



Keynsham Amateur Swimming Club (KASC)

Operational Guide and Rules Handbook



WELCOME

to the KASC Operational Guide and Rules Handbook

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1 CODES OF CONDUCT

All club members are expected to comply with the following 'Codes of Conduct' while taking part in any club activities. Above all, it is expected that all members of KASC, coaches, volunteers, poolside officials and parents alike, when attending any training session, event or competition will:

- Behave without discrimination on the grounds of age, gender, race, religion, sexual identity, or disability as set out in the Club's Equity statement (see section 5)
- Respect the rights and dignity of each member of the Club and all other competitors/athletes
- Treat other athletes and teams with respect in victory and defeat
- Comply with the codes, rules and laws within the guidelines set out by Swim England
- Observe the authority and decisions of all officials

To assist these aims, this document establishes a set of guidelines and procedures which outline the responsibilities and behaviour of athletes, staff, parents and officials associated with the Club and lays down what members and parents can expect of the Club, together with the Club's expectations of its members and helpers.

1.1 CODE OF CONDUCT FOR ATHLETES

AS A MEMBER OF KASC, WE UNDERSTAND YOU HAVE THE RIGHT TO:

- Enjoy the time you spend with us and know that you are safe.
- Be told who you can talk to if something is not right.
- Be listened to.
- Be involved and contribute towards decisions within the club or activity.



- Be respected by us and other team members and be treated fairly.
- Feel welcomed, valued and not judged based on your race, gender, sexuality, faith or ability.
- Be encouraged and develop your swimming skills with our help and support.
- Be looked after if there's an accident or injury and have your parents/guardians informed, where appropriate.

GENERAL BEHAVIOUR

As an athlete in the club, you are expected to:

Essentials

- Keep yourself safe by listening to your coach or teacher, behave responsibly and speak out when something isn't right.
- Take care of our equipment and premises as if they were your own.
- Make it to training and competitions on time and if you're running late, let a member of the club know.
- Make your coach or teacher aware if you have any difficulties attending training or competitions.
- Not wander off, or leave training or a competition without telling your coach, teacher or team manager.
- Bring the right kit to training and competitions.
- Follow the rules of the club, squad or activity at all times.
- Respect the privacy of others especially in the changing rooms.
- Treat all members of, and persons associated with, Swim England with due dignity and respect.



Behaviour

- Make our club and activity a fun, happy, friendly and welcoming place to be.
- Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of age, gender, race, sexual orientation, faith or ability.
- Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- Not use any device to take photographs or footage of others in the changing rooms or cubicles.
- Report any concerns you have about others taking photographs or footage of others in the changing rooms or poolside.
- Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which may be a criminal offence will be reported to police by the club.
- Report any incidents of bullying or unkind behaviour to the club, even if you're just a witness.
- Treat other children with respect and appreciate that everyone has a different level of skill or talent.
- Support and encourage your teammates; tell them when they've done well and be there for them when they are struggling.
- Respect the children and adults competing for other teams at competitions.
- Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- Display a high standard of behaviour at all times.
- Consumption of alcohol is totally forbidden for athletes under age as defined by UK law.



- Smoking is prohibited by athletes whilst en-route, prior to, during or following a competition event, training session or team activity.
- Personal appearance shall be appropriate to the circumstances and as indicated by the team manager. Team kit and equipment shall be worn as directed by the head coach/ team manager when competing and training, when assembling or traveling, at official team functions on other occasions as notified.
- Attendance at all activities is expected unless agreed by the club coach/ team manager. Throughout the duration of any trip, athletes should inform staff of their whereabouts. Punctuality on all occasions is essential.
- The use of any drugs or substances other than for officially approved medical reasons is prohibited.
- It is important that information on all medication being currently taken should be reported to the head coach or team manager who will report it to the relevant personnel. Allergies to any medication must be reported to the team manager.
- Illegal and performance enhancing drugs and substances are strictly forbidden. Swimmers/parents are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet. Please refer to **Swim England's Doping Control** policies. Athletes are reminded to ensure that any drugs used for medical purposes are not on the Swim England '**banned**' list. (if in doubt checks should be made with the Swim England Medical Officer).

TRAINING

In training, you will be expected to:

- Treat your coach and fellow members with respect.



