



# Carnegie Swimming Club Code of Conduct Form

## This code applies to:

- All members of Carnegie Swimming Club to include all persons whether voluntary or professional who represent involved in any way whatsoever with Carnegie Swimming Club in any capacity carrying out the purpose of their position the club whatever that position may be
- This code of conduct is an addition to any other code of conduct currently or in the future imposed by the club, the dis SASA.

## Behaviour and personal conduct

- Behaviour and personal conduct must at all times be of a high standard and designed to reflect favourably on the sport
- Any other behaviour is **unacceptable**
- Language in public or relevant group situations must always be appropriate and socially acceptable, this to include all sw and associated family members speaking on or acting on behalf of the swimmer and club coaching staff
- Alcohol and tobacco products are forbidden for use by athletes under age as defined by law. These products must purchased or consumed or used by **any** team member whilst en route, prior to, during or following a competition event, t camp or team activities, without specific consent of the team manager
- All members of the team including staff are forbidden the use or purchase of any and all banned substances
- Sexual intimacy: This is forbidden during training /competition situations or any other situation whilst the swimmer is ur jurisdiction of Carnegie swimming club
- Information on all medication and supplements being taken should be reported to the team manager who will info relevant medical personnel
- Anyone bringing the name of Carnegie swimming club into disrepute will be in breach of the Code of Conduct
- Swimmers are expected to be punctual and ready to commence sessions at scheduled times and have good attendance
- Swimmers are expected to check the club notice board each training session
- Swimmers should respect each other, anyone found to be bullying or abusing other swimmers will be in breach of this conduct

## Sanctions

- A conviction for using, possession or sale of any illegal substance shall constitute an automatic violation of this code
- Any person having conviction/s for any form of sexual abuse or sexual involvement with a child, shall not be permitte part of the club in any capacity whatsoever
- Immediate suspension where sex abuse is involved **must** be implemented
- Breaches of the code of conduct shall be dealt with in the first instance by the appointed staff. He/she shall report any i to the executive committee or appointed body or person designated for said incident that **may** take such further ac deemed necessary.

## Code of conduct penalties

In the case of a decision that a violation of this code of conduct has occurred, Carnegie swimming club **may** impose a per penalties from among the following options:

- A letter of reminder of the breach of the code of conduct
- A letter of reprimand
- Temporary suspension
- Indefinite suspension
- Immediate dismissal

It should be understood that the above are representative penalties only, and may be modified to appropriately fit any situa violation. It should also be noted that they are listed in order of severity.

In the case of a serious breach of the code of conduct taking place whilst attending a club event e.g. training camp the decisi be taken to send the member/s home. This will be at the members' cost.

## **Commitment**

- All staff appointed to the team/squad will have signed this code of conduct, attended (or made a commitment to attend) protection training and completed a disclosure Scotland form.
- Undertake to inform with adequate notice team/squad members and appointed staff of all relevant competitions and or 1 programme, plus procedures and criteria for travel and accommodation.
- Have insurance cover in place

## **Complaints procedure**

- Persons may bring complaints against another person
- All complaints must be brought to the attention of the executive committee and be in writing within twenty-eight days of incident taking place.
- Complaints brought by persons against another which are found to be of a spurious nature, will be considered to be a breach of the code, this is meant specifically to prevent “nuisance” complaints, or issues arising from the personal animosities between persons
- The Executive Committee will conduct a preliminary evaluation of the nature of any complaint. If it is found that there is no case to answer, the person complained about and the complainers will be immediately notified
- It is possible that the initial screening process may decide that there is no case to answer. If so the club will inform the complainer and the person complained against immediately following such a decision.

## **Appeals**

- All parties concerned have the right to appeal a decision taken
- All appeals must be made in writing within twenty eight days to the Executive who must respond within fourteen days.
- All parties have the right to appeal to SASA if a satisfactory conclusion is not obtained

**HAVING READ AND UNDERSTOOD THE ABOVE I AGREE TO ABIDE BY THE CODE OF CONDUCT**

**PARENT/GAURDIAN (IF UNDER 18)-----**

**MEMBERS NAME-----**

**MEMBERS SIGNATURE-----DATE-----**

*Please return this completed form to the Club Membership Secretary*