



Code of Conduct

Members of swimming club are expected to observe all the rules of the Cookstown Leisure Centre & Cookstown district council.

The Codes of Conduct are designed to assist in the smooth and safe running of the Club. The Codes of Conduct will provide further protection for the children, members and officials of the Club. We abide by the Swim Ireland Code of Conduct for Young People, Parents / Guardians, Leaders / Coaches / Teachers and Committee.

Swimmer / Young People code of conduct

As an athlete you have rights and responsibilities. The following code will help identify these for you – if you are not sure ask your parent or your Club Children's Officer to explain them.

This is your Code, whatever your ability or wherever you take part and you should encourage others to follow it.

In your sport you should:

- Be happy, have fun and enjoy taking part and being involved in your sport
- Be treated fairly by everyone, adults and other athletes
- Feel safe and secure when you are taking part in your sport
- Be listened to and allowed to reply
- Be treated with dignity, sensitivity and respect
- Have a voice in the decisions that affect you within the Club and Swim Ireland
- Say no to something which makes you feel uncomfortable
- Train and compete at a level that is suitable for your age, development and ability
- Know that any details that are about you are treated with confidentiality

Your responsibilities are to:

- Treat Leaders who may be teachers, coaches, team managers, officials or other parents with respect



- Be fair at all times, do your best to achieve your goals; be gracious if you do not achieved your goals
- Respect other athletes and your opponents;
- Be part of the team and respect and support other team members both when they do well and when things go wrong;
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults;
- Keep to rules and guidelines set by Swim Ireland, the Region and your Club and make sure you understand the rules e.g. if you play a team sport what contact is allowed; as a swimmer in competitions what togs are allowed;
- Take part in your sport without cheating; you are responsible for not cheating and must not allow others to force you to cheat;
- Listen to and respect decisions made by others; if you feel unjustly treated you can talk to your Club; Children's Officer or your parents;
- Behave in a manner that is respectful towards Swim Ireland, your region and your club;
- Never use violence or bad language; do not shout or argue with leaders, team mates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry;
- Talk with your Coach, Team Captain, Club Children's Officer or a trusted Swim Ireland member if you have any difficulties or do not understand something; you should never keep secrets about any person who may have caused you harm or has made you feel upset;
- Understand sport can be hard work and requires discipline to achieve your goals; you should understand the commitment and attendance needed – set at a level for what you want to achieve; talk through any worries or concerns with your parent and/or your Club Children's Officer;
- Do not, or allow others to make you, try or take banned substances to improve your performance



Parents / Guardians Code of Conduct

You should help and support the implementation of best practice policies in your child's / children's Club by following the code below:

- Become members of the Club and contribute your time and effort in the daily running of the Club; no club can operate successfully and safely without the help of volunteers.
- Understand and ensure your child/children abide by The Code for Young People
- Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club.
- Have an awareness of and respect for Leaders and other adults and their roles within the Club.
- Respect and abide by the decisions made by the Committee and other Leaders, these should be made in the best interests of the children in the Club.
- Understand the complaints process and follow the proper procedure if you feel unjustly treated, with the knowledge that any complaint will be dealt with effectively and confidentially.
- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children.
- Parents/guardians should ensure they do not leave their child/children waiting unsupervised at any time.
- Ensure the environment is safe and enjoyable for your child/children.
- Promote fair play and the positive aspects of sport.
- Be a role model for your children and young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the Club or Swim Ireland.
- Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective.
- Promote participation for children that is fun, safe and in the spirit of fair play.
- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child.
- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders



and coaches are in a position of supervision or responsible for other young people.

- You should have the opportunity to put forward suggestions and comments
- Provide the Club and your child with emergency contact information and to be reasonably available in case of emergency.
- Abide by the procedures and policies in this document especially with regard to the use of mobile phones, any type of camera and videoing equipment.
- Be aware and abide by the Code of Ethics, this document, the rules and constitution of Swim Ireland and the rules and constitution of your own Club.

Disciplinary & Complaints Procedure

The Club is committed to operating a fair and even handed disciplinary and complaints process. The Club operates a process with different stages, starting with an informal discussion but potentially leading to expulsion from the Club in exceptional circumstances.

Breach of Code of Conduct

The following procedure should be followed when there is a breach of the relevant rule or Code of Conduct. If there is a breach of the Code of Conduct, the responsible person may issue a verbal or written warning, if appropriate, prior to imposing an immediate sanction. The warning should clearly specify the unacceptable behaviour and the consequences of failure to correct the behaviour. If necessary, any of the following immediate sanctions may be imposed by a responsible person to a member at an event:

- **Time Out from the event;**
- **Removal of privileges at the event;**
- **Suspension from the event;**
- **Expulsion from the event.**



When considering sanctions for a swimmer, the age and developmental stage of the swimmer is taken into account. The Club operates a Complaints process with different stages, starting with an informal discussion. The procedure is applicable to the conduct of all Club Members. The procedure operates as follows:

Stage 1 – Informal Process

This is the preferred option and it is hoped that the majority of issues that arise may be resolved through this process. This is initiated by breach of the Club's Code of Conduct or complaint. An informal discussion will take place between the Coach or Disciplinary Officer of the Committee and the swimmer. In the case of a complaint by a Club Member this shall be initiated by a letter to the Club Chairman. If there is a subsequent breach or unresolved complaint then the procedure moves to stage 2

Stage 2 – Formal Process

A formal complaint is submitted to the Club Secretary who will refer the issue to the Complaints and Disciplinary Committee (CDC). The CDC will consider the complaint and allow time for responses and any relevant documentation which needs to be submitted. The CDC will then decide whether the best way to deal with the complaint is by using information or documents submitted or through a hearing.