- Follow all covid guidelines and procedures that you have watched from the videos and read from the written guidance provided to you.
- Maintain social distancing at all times and follow all instructions immediately given from any covid officers during the session.
- Make your coach aware if you have difficulties in attending training sessions as per the rules laid down for your squad.
- Arrive in a positive frame of mind, ready to train at the level your coach requires
- Arrive in good time to allow correct entrance procedures and registration to be followed correctly.
- Report to your coach before entering the pool if you arrive late.
- Ensure that you have all your equipment with you - goggles, pull buoys, kick boards, hand paddles, swim fins and water bottles. Look after them, mark with your name if possible. Do not share any equipment and clean equipment when you return home.
- If you need to leave the pool for any reason during training, inform your coach before doing so.
- Concentrate on what your coaches tell you and do as they ask. Coaches are there for your benefit, not their own. They are there to make you a better athlete. With many athletes in the pool, coaches can't always see everything, and so you are trusted to do as they always ask.
- Avoid stopping and standing in the way or obstructing others from completing their training.
- Avoid pulling on the ropes as this may injure other members.
- Observe and respect the local rules of the facilities in which we train. The club is very fortunate to have access to these facilities and we would be badly affected if we were not able to use them



because of poor behaviour by our athletes. Please therefore keep the changing rooms tidy and inform coaches of any problems.

- Remain properly hydrated throughout the training session. Diluted still drinks from a water bottle are allowed but fizzy drinks should not be consumed. Do not bring glass bottles to any training activity.
- Pace yourself properly as directed, do all the repetitions your coach asked for, and take the rest your coach requires, no more and no less.
- Avoid distracting other athletes in the pool. Get on with what you are supposed to be doing and let other athletes get on with their training.
- Practice good technique at all times.

If you are swimming in lanes you are expected to:

- Be aware of other athletes swimming behind and in front of you and do not stop at the end wall unless requested to do so.
- Finish each set correctly and finish at your starting position.
- Allow faster swimmers to overtake you. If your toes are tapped, continue swimming then stop at the wall, turning away and allowing the swimmer to pass.
- Recognise that turns are an essential part of a race. Make sure you practice all turns correctly and efficiently.
- Practice streamlining at all times; it is very important.

When you are participating in club training sessions, please remember:

- End each session having accomplished something.
- Practice makes perfect. The more you put into training sessions, the more you will get out of them. What you have missed in practice, you will find difficult to do when it really matters, in a competition!



- Winning is not necessarily the goal in practice; winning is for competition. There are times in practice when other things such as technique or training correctly at the right intensity are more important.
- There are no shortcuts to success. All athletes will not miss anything from any set, keep to all turnaround times & rest intervals, and execute all training in a legal manner. If you can't finish sets, you shouldn't be there!
- Poor behaviour in the pool will not be tolerated, especially if it affects others. Abuse of equipment - throwing or hiding kick boards, pull buoys, drink bottles, sitting on the lane ropes etc. is unacceptable. Be aware that athletes consistently interfering with another athlete's training will be asked to leave the pool and will risk losing their squad place.
- If any athlete is unable to follow the covid guidelines that have been put into place to keep everyone safe, then the athlete will be asked to sit out of the session until they are ready to accept and follow the rules set out. If any athlete repeatedly breaks the rules and guidelines then they will be asked to leave the session and their parents will be contacted.

COMPETITION

When you are representing Keynsham Swimming Club in competition, you will be expected always to:

- Behave in a manner that shows respect to your coach, your team mates, the officials, and the members of all competing organisations.
- Wear appropriate swimwear, tracksuits, T-shirts/shorts, footwear and hats as per the rules laid down by the club.
- Report to your coach and/or team manager on arrival at the event.



- Warm up before the event as directed by the coach in charge on that day and ensure that you are prepared for the event.
- Be part of the team. This means you will stay with the team on poolside.
- Inform, or obtain the consent of, the team manager or coach if you have to leave poolside for any reason
- After your event, report to your coach for feedback.
- Support your team mates. Everyone likes to be supported and they will be supporting you in return.
- Swim down after an event if possible, as advised by your coach.
- Behave appropriately and respectfully to other users in the swim down facility at all times.
- Avoid leaving an event until either it is finished, or you have the explicit agreement of the coach or team manager.

