



CLUB MEMBERSHIP POLICIES

INTRODUCTION

The purpose of this document is to set out the main policies and rules of the club for swimmers and also highlight the Club's commitment to all members. This document takes its principals from SwimEngland, the governing body (formally ASA).

Code of Conduct for Swimmers

General behaviour

1. I will treat all members of, and persons associated with, the ASA with due dignity and respect.
2. I will treat everyone equally and never discriminate against another person associated with the ASA on any grounds including that of age, sexual orientation, gender, faith, ethnic origin or nationality.
3. I understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the disciplinary or child welfare policies.
4. I will display a high standard of behaviour at all times.
5. I will always report any poor behaviour by others to an appropriate officer or member of staff.
6. I will recognise and celebrate the good performance and success of fellow club and team members.
7. I will respect the privacy of others, especially in the use of changing facilities.
8. ***I will not use a mobile phones or other recordable devices in changing rooms at any time.***

Swimming training

1. I will treat my coach and fellow members with respect.
2. I will make my coach aware if I have difficulties in attending training sessions as per the rules laid down for my squad.
3. I will arrive in good time on poolside before the training session starts to complete poolside warm up as directed by my coach.
4. I understand that if I arrive late, I must report to my coach before entering the pool.
5. I will ensure that I have all of my equipment with me, e.g. paddles, kick boards, hats, goggles, etc.
6. If I need to leave the pool for any reason during training, I will inform my coach before doing so.
7. I will listen to what my coach is telling me at all times and obey any instructions given.
8. I will always swim to the wall as I would do in a race, and I will practice turns as instructed.
9. I will not stop and stand in the lane, or obstruct others from completing their training.
10. I will not pull on the ropes as this may injure other members
11. I will not skip lengths or sets – to do so means I would only be cheating myself.
12. I will think about what I am doing during training, and if I have any problems, I will discuss them with my coach at an appropriate time.
13. I will follow lane protocol at all times
14. If I have any problems with the behaviour of fellow members, I will report them at the time to an appropriate adult.

Competition

1. At competitions, whether they be open meets, national events or club galas, I will always behave in a manner that shows respect to my coach, the officers, my team mates and the members of all competing organisations.
2. I understand that I will be required to attend events and galas that the Chief Coach has entered/selected me for, unless agreed otherwise by prior arrangement with the relevant official and coach.
3. I understand that I must wear appropriate club swimwear, poolside top and club hat.



4. I will report to my coach and/or team manager on arrival on poolside.
5. I will warm up before the event as directed by the coach in charge on that day and ensure I fully prepare myself for the race.
6. I will be part of the team. This means I will stay with the team on poolside. If I have to leave poolside for any reason, I will inform, and in some cases, get the consent of the team manager/coach before doing so.
7. After my race, I will report to my coach for feedback.
8. I will support my team mates. Everyone likes to be supported and they will be supporting me in return.
9. I will swim down after the race if possible, as advised by my coach.
10. My behaviour in the swim down facility must be appropriate and respectful to other users at all times.
11. I will never leave an event until either the gala is complete or I have the explicit agreement of the coach or team manager.

Code of Conduct for Swimming Coaches and Teachers

1. To put the wellbeing, health and safety of members above all other considerations, including the development of performance.
2. At all times, adhere to the SwimEngland Code of Ethics, Rules and Laws, as laid down by Wavepower.
3. At all times, adhere to the SwimEngland Equality and Diversity Policy.
4. Consistently display high standards of behaviour and appearance.
5. Treat all members with respect and dignity, value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
6. Develop an appropriate working relationship with members based on mutual trust and respect.
7. Always ensure that all teaching, coaching and competition programmes are appropriate for the age, ability and experience of the individual member.
8. Always identify and meet the needs of the individual member as well the needs of the team/squad.
9. Be fair and equal in team and training squad selection.
10. Never exert undue influence to obtain personal benefit or reward. In particular, coaches must not use their position to establish or pursue a sexual or improper relationship with an athlete, member or someone close to them.
11. Encourage and guide members to accept responsibility for their own behaviour and performance.
12. Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
13. Complete a child safeguarding training course every three years in line with the guidance in Wavepower.
14. Treat all information of a personal nature about individual members as confidential, except in circumstances where to do so would allow the child to be placed at risk of harm or continue to be at risk of harm
15. Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.
16. Co-operate fully with other specialists (e.g. other coaches, officials,) in the best interests of the member.
17. Never encourage or condone members, volunteers, officials or parents to violate the rules of the organisation or the sport, and report any violations appropriately.
18. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
19. Treat all competitors and teams of other organisations with respect, whether that is in victory or defeat, and encourage all members to do the same.
20. Refer all child / safeguarding concerns in accordance with the procedures detailed in Wavepower, to the Club Welfare Officer.

