and to develop positive relationships through communication.

The definition of a child as defined by the ASA is any young person under 18. However, for the purpose of this document, additional guidelines may be applicable to children under ten and the code of conduct should be explained to such children by coaches and parents in an age appropriate manner. Discriminatory, offensive or violent behaviour will not be accepted and will be acted upon. (Definitions of bullying and harassment are given in the anti-bullying policy included in this document).

All complaints will be recorded for accountability and to identify trends and will be acted upon according to the disciplinary procedure.

In using these guidelines it is important to appreciate they are not exhaustive, exceptions may occur, and that they are to be applied with common sense.

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#### Diver Code of Conduct

1. Attend training sessions on time, with the correct kit and a willingness to learn.
2. Inform your coach if you will be late or unable to attend a session.
3. Comply with the safety rules of the building and do not use the equipment, dry land area or the pool while coaches are not present.
4. Ensure that kit worn to training, competitions and other events is tidy and appropriate, fits and is not of a provocative nature.
5. Do not change on poolside, the balcony area or other public areas
6. Be responsible for your own kit and equipment during training and competitions.
7. Refrain from bringing personal property to training (electronic games, mp3's, phones etc). Leave them at home or in the lockers provided.
8. Use appropriate and acceptable language. Do not use racist, discriminatory, or sexually explicit comments even in jest, particularly in the presence of younger divers.
9. Treat other divers, coaches and spectators with respect and tolerance.



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10. Support fellow divers during training sessions and competition.
11. Older divers should act as role models for younger divers and children in diving/trampolining lessons in behaviour and language.
12. Listen to what the coach is saying at all times and obey any instructions given.
13. Dive only when a coach is expecting the diver to do so.
14. Dive only in a perpendicular direction from the end of the diving board.
15. Always swim away from under the diving boards by observing the rules of the venue.
16. Do not gossip or spread rumours. Report instances of this to your coach/ Welfare Officer.
17. Do not steal, hide or damage other divers' personal items.
18. Behave responsibly and sensibly while waiting for training to begin and during breaks. Refrain from rough or aggressive games at all times.
19. Respect the privacy of others, especially in the use of changing facilities.
20. Never use or threaten to use a camera in any changing facility.
21. Report any instances of bullying or harassment to your coach or child welfare officer.
22. Report any instances of pain or injury to your coach before leaving the training session.
23. There is a zero tolerance policy on banned substances, alcohol and smoking. Disciplinary action will be taken if divers abuse these substances.

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### **Parent / Guardian Code of Conduct**

1. Promote appropriate and responsible behaviour in accordance with club guidelines.
2. Do not attempt to or interfere, coach or advice your child whilst training. Training should be left to the coaching staff. If a situation is observed which requires intervention, direct it to the coach present (e.g. incidents and disagreements between divers).
3. Do not distract divers or coaches during dry land or wet training. To speak to the coach book an appointment or wait until the end of the session.
4. Ensure divers attend training sessions on time with the appropriate kit.
5. Notify coaches of lateness and absences prior to training sessions.



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6. Be punctual when collecting divers at the end of training. Arrange for an appropriate person to supervise or escort the child if parent will be late.
7. Be responsible for your child while they are in the changing rooms or public areas of the venue without coach supervision.
8. Pay membership and competition fees on time.
9. Discourage divers from bringing personal possessions to training sessions (games, MP3s's phones etc) and put in lockers if this occurs.
10. Do not allow your child to get changed on poolside, balcony or any other public area
11. Do not use of cameras, videos or photographic equipment during training/ competitions unless it has been registered at reception in accordance with ASA guidelines. Rules of the pools we use must be observed at all times.
12. Provide details of medication and medical conditions that may affect the diver.
13. Refrain from gossip, malicious rumours and inappropriate or discriminatory language and behaviour. Report any instances of this to a committee member.
14. Take any parental disagreements out of the vicinity of the training session and the divers for private resolution.