Also, please remember:

- You will be required to attend events and galas that your head coach has entered/selected you for, unless agreed otherwise by prior arrangement. Please do your best to make yourself available to swim in arranged open meets and competitions when selected.
- When travel to an activity, event or competition is organised by the Club, we encourage everyone to travel together using the organised transport. In such circumstances seat belts are to be worn at all times.

SANCTIONS

With limited training times, we cannot afford for coaches to be wasting session time continually disciplining athletes. If necessary, we will enlist the support of parents in resolving behavioural issues.

- Athletes disrupting sessions for whatever reason will be issued an initial warning by the coach. Athletes continuing to ignore the



warning will be asked to leave the pool. A letter will be sent home and the offender will only be allowed to attend subsequent sessions with a parent present, whilst the problem continues.

- More serious breaches of the Code of Conduct will be reported to the discipline chairman/secretary and the matter will be discussed at the next discipline committee meeting.
- The Committee has the right to decide on any matters not covered in the Code of Conduct.
- The continued failure of any athlete to comply in full with the Code of Conduct will result in sanctions being taken under the club rules which may result in permanent exclusion from the club.
- Get involved in club decisions, it's your sport too.

Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee.



1.2 CODE OF CONDUCT FOR TEACHERS AND COACHES

AS A TEACHER OR COACH AT KASC, WE UNDERSTAND YOU HAVE THE RIGHT TO:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer is and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Have access to ongoing training and CPD in all aspects of your role.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

AS A TEACHER OR COACH AT THE CLUB, WE EXPECT YOU TO:

- Put the wellbeing, health and safety of the child before all other considerations including the development of performance.
- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.



- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions for teaching and coaching under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Respect your position of trust and maintain appropriate boundaries and relationships with children as set out on page 112 of Wavepower.
- Consider your behaviour and do not engage in any behaviour that constitutes any form of abuse.
- Not use your position to obtain personal benefit, reward or to pursue an inappropriate or sexual relationship with a child.
- Respect children's trust and rights whilst being honest and open with them.
- Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst children. Seek advice from the Welfare Officer where necessary.
- Lead by example promoting positive behaviour, good sportsmanship and encourage children to behave in a positive manner and follow the rules of the club and sport.
- Develop an appropriate working relationship with members based on mutual trust and respect.
- Display high standards of behaviour and appearance.
- Ensure team/squad selection is clear and transparent and be fair and equal when making decisions.



- Identify and meet the needs of the individual member as well the needs of the team/squad.
- Keep your coaching and/or teaching qualifications and CPD up to date.
- Complete Swim England approved child safeguarding training every three years.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years).
- Use positive and constructive methods when teaching and coaching and ensure programmes are appropriate for the age, ability and experience of the child.
- Keep children safe in your sessions with appropriate staffing ratios, using safe methods of instruction and techniques and by putting their safety first.
- Ensure any equipment used is fit for purpose, safe to use and accessible.
- Follow the club procedures should a child have an accident or suffer an injury.
- Develop positive relationships with parents/guardians and where possible provide them with regular information and updates regarding their child's development in swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming.
- Listen to any concerns the parent/guardian or child may have and seek advice (where appropriate) to resolve any concerns.
- Treat all personal information about children or their families on a confidential "need-to-know" basis unless information sharing with others is required to protect and safeguard a child from harm.



- Observe the authority of officials and follow the rules of the sport when questioning any decisions and do so in an appropriate and professional manner.
- Treat with respect and encourage all children to respect all competitors and teams from other organisations in victory or defeat.
- Encourage and guide athletes to accept responsibility for their own behaviour and performance.
- Encourage all swimmers to value their performance, and not just their results.
- Respect the basic human rights, worth and dignity of all members.
- Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.
- Co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors or physiotherapists) in the best interests of the athlete.
- Continue to seek and maintain your own professional development in all areas in relation to coaching and teaching children.
- Be a positive role model and set good examples.
- Take appropriate and timely action on behavioural problems. Recognise the importance of fun and enjoyment in coaching.
- Recognise and celebrate good performance.
- Promote the positive aspects of the sport.
- Keep parents updated on their child's progress.
- Start and finish training sessions on time.
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Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations or if you are employed under your contract of employment. Continued issues and repeated breaches may result in your dismissal from the club.



