

Portsmouth and District Synchronised Swimming Club

PERSONAL CONDUCT, ETIQUETTE AND DISCIPLINE PROCEDURES

All members of Portsmouth and District Synchronised Swimming Club (PADS) are expected to conduct themselves in a suitable manner at all training sessions, displays, assessments and competitions. Personal behaviour and conduct must be of a high standard at all times. All members are to treat coaches, other helpers and fellow swimmers with respect at all times.

TRAINING SESSION ETIQUETTE

- Coaches are to ensure that training sessions will start at the scheduled time
- Swimmers are expected to arrive promptly on poolside 5 minutes prior to the session with their hat on, goggles, nose clips and drink, ready to begin the warm up.
- Once swimmers have entered the poolside their club session has begun and they will not be allowed to visit their parents unless permission from a coach has been granted.
- If swimmers arrive late they will be expected to report to their coach before entering the pool. Swimmers who are more than 20 minutes late to a session without a valid reason will not be able to swim as this will be disruptive to other swimmers.
- Swimmers are not to enter the water unless instructed to do so by the coaches. For safety reasons, swimmers should not go underwater during the training session unless instructed to do so.
- Swimmers should ensure they have all necessary equipment at every session:
 - Suitable swimming costume
 - Swimming hat
 - Goggles
 - Nose clip
 - Water bottle

We ask that all personal equipment is labelled or initialled so that any lost equipment can be easily returned.

- If swimmers need to leave the pool for any reason during the session they should ask their coach first and should inform their coach if they have any problems during the session.
- If a session cannot be attended, swimmers should inform their coach via the club email or phone at the earliest opportunity.
- During the sessions swimmers who are swimming routines to music have right of way in the pool, other swimmers are expected to move quickly out of the way if they are travelling towards them.
- The whistle will be blown to signify a 5 minute warning to the end of the session. The pool should be promptly cleared.
- Mobile phones will not be permitted in the changing rooms. They must be left with parents on poolside or must be handed into the office before going into the changing rooms.
- Swimmers are expected to listen to their coach's directions to ensure that all swimmers get the most out of their training session.
- Any swimmers deemed to be rude, disrespectful or disruptive will be disciplined according to the clubs disciplinary procedures.

COMPETITION ETIQUETTE

- Personal behaviour and conduct is to be of a high standard at all times. Swimmers are to remember they are representing the club as well as themselves.
- Swimmers will always behave in a manner that shows respect to the club, their team mates, coaches and members of other competing clubs.
- Whilst away at competitions the appointed Team Manager will be in charge at all times.

- All swimmers are expected to be part of the team and must stay with the team on poolside at all times. If a swimmer needs to leave the poolside they must get consent from the appointed Team Manager before doing so.
- All swimmers are expected to show support for their team mates.
- Personal appearance should be appropriate.
- Team kit is to be worn on arrival and during all competitions, displays and other team functions. Swimmers should ensure they have all appropriate equipment with them. It is not acceptable to forget kit.
- Language in public and group situations must be appropriate and socially acceptable.
- Consumption of alcohol is totally forbidden to swimmers under age as defined by UK law. It is not to be consumed by swimmers or coaches at any point prior to, during or following the competition without consent of the Team Manager.
- Smoking is prohibited to swimmers and coaches at any point prior to, during or following the competition.
- Illegal and performance enhancing drugs and substances are strictly forbidden. Swimmers may be drugs tested at any competition and should be aware of the current list of banned substances.
- Any medication that swimmers are taking should be reported to the Team Manager. The Team Manager should also be made aware of any allergies that swimmers may have.
- When accommodation is necessary, swimmers will be expected to stay in the same location and will be allocated rooms. At no point must anyone extra be accommodated in swimmers rooms than those allocated by coaches.
- Whilst at competitions attendance for all activities is expected unless agreed by the Team Manager. Punctuality is essential and curfews must be observed.

DISCIPLINARY PROCEDURE

We expect all our swimmers to maintain a sense of discipline and represent the club including training sessions, displays, assessments and competitions.

We expect all swimmers to treat their fellow swimmers and coaches with respect at all times and to listen to directions during training sessions.

These disciplinary procedures apply to any training session and competition where a PADS coach or team manager is appointed.

1. If a coach feels that a swimmer is not participating fully or is being disruptive they will have the backing of the committee to ask the swimmer to refrain from such actions.
2. If the swimmers that has been asked to refrain from such actions, continues to do so then the coach may ask the swimmer to sit out of the sessions for a period of time. They will inform the swimmer that further action may result in them leaving the session completely. If at a competition their behaviour will be reported to the team manager who will consult with coaches present.
3. If the swimmer continues to disrupt the session then the coaches have the backing of the committee to ask the swimmer to remove themselves from the session immediately. They will need to promptly get changed and return to the pool side or sit out of a land session until the end of the session.

The swimmers parents/guardians will be informed as to the reason the action was taken and the committee will also be informed of the action carried out. If the parent disagrees with the actions taken they may present their concerns to the chairman of the committee.

The committee will discuss the actions of the swimmer and whether further action need to be taken. In the event of a spectator disrupting a sessions, a coach may request that the spectator ceases the disruptive behaviour. If they fail to stop then they will be asked to leave poolside.

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ETIQUETE DECLARATION

When attending training sessions or events, all members of Portsmouth and District Synchronised Swimming Club shall:

- Comply with the codes, rules and guidelines set by the ASA.
- Respect the rights, dignity and worth of every person and behave without discrimination on the grounds of race, language, religion, social status, age, sex or marital status as set out by the ASA equal rights opportunities.
- Observe the authority and decisions of all officials.
- Treat fellow team members and members from other clubs with respect.
- Allow photographs to be taken of themselves for publicity purposes. All professional photographers at competitions are approved by the ASA, amateur photographers will have signed a declaration book for both photography and videos.

I confirm I have read the above guidance and will adhere to the code of conduct.

Name (please print):

Signed: Date:

For members under 12 years old

As the Parents/Guardian of the member named above I confirm that I have explained the content and implications of the Code of Conduct to the member.

Signed: (parent/guardian)

Date: