

**EDINBURGH SYNCHRONISED SWIMMING CLUB
VOLUNTEER CODE OF CONDUCT 2021**

Club Code of Conduct

The club is committed to the promotion of excellence in swimming and the fostering of a sense of individual achievement and sporting fairness within a competitive yet supportive environment. The following code of conduct is designed to assist in the achievement of these objectives.

Volunteers should comply with the principles of good ethical practice listed below.

A volunteer must at all times:

- hold the appropriate valid qualifications, insurance cover and PVG relevant to your role
- develop an appropriate working relationship with all club members based on mutual trust and respect
- encourage an environment that values the performance and not just results
- make sure all activities are appropriate to the age, ability and experience of those taking part
- show respect to others involved in the sport including other volunteers, athletes, coaches, team managers, officials and spectators
- follow all guidelines laid down by Scottish Swimming and the club
- display and promote high standards of behaviour and fair play
- promote the positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited substances
- never exert undue influence over an athlete to obtain personal benefit or reward
- always respect other volunteers' decisions and never engage in public criticism of them
- respect the rights, dignity and worth of all participants regardless of age, disability, gender, race, cultural background or religious beliefs or sexual identity
- consistently display high standards of behaviour and appearance, be an excellent role model including not smoking or drinking or using foul language in the company of athletes
- refrain from offensive, insulting or abusive language or behaviour
- never engage in bullying, intimidation or harassment
- ensure that the equipment and facilities meet safety standards and are suitable for training
- ensure that all social media communications with a swimmer includes a parent / guardian
- abide by Scottish Swimming Acceptable Use of Mobile Phone Policy and Social Media Guidelines
- report inappropriate behaviour or risky situations
- not allow allegations to go unchallenged, unrecorded or fail to act upon them

Emergency action and first aid

All volunteers should be prepared with an action plan in the event of an emergency and be aware of First Aid Procedures. This will include:

- access to First Aid equipment
- emergency contact for the athlete
- telephone contact to the Emergency Services

Volunteers have the right to:

- access ongoing training and information on all aspects of your role including safeguarding, wellbeing & child protection
- support in the reporting of suspected abuse or poor practice
- access professional support services
- fair and equitable treatment by Scottish Swimming/club
- be protected from abuse by adults/youths, other adult members and parents
- not be left vulnerable when carrying out your role

Breaches of the Volunteer Code of Conduct will be dealt with in accordance with the club's/Scottish Swimming's disciplinary procedures.

I understand that if I do not follow the Volunteer Code of Conduct, my club or Scottish Swimming may require of me any / all of the following actions:

- To apologise formally
- Receive a warning; verbal or written
- To meet with the club, Wellbeing & Protection Officer or designated members of the club committee.
- To be monitored by another club volunteer/committee member
- To attend an education course
- To be suspended by the club
- To leave or be removed from post

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name of volunteer _____

Signature _____

Date _____