Code of Conduct for Parents

1. I will complete and return the Medical Information Form as requested by the Club and provide details of any health conditions/concerns relevant to my child on the consent form. I will report any changes in the state of my

child's health to the coach prior to training sessions or events. I will ensure that the organisation has up-to-date contact details for me and for any alternative person(s) as required.

2. I will deliver and collect my child punctually to and from training sessions/events. I will inform a member of the committee or coaching staff if there is an unavoidable problem.
3. If the Club changes my child's lane and/or changing times, I will remember that the change is to provide appropriate levels of training and to enable my child to progress, and I should therefore support and encourage this at all times.
4. I will ensure my child is properly and adequately attired for the training session/ events including all mandatory equipment, e.g. hats, goggles, etc.
5. I will inform the coach/welfare officer before a session if my child is to be collected early from a training session/event and if so, by whom.
6. I will encourage my child to obey the rules and teach them that they can only do their best.
7. I will behave responsibly as a spectator during training/events and treat members, coaches, committee members and other parents of members of both my child's organisation and any other organisation with due respect, in accordance with the SwimEngland commitment to equality and diversity.
8. I will not use inappropriate language within the Club environment.
9. I will show appreciation and support my child and all the team members.
10. I will support the coach and committee appropriately and raise any concerns I may have in an appropriate manner to the welfare officer.
11. I will not enter poolside unless requested to do so or in an emergency.
12. If I wish to have a discussion with the coach, I will check with the welfare officer as to how this can be arranged.
13. Most of all, I will help my child to enjoy the sport and to achieve to the best of their ability.

The swim club will:

1. Inform you at once if your child becomes ill and will ensure their wellbeing until you are able to collect him/her.
2. Ensure good child safeguarding guidelines are followed at all times to keep your child safe.
3. Ensure all activities are properly supervised/ taught/coached and that consent is obtained for any activity outside of that previously agreed.

You have a right to:

1. Make a complaint to the club if you feel the club or a member of the club is not acting appropriately or in accordance with SwimEngland/ club rules and regulations. Details of how to do this can be obtained from the welfare officer.
2. Make a complaint on behalf of your child to the SwimEngland Office of Judicial Administration.

Code of Conduct for those Committee Members, Officials and Volunteers who work directly with children in the Swimming Club

1. At all times, adhere to the SwimEngland Code of Ethics, Rules and Laws.
2. At all times, adhere to Wavepower.
3. At all times, adhere to the SwimEngland Equality and Diversity Policy.
4. Adhere fully to the role and job description as outlined by the Club and never use that role to gain favour for yourself or any individual member.
5. Consistently display high standards of behaviour and appearance.
6. Treat all members with respect and dignity, value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
7. Encourage and guide members to accept responsibility for their own behaviour and performance.
8. Continue to seek and maintain your own development in line with your role and complete a child safeguarding training course, if appropriate to your role.
9. Treat all information of a personal nature about individual members as confidential, except in circumstances where to do so would allow the child to be placed at risk of harm or continue to be at risk of harm.
10. Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.

11. Never encourage or condone members, volunteers, officials or parents to violate the rules of the organisation or the sport, and report any violations appropriately.
12. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
13. Treat all competitors and teams of other organisations with respect, whether that is in victory or defeat, and encourage all members to do the same.
14. Refer all child safeguarding concerns in accordance with the procedures detailed in Wavepower 2016-19.

