



ALSAGER SWIMMING CLUB

BEHAVIOUR MANAGEMENT PROCEDURE

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Introduction

Alsager Swimming Club is a friendly, caring club that wants swimmers of all abilities to have a good time and improve their swimming capabilities. However Alsager Swimming Club is mainly run by volunteers who help and Coach in their own time. Coaches and volunteers who are giving up their free time, will only continue to do so if they feel that the swimmers are paying attention, are following the rules and are polite and respectful. Swimmers and parents/carers will only continue to be committed to the club if they are treated fairly and with respect.

Alsager Swimming Club expects Coaches, parents/carers, swimmers and volunteers to follow the rules, to adhere to the Codes of Conduct and to be polite and respectful.

Alsager Swimming Club will not tolerate abusive/aggressive behaviour or violence toward any persons, i.e. members of the club, (including swimmers, Coaches and volunteers) and also staff working at J2 such as Reception Staff and Lifeguards.

The following lists of expected behaviours are not exhaustive, and a generally respectful manner is expected of all members of the club. Disciplinary action will be invoked where persistently disrespectful behaviour occurs.

This document is based upon guidance and information provided via the NSPCC Safeguarding in Sport (used in the SWIM ENGLAND Safeguarding courses). Additional bibliography is indicated at the end of this document.

Changing Room behaviour

- Parents are responsible for all children 8 years and under.
- Coaches are not responsible for any swimmers in the changing rooms
- All swimmers of all ages are expected to adhere to the following:
- Changing rooms are to get showered and changed in – not for messing about in
- Swimmers must go into a changing cubicle alone and close the door whilst changing. Other swimmers' privacy must also be respected.
- Other swimmers' property and belongings must be left alone
- Swimmers must be responsible for their own belongings
- Swimmers must remember that the public use the facilities at the same time and that swimmers' behaviour directly affects the reputation of our club. Bad language, and other loud raucous behaviour is not permitted in the changing rooms
- Mobile phones must not be used by swimmers on poolside or in the changing rooms for any reason, particularly not for taking photographs. Texts and phone calls must be made in Reception.



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Poolside behaviour

Coaches are responsible for all swimmers whilst they are on poolside, but not when they go to the changing rooms or toilets. When on poolside at training sessions swimmers are expected to adhere to the following:

- Whilst the club wants swimmers to have fun, all swimmers are expected to train and work hard
- Swimmers must respect all other swimmers and stick to the club rules and Codes of Conduct
- Swimmers must not behave inappropriately to other swimmers
- Swimmers must follow the Coaches' instructions and listen carefully
- Other swimmer's 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 swimmer's behaviour directly affects the reputation of the swimming club
- Violent/aggressive behaviour and bullying will not be tolerated in our club.
- Gala behaviour
- Coaches and poolside helpers are responsible for all swimmers whilst they are on poolside, and not when swimmers 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
- Report to the Coach or Poolside Volunteer immediately on arrival
- Inform the Coach or Poolside Volunteer if you plan to leave the poolside for whatever reason
- Inform the Coach or Poolside Volunteer when you are leaving the gala and who you are leaving with
- Do not mess about on poolside, in the changing rooms or on balconies etc.
- Be respectful towards Coaches, volunteers, officials and swimmers from all clubs present
- Do not touch any poolside equipment
- Stay out of the way of the officials and poolside helpers
- Be quiet at the start of races
- Wear Alsager Swimming Club swimming caps whenever possible
- Support and encourage all swimmers in the team
- Procedure for managing swimmers' poor behaviour (in training and at galas)

Alsager Swimming Club prefer to not instigate a formal disciplinary action, and in all incidents will be informally discussed first with the swimmer and parent/carer if necessary, explaining which behaviour is not acceptable and why. The procedure for formal disciplinary action is outside the scope of this document.

Usually, the Coach can directly deal with minor behaviour issues, but a yellow and red card procedure is available if a Coach or volunteer feel that they are being repeatedly disobeyed.

The following procedure is authorised for use in training sessions and galas

- If minor behaviour issues occur, the relevant Coach or volunteer will discuss informally with the swimmer (so-called "verbal" warning)
- If the poor behaviour continues, the swimmer will be issued a yellow card. At this point the swimmer will be asked to sit on poolside. It is at the Coaches' discretion as to the length of time (but no longer than 10 minutes).
- If the poor behaviour continues again after the swimmer has returned to the pool, then a red card will be issued. The swimmer will be asked to leave the pool, get changed and



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return to poolside to wait for collection. The Coach (or nominated volunteer) will ring the parent/carer to ask them to collect their child. A red card will also result in a swimmer being temporarily suspended from a number of training sessions. The Coach will decide on the length of time of the suspension (maximum 1 week)

– fees non-refundable.

- If red cards are used 3 times for an individual swimmer during a swimming season, then the Coach will report to the Committee for discussion and a decision will be made. The Committee's decision will take into account the Coach's advice. This discussion may ultimately lead to disciplinary action, i.e. the swimmer's expulsion from the club.
- All yellow or red cards that are issued will be detailed on an Incident form by the relevant Coach or volunteer and the relevant parent/carer informed by telephone and/or by face-to-face discussion.
- Details of completed incident forms should be forwarded to the Committee Chairperson or Secretary at the end of the session. Incident forms will then be discussed at the next Committee meeting and an action plan agreed.
- Completed copies of Incident forms and records of such discussions and decisions will be held by the Club Secretary in a confidential manner. The content of such discussions are to not be shared with anyone outside of the Committee, except for the relevant Coach who will be immediately informed of the discussion outcome and actions.
- All yellow card events, and any subsequent suspension or disciplinary action decisions will be immediately discussed with the parent/carer via telephone and/or face-to-face discussion, and disciplinary actions will be detailed as per the Disciplinary Procedure (see separate document).
- A parent/carer should be made aware of the coach's concerns about their child's behaviour in the pool at all stages. Both the Coach and parent/carer(s) should work closely together to improve the situation thus ultimately enabling the swimmer to remain with the club and develop to their full potential.

Reporting Incidents

All Coaches, volunteers, parents/carers and swimmers are encouraged to informally report incidents to the Head Coach and/or a Committee member who will forward to the next Committee meeting for action.

As a club, we want to try to deal with all matters before they become serious and this is why we want all swimmers and parents/carers to discuss any issues, however small they seem, with any Coach or any Committee member.

If the individual feels that a verbal complaint is not sufficient, they must write a formal complaint to the club Welfare Officer. The Disciplinary Procedure (see separate document) is then adhered to.

- Associated Documents: Accident/Incident form
- Sources of Information: Code of conduct and Ethics (Parents, Coaches and Swimmers) Alsager Swimming Club Club Constitution Section 6, Swim England Guidelines for handling Internal Club disputes.