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### Coach Code of Conduct

1. Act as a positive role model for divers in behaviour, appearance, language and personal conduct in both training and competition environments
2. Act in accordance with the ASA legal guidelines when interacting with divers, whether in person or communicating electronically
3. Promote an environment free from fear, harassment, violence, discrimination and bullying.
4. Make time to listen confidentially to all concerns at the end of training sessions or at a regularly appointed time.
5. Refrain from intimacy or working alone with a diver. Do not allow or engage in inappropriate touching of any form.
6. Do not favour one child over another.
7. Refrain from making sexually suggestive comments about or to a child even in fun.
8. Refrain from referring to a child's ethnicity, disability, gender or sexuality in any way that is derogatory.



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9. Be discrete and sensitive in conversations about divers.
10. Ensure that medical care is available during sessions and be alert to injuries.
11. Provide acceptable alternatives to training, which will not aggravate existing injuries or ask diver to take a rest from training.
12. Respond to all allegations of bullying, harassment or abuse in accordance with the ASA regulations.
13. Attend Child Protection courses and other appropriate training in accordance with ASA and professional guidelines for coaches and update them when necessary.
14. Hold an up to date Criminal Record check and update when required.
15. Do not communicate with divers within South West London Diving Club scheme in an inappropriate form; this includes using msn messenger, Facebook or email.

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### Code of Conduct for Divers and Chaperones Trips and Competitions (in addition to the Code of Conduct used while at training)

1. Divers to treat other competitors and teams with respect in victory and defeat
2. Divers to observe the decisions and authority of the officials
3. Divers to attend all team activities unless with permission from coaches/chaperones.
4. Divers to wear team kit while travelling and at away events.
5. Divers to inform chaperones/coaches of their whereabouts at all times and must not leave the venue unsupervised
6. Divers must attend all parades and medal presentations as directed by the Team Coach.
7. Accommodation must not be altered without permission from team coach/chaperones.
8. Team curfew to be observed.
9. Divers are not to be transported alone by coaches unless another appropriate adult is present, or unless previously arranged with a parent.
10. Divers are not to enter other team members' rooms without chaperone or coaches permission.
11. Divers must refrain from either drinking alcohol or smoking whilst on a club trip, including those divers who are 18 years of age or older.



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12. All chaperones must undertake a DBS check and attend a child protection course and update these regularly as necessary.
13. Medication and medical conditions must be made known to the chaperones and coaches.
14. Risk assessments to be completed where necessary and taken with chaperones on the trip.
15. Medical information to be kept securely by chaperones while away and by the coach upon return.
16. Behaviour and personal conduct must at all times be of a high standard and reflect favourably on the Club.
17. Serious breaches of the code of conduct may result in the diver being sent home at the diver's/parents' expense.

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### DRESS CODE

1. When wearing SWLD kit, team members will be easier to identify for safety purposes. It will also make team members equally recognisable for their conduct.
2. SWLD team kit must be worn when representing the team at competition events, fund raising and publicity meetings.
3. Divers must parade and receive medals and trophies wearing full kit (with the exception of non-ASA sanctioned events). The ASA states that a full tracksuit must be worn during medal presentations at all ASA events.
4. Kit is to be age appropriate, of an appropriate fit and in a smart condition.
5. Ladies' vests or a T-shirt to be worn over swim suits or aerobic tops, unless permitted by coaches. Underwear worn over swimwear is not deemed appropriate.
6. Men's T-shirts or vests to be worn at all times in the dry land area, unless permitted by coach.
7. Shorts/leggings or tracksuit bottoms worn to training should allow freedom of movement and be suitable for dryland training in warm environments, i.e. no denim, no combats, no skirts.
8. Kit not to be customised except with permission of the club.
9. Names of divers to be discretely displayed on the inside of garments only (this is for safety as advised by ASA).



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10. All swimwear must be appropriate for diving. Whilst swimwear is a personal preference, we encourage girls not to wear bikinis or two piece swimwear and boys not to wear board shorts.
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#### ANTI BULLYING POLICY

South West London Diving Club considers that bullying, abuse or harassment is unacceptable from any member, visitor, coach, parent or chaperone and that it will be dealt with promptly and in accordance with its guidelines and disciplinary procedures.