This code is an extension to the ASA Code of Ethics. Both should be followed.

The Club's responsibilities

The Club will undertake to:

1. Endeavour to inform the relevant parent (or the adult they have left responsible for their child during training) at once if their child becomes ill - and ensure their well-being until the relevant parent, or responsible adult, are able to collect him/her.
2. Ensure that the SwimEngland Child Protection Policy and guidance is followed to keep each child safe.
3. Ensure all activities are properly supervised / taught / coached and consent is obtained for any activity outside of that previously agreed.
4. Ensure that all our coaches and committee members adhere to the SwimEngland's Code of Ethics and treat all members with respect.

Photography and Photographing Swimmers Policy (adapted from SwimEngland guidelines)

This Policy applies to all photographs taken on film or digital camera (including mobile phones) and all sorts of moving pictures including video recordings (and video streaming).

The terms "child" or "children" include anyone under the age of 18 years.

There has been much talk about whether it is safe to have images taken of children participating in sport. Whilst the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

Aims of the SwimEngland policy

First, as in all matters concerned with the safeguarding of children, the ASA aims to help clubs establish and develop good practice.

Second, the SwimEngland aims to help clubs avoid three potential sources of child abuse:

- a. The use, adaptation, or copying of images for child abuse, either on the Internet or in print.
- b. The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being groomed.
- c. The identification and locating of children where there are safeguarding children concerns. Such cases would include, for example, children who could be compromised by an image because:
 - They are removed from their family for their own safety.
 - There are restrictions on their contact with one parent following a parental separation.
 - They are a witness in criminal proceedings.

The SwimEngland have been aware of cases where the photographing of swimmers has been used for illicit purposes. Such illicit photos are taken by persons purporting to be official photographers, hence the ruling that no one unconnected with an event, i.e. not a parent/carer who takes photos unless they are a suitably approved photographer and have the consent of the meet manager.

WDSC Best practice

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording will only be done with parents' consent and in line with SwimEngland guidelines.

Please note our joining form allows parents to indicate whether they agree for their swimmer to be photographed at club events.

2. A parent or guardian has a right to refuse to have children photographed. The exercise of this right of refusal will not be used as grounds for refusing entry into a swimming competition. Therefore any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should have received parental consent before publishing/displaying the photo, preferably in writing.

3. At club and other galas, under the SwimEngland guidance on the taking of photos; once a parent has signed the club's Photography Book Register and they are wearing a sticker, we are happy for them to take photos on the belief that their swimmer is the main subject of the photograph. Other competitors nearby may be included in the shot but should not be the main subject of the photo. However, another person can object to a parent/carer taking a photo if they believe their child, not the child of the photographer, to be the main subject of the photo, but in practice this seldom happens.

At Pentagon galas taking place at Streatham Swimming Pool, photography and filming is banned at all times.

4. In the case of open meets and other competitions where the host club has an official photographer present, all parents attending will be made aware of this in the meet details. If photos are to be published anywhere, the individual parent will be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

5. The SwimEngland guidelines on photos for publication are as follows:

All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of children should normally be above the waist only in a swimming costume, though full length tracksuit shots are approved.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit young swimmers climbing out of the swimming pool.

Published photographs may identify the swimmer by name and club but should not state the swimmer's place of residence or school attended.

SwimEngland does not wish to stop parents photographing their children if they wish at their "moments of glory" but all clubs have to ensure they do all we can to safeguard children's well-being in the current climate of concern.

Welfare Policy – adapted from SwimEngland guidelines

Wimbledon Dolphin Swimming Club, (WDSC) subscribes to the policies on welfare and protection as published by SwimEngland (previously ASA), known as Wavepower 2016/19.

<http://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>

This sets out a framework for protecting and safeguarding children in swimming to meet the required standards of care that the sports governing body is committed to achieving and which children and their parents have a right to expect.

A summary of the Wavepower 2016/19 policies and procedures is set out below:

Policy

WDSC is committed to ensuring that all children who swim at the Club are able to take part in an enjoyable and safe environment and be safeguarded from harm.

