

Poseidon Swimming Club

Code of Conduct

In order to promote an environment in which all members of Wroe Elite Swim Training (WEST) and Poseidon Swimming Club can enjoy, we have adopted the following codes that all members must follow:

- Always follow the instructions of the Squad Coaches and other facility managers.
- Follow the guidelines within this welcome pack.
- Be prepared with all the required equipment at every session.

This Code of Conduct is enforced at all levels of competition and representation as a Poseidon Athlete. Please be aware that you must follow our rules (including the Poseidon Ethics Policy) when competing for the County or National Team.

Objective and Scope

The purpose of this document is to establish a set of guidelines and procedures, which outline the responsibilities and behaviour of both staff and swimmers who are members of Wroe Elite Swim Training (WEST) and Poseidon Swimming Club. Whilst it is specifically aimed at "away" trips where travel and accommodation are required, it is expected that the principles of the Code of Conduct should be followed at all events and training sessions.

Code of Conduct

Behaviour and Personal Conduct must always be of a high standard and reflect favorably on the sport, and Poseidon. Language in public or relevant group situations must always be appropriate and socially acceptable.

First Claim: Membership is made on understanding that the member **must** compete for Poseidon Swimming Club at all **Super Swim League, County and KSF National** competitions, at the soonest possible opportunity. Only exception – Children on *swimming* scholarships at their school. This condition of membership means that the member will not be able to swim for the School at ANY County or National Championship / gala. The members can swim for school at any inter school event.

Consumption of Alcohol is totally forbidden for athletes under age as defined by UK and Kenya law. It must not be consumed by swimmers or staff members whilst en-route, prior to, or following a competition event, training camp or team activities, without specific consent of the Director of Swimming. During competition alcohol is strictly forbidden to all swimmers and staff.

Smoking: is prohibited by swimmers and staff whilst en-route, prior to, during or following a competition event, training session or team activities.

Personal Appearance: shall be appropriate to the circumstances and as indicated by the Director of Swimming or coaching team. Team kit and equipment shall be worn as directed by the Director of Swimming when competing and training, when assembling or traveling, at official team functions or on other occasions as notified. See also note 1 for additional details.

Attendance: throughout the trip is expected unless agreed by the Director of Swimming or coaching team. Throughout the duration of the trip / event, swimmers should inform staff of their whereabouts. Punctuality on all occasions is essential and any curfew must be observed.

Illegal and Performance Enhancing Drugs and Substances are strictly forbidden. Swimmers and parents are expected to be aware of the current list of banned substances, found on the FINA website, and particular care must be exercised if anyone is on medication prior to or during a meet. The use of these, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited. All members of Poseidon Swimming Club are expected to adhere to the clubs' medical declaration policy.

Accommodation at hotels or equivalent: must be as directed by the Director of Swimming and at no times must anyone extra be accommodated in swimmers' rooms. See also note 2 for additional details.

Medication: It is important that information on all medication being currently taken should be reported and fully disclosed to the Director of Swimming or Coaching Team who will report it to the relevant personnel. Allergies to any medication must be reported to the Director of Swimming and Coaching Team, adhering to the clubs' medical declaration policy.

Sanctions: Breaches of the Code of Conduct shall be dealt with in the first instance by the Coach on duty. He/she shall report the incident to the Director of Swimming who shall take such further action as is deemed necessary. See also note 3 for additional details.

In addition, it is expected that all members of Poseidon Swimming Club, when attending any event or training session shall:

Comply with the codes, rules and laws within the guidelines set out by the KSF, CANA, FINA, IOC and WEST & Poseidon Swimming Club.

- Behave without discrimination on the grounds of race, colour, language, religion, birth or social status.
- Respect the basic human rights, worth and dignity of each member.
- Not encourage swimmers, volunteers, officials, or parents to violate the rules of the club or the sport.
- Observe the authority and the decisions of all officials.
- Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.
- Treat other competitors and teams with respect, in victory and defeat.

In the case of an emergency. If we are unable to contact the three named people on the traveller details form, or contact form held with the Club or Director of Swimming, then Poseidon Swimming Club staff / chaperones shall make any decisions to be made, in the best interest of your child.



Additional Notes: -

Note 1 Personal Appearance:

When representing Poseidon Swimming Club at any competition and during any medal presentations, swimmers are expected to wear as a minimum, a club tracksuit top/polo shirt and tracksuit bottoms/shorts and a swim cap (if worn).

Note 2 Accommodation:

Accommodation at hotels or equivalent must be as directed by the team manager / director of swimming and at no times must anyone extra be accommodated in swimmers' rooms. Parents travelling with the swimmers will not be able to accommodate children (even their own) in their rooms. Swimmers should also: -

Only bring the minimum luggage requirements, in line with the flight allowance, to ensure everyone can travel safely.

Always wear the provided seat belt when travelling.

Ensure that any personal belongings (including any personal spends) taken with them are of a sensible size and are always kept in their possession. **The club is not responsible for any losses or damage.**

Remain in their rooms until the health and safety briefing has been given by the chaperones.

Adhere to all instructions given by coaches'/team managers and/or chaperones.

Not misuse internal telephones especially after everyone has retired to their rooms for the night and understand that any individual bills raised will be the swimmer's responsibility to pay prior to leaving the hotel/guest house.

To report immediately to the chaperones any mini bar they may find in their room that has not been cleared.

Leave their room clean and tidy and intact.

Note 3 Sanctions:

The Director of Swimming or Squad Coach shall deal with breaches of the Code of Conduct in the first instance.

Swimmers must respect the property and the facilities the club attend (both home and away).

Swimmers found to be damaging facilities will be suspended from all WEST and Poseidon Swimming Club activities for one week initially but will have their membership withdrawn should there be any further incidences. **Parents will be liable to pay for any damage.**

During the activities when you are representing Poseidon Swimming Club, swimmers are expected to behave in a manner that won't endanger themselves or other swimmers or general public.

Coaches have the right to remove swimmers from a session if the coach feels that the swimmer is disrupting the session, squads' progression or enjoyment of others within the squad.

Swimmers found to be in breach of the Code of Conduct (whether home or abroad) will be expected to be collected immediately by their parents/guardians at their own costs.

Disciplinary Procedure

The purpose of the procedure is to ensure that a fair and constant procedure is applied to all members. The disciplinary procedure will follow, depending on the severity of the incident:

- Removal from a session (with notification to the parent from the coach).
- Warning Letter (with notification to the parent for the Director of Swimming).

If the incident or series of incidents and occurrences are deemed severe enough, the Management Committee will meet to discuss disciplinary action following rule 10.8 of the Club Constitution; "The **Management Committee** shall have power to establish a Disciplinary Review Panel to handle disciplinary matters and appeals lodged against disciplinary decisions made by the Management Committee." Sanctions given after this review panel shall be:

- Suspension for either 1 week, 2 weeks or 1 month (with notification to the parents).
- Excluded permanently (with an accompanying letter explaining the reasons for the exclusion).

Swimmers found to be damaging facilities will be suspended from all WEST and Poseidon Swimming Club activities for one week initially but will have their membership withdrawn (excluded permanently) should there be any further incidences. Parents will be liable to pay for any damage.