Definitions, in a sporting environment, of bullying, harassment and abuse.

(Please note that this is not an exhaustive list)

- Deliberately hurtful behaviour which may be repeated over time, where it is difficult for those being bullied to defend themselves.
- This may be verbal, physical or written (e.g. by text or internet)
- It may take the form of physical, emotional or sexual abuse, intimidation, threats which lead to distress, injury, low self esteem, low confidence, lack of enjoyment in the sport, depression and negative changes in behaviour of the targeted person (e.g. aggression, withdrawal, self harm).

#### **Harassment**

Where the individual feels they are subject to behaviour which is unacceptable to them. This may be in the form of: -

- Physical assault.
- Unwanted physical contact (even in the form of games)
- Name calling, sarcasm, humiliation
- Racist taunts
- Threats and gestures
- Stealing, hiding or damaging personal items
- Deliberately annoying, upsetting or worrying
- Being ostracised/isolated

#### **Emotional Abuse**

- Imposing inappropriate expectations or unrealistic pressure
- Making a person feel worthless, inadequate, or only valued in so far as meeting the needs of another person.
- Making a person's self image dependent on sporting achievement and success.
- Overprotecting or isolating.





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- Making a person feel frightened or in danger
- Shouting, threatening, taunting ridiculing, sarcasm or criticism
- Pushing too hard or imposing unacceptable levels of stress.

#### **Physical Abuse**

- Deliberate physical harm, including shaking or the giving of drugs and alcohol.

#### **Sexual Abuse**

- Inappropriate touching or personal assistance
- Forcing or enticing a young person to take part in any sexual activity
- Inappropriate photography or videoing for the sexual gratification of the viewer.
- Inappropriate language and sexual remarks
- Showing a child pornographic material



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#### DISCIPLINARY PROCEDURES

Breaches of policy related to the club guidelines will be dealt with by the coach and club committee.

Breaches of a child welfare nature will be dealt with by the Child Welfare Officer and it may be referred to the ASA Legal Affairs Department and police.

#### **Club Complaints Procedure**

Complaints regarding matters should be directed to the Head Coach

Complaints regarding other issues should be directed to the Club Chair in writing.

If a complaint cannot be resolved with the person in question directly:

- All complaints and action taken will go to the club committee (on a need to know basis in the case of child welfare related incidents).
- All complaints and action taken will be logged for accountability and to identify trends.
- Records will be kept confidentially but may be shared with the ASA legal department and other legal authorities if necessary.
- All parties will be fairly treated
- The complainant will have the opportunity to present their case
- The accused will have an opportunity to respond or to call witnesses in support of their case
- Appeals may be addressed to the committee.
- Bullying may be reported to the coach, Child Welfare Officer, or member of the committee, who will deal with the issue confidentially
- Swimline may be contacted for confidential support (see poster on club notice board).

#### **Diver Sanctions**

If breaches of the code of conduct occur by a diver, the club may take the following actions: -

- Immediate removal of an individual from the situation.
- Coach challenging the inappropriate behaviour and discussing it with the diver involved.
- Child Welfare Officer notified if relevant.
- Parents notified and a meeting held between relevant parties to discuss a way forward.



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- Committee notified and a meeting held to decide upon further action.
- Removal from training sessions.
- Exclusion from competitions.
- Exclusion from the club.
- ASA and other authorities may be notified for further action.

### **Sanctions for Parents, Guardians and Others**

If breaches of code of conduct occur the following actions may be taken: -

- Behaviour may be challenged by a coach or committee member.
- Child Welfare officer may be involved if relevant.
- Individual may be asked to leave training area
- Committee meeting may be held to decide upon further action.
- Exclusion from training sessions for a period of time.
- Ban from training sessions altogether.
- Expulsion from club.
- ASA or other authorities may be notified for further action.

### **Coach or Chaperone breaches of the Code of Conduct**

These will be referred to the committee for consideration, Child Welfare Officer if relevant, and if necessary to the ASA and other authorities for further action, depending on the severity of the incident.