WDSC recognises that every child and young person has the right to be protected from abuse irrespective of their age, sex, gender, culture, disability, racial origin, background, religious beliefs or sexual orientation.

WDSC recognises that abuse can be:

- Physical, e.g. use of drugs or persistent training, which is beyond the capacity of the individual leading to

physical harm

- Emotional; e.g. where a coach or any member criticises a swimmer, uses sarcasm, name-calling and generally belittles a young person
- Sexual; by suggestion or through conversation as well as physical
- Other forms of abuse can be neglect, bullying and harassment.

Child Welfare Officer

Nic Fleming is the designated child welfare officer. It is her role to keep up to date with all child protection policies and procedures of the SwimEngland and ensure that any recommendations made are integrated into the club policy and to be the first point of contact for club staff, volunteers, young people and parents for any issue concerning child welfare, poor practice or potential/alleged abuse.

Joining requirements

Swimmers interested in joining the club will be asked to attend a trial session where the Head Coach will assess their ability.

New members will be expected to attend club regularly and with experience should be willing to represent the club at swimming galas.

Club registration and fees

New members should complete a club and SwimEngland registration form, which includes details of their date of birth; address contact numbers and medical information.

This information will be retained on a computer and treated as confidential.

On your joining form we also ask permission to photograph your child for Club use only. On rare occasions our coaches may use an underwater video to record swimmers in action as part of personal training.

SwimEngland membership provides insurance cover for swimmers and they will be given a membership number and card. This general Category 1 membership will allow swimmers to enter low level galas but where swimmers start to enter 'Open galas', a Category 2 membership will be required which is not included in the monthly fees.

Joining fee of £50 per Junior / Senior swimmer under 18 - New members will pay a one-off fee, which covers their initial swimming costume, flippers and hat.

Joining fee of £20 per Masters swimmer, over 18 years of age – this covers annual ASA membership and insurance.

Current Monthly Fees from September 2015

Subscriptions cover a calendar month and are payable one month in advance at the start of each month. All members must process a standing order form.

Fees are as follows:

Junior / Senior	£37.50
Masters	£25

Fees will be reviewed annually or when pool hire or coaching costs change.

NB:

1. As a Club we are bound by the SwimEngland formal Constitution which states that any member whose subscription is unpaid by the date falling 30 days after the due date for payment, may be suspended by the Committee from some or all Club activities, from a date to be determined by the Committee and until such payment is made.
2. Two months' notice of leaving is required and all standing orders must be continued throughout August as we have phased our costs over 12 months.
- 3.

Swimwear and Equipment

Club colours are navy blue with the Dolphin logo.

Training floats pull buoys and net bags can be collected from the Equipment Secretary at Latimer Rd on Saturdays but must be ordered on line in advance of this.

Members can exchange their flippers for a larger pair at no cost as and when they need to. All equipment must be brought to club nights.

Please ensure all costumes and equipment are labeled and that your child has collected everything from the poolside and changing room before you leave the pool.

Any lost equipment can be listed on the 'lost and found' page of the website.

Swim session times and pools

Day	Squad	Time	Where
Wednesday	Seniors	6.30 – 8.30pm	Wimbledon High School, Mansel Rd, Wimbledon
Wednesday	Juniors	6.30 – 7.30pm	Wimbledon College, Edge Hill, Wimbledon
Thursday	All swim – Juniors and Seniors	6.15 – 7.15pm	Wimbledon College, Edge Hill, Wimbledon
Saturday	Juniors	4.30 – 5.30pm	Wimbledon Leisure Centre, Latimer Rd
Saturday	Seniors	5.30 – 7pm	Wimbledon Leisure Centre, Latimer Rd
Sunday	All swim	6 – 7pm	Morden Park Pool

Please note that our coaches reserve the right to turn away swimmers who arrive late for a swim session.

Any change to swimming sessions will be notified by email or mobile if late notice is required. Always check the website for the red news box or email stfreedman@btinternet.com if you are in any doubt.

Swimming Pools rules

Wimbledon High School – as part of the letting agreement with Wimbledon High School it is essential that everyone comply with the following school rules when using their pool:

- Members should not drive onto or park on the school site at any time
- Persons waiting for swimmers should not roam the school site but wait outside the swimming pool entrance
- Persons either waiting or leaving swimming should not play on the school; site nor use any school equipment
- No refreshments should be taken into the pool building
- Blue plastic overshoes should be worn poolside at all times.

Wimbledon College

- Please drive safely onto the college drive, take note it is one way and can be congested at peak times
- The college asks that people park respectfully
- The old changing rooms, at the end, are for adult swimmers and coaches. Masters must not change with the younger swimmers if they are late.
- The disabled toilet in the lobby of the sports hall is for the use of teaching staff and parents only
- All users must shower before entering the pool
- No shoes to be worn pool side (shoe covers are available)
- No food or drinks to be consumed in the viewing area
- This is a non-smoking site. This means that there is no smoking anywhere including in private vehicles, if they are parked on the school property.

Wimbledon Leisure Centre, Latimer Rd: Please comply with the rules and regulations of the Leisure Centre

Mordan Park Pool: Please comply with the rules and regulations of the Leisure Centre

Changing Room Guidelines

Wimbledon College and Wimbledon High School

NO adults are allowed in either of the above changing areas. All children are expected to shower and change by themselves.

Under the guidance of the SwimEngland we do not advise adults to supervise in the changing rooms as this places them and the children at risk of harm and allegation.

Wimbledon Leisure Centre, Latimer Rd

There are separate M/F changing areas, predominantly open changing with some separate cubicles.

Mordan Park Pool

There are separate M/F changing areas, predominantly open changing with some separate cubicles.

Adult swimmers

At Wimbledon College the above will be expected to change separately using the changing rooms at the far end of the pool.

At Wimbledon High School there is a large disabled toilet / changing room that can be used, or swimmers must wait until all the younger children have left the changing area.

Where there is a separate changing area, Masters are expected to use this, or, as on a Wednesday Masters session they are encouraged to arrive early and change before the end of the junior session. Where separate changing is just not possible, adults are reminded to change in an appropriate fashion and be mindful that they are changing with children.

As WDSC has a high % of 18+ swimmers attending its normal swim sessions, they are expected to change with the other swimmers in an appropriate way. WDSC has considered the SwimEngland's advice and feels that a mix of Masters / 18+ swimmers can actively prevent bullying and sexual advances in the changing area.

Mobile phones and recordable devices are not permitted to be used in changing rooms at any time.

Recruitment of Club Staff

- All coaches and volunteers are required to hold current DBS – this will be applied for via the SwimEngland.
- All coaches will provide copies of Coaching / Teaching certificates, Lifesaving certificates and Child protection training
- All coaches will provide annual insurance documents to the Club

Induction and Training of Coaches and Volunteers

All coaches and volunteers are given details of the Club's welfare and child protection policy and procedures, known as Wavepower 2016/19 Safeguarding for Swim England Clubs

GETTING INVOLVED WITH THE CLUB

Wimbledon Dolphin Swim Club is run by volunteers and we **always** need help. We are governed by a constitution set by the SwimEngland and without a minimum number of volunteers our committee cannot function. If you are interested in helping, please contact us or talk to us at swimming sessions.

WDSC COMMITTEE

Chair	Trudi Freedman
Treasurer	Jennie and Alisdair Mcdougall
Membership	Catherine Platt
Equipment Secretary	Katherine Paterson and Lee Regan
Committee Member	Denise Hull
Committee Member	Paul Cartledge
Committee Member	Christine French
Committee Member	Jeremy Purnell
Committee Member	Sarah Deeks
Welfare Officer	Nic Fleming
Lead Competition Coordinator	VACANT
Competition Coordinator	VACANT
Timekeepers	Jeremy Purnell
	Anne NG
	Simon Freedman
	Sam Soo
Judge Level 1	In training – Simon Freedman and Lee Regan

COACHES OF THE CLUB

HEAD COACH	Jon Horsman
ASSISTANT COACH	John Hull
COACHES	Silvia Paultroni
	Victoria Hull
	Tamas Szatmari
	Laura Blackhall