1.3 CODE OF CONDUCT FOR PARENTS, GUARDIANS AND CARERS

AS A PARENT/GUARDIAN/CARER OF A KASC ATHLETE, WE UNDERSTAND YOU HAVE THE RIGHT TO:

- Be assured that your child is safeguarded during their time with us.
- Know how to access our club policies, rules and procedures.
- Know who the Welfare Officer is and how to contact them.
- Know that any concerns about your child's welfare will be listened to and responded to.
- Know what qualifications and training those with responsibility for your child have.
- Be informed of problems or concerns relating to your child, where appropriate.
- Know the procedure should your child be involved in an accident or become injured.
- Provide your consent or otherwise for photography and trips away.
- Make a complaint to the club committee or Welfare Officer (as appropriate).
- Make a complaint on behalf of your child to the Swim England Office of Judicial Administration.

The club recognises the vital role that parents play and realises it cannot meet its aims and objectives without the help and support of its parents.



An important aim of the club is to encourage appropriate ethical behaviour amongst its members. Parents, guardians and carers are important role models and in this respect, they can best support the membership by displaying the behaviours set out below:

- Remember children swim and compete for their own enjoyment, not for that of their parents.
- Encourage your child to learn the rules and play within them.
- Ensure children behave in a manner that does not interfere with other athletes.
- Encourage your child to follow the coaches' advice.
- Discourage unfair play and arguing with officials.
- Keep winning and losing in perspective. Help your child recognise good performances, not just results.
- Never force your child to take part in sport.
- Set a good example and applaud the good performances of all competitors and teams; show respect in both victory and defeat.
- Never punish or belittle a child for a poor swim, making mistakes or losing.
- Accept officials' judgments and comply with the codes, rules and laws within the guidelines set out by Swim England.
- Encourage your child's involvement and help them enjoy the sport.
- Use correct and proper language at all times.

AS A PARENT/GUARDIAN/CARER OF A CLUB MEMBER, WE EXPECT YOU TO:

- Make sure your child has the right kit for training and competitions as well as enough food and drink.



- Ensure your child arrives to sessions on time and is picked up promptly.
- Inform us if you're running late to collect your child or if your child is going home with someone else.
- Complete all consent, contact and medical forms and update us straight away if anything changes.
- Maintain a good relationship with your child's coach or teacher.
- Tell us if you wish to talk to us about any concerns regarding your child. We will arrange a mutually convenient time so you can talk to us.
- Not enter poolside or interrupt training or competitions unless in an emergency situation.
- Remember that if the club changes your child's lane and/or training times, it will do so to provide training appropriate to their level of achievement and to enable your child to progress; you should support and encourage this at all times.
- Inform the coach/welfare officer before a session if your child is to be collected early from a training session/event and if so, by whom.
- Assist with the running of events in which your child is participating that are hosted by the club.

Behaviour

- Remember that children get a wide range of benefits from participating in swimming, like making friends, getting exercise and developing skills. It's not all about wins and losses.
- Behave positively as a spectator at training or competitions and treat others with respect.
- Give encouragement to your child and tell them when they've done well and provide support when they are struggling.



- Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Respect the children and adults competing for other teams at competitions.
- Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which alleges a criminal offence will be reported to police by the club.
- Talk to your child and ensure they understand the rules of the club and the sport.
- Ensure your child understands their Code of Conduct.

Finally, please:

- Familiarise yourself with the organisation and rules of the club.
- Keep up to date with club information posted on the notice board and the KASC website,
<https://uk.teamunify.com/Home.jsp?team=reczzkscor>
- Pay membership, training, registration and competition fees using the direct debit facility operated by the club.
- Do not allow your child to swim if they are unwell, particularly if they have any open wound or have an upset stomach.
- Become involved with club activities either as a committee member, volunteer or official and share your expertise.
- Support the club at open meets and other functions.



Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee. Continued issues and repeated breaches may result in parents/ guardians being asked not to attend the club, something we never want to do.



1.4 CODE OF CONDUCT FOR COMMITTEE MEMBERS, OFFICIALS AND VOLUNTEERS

KASC relies heavily on the efforts of volunteers to keep both the club running and the membership fees low. We welcome new offers of help at any time whether as a member of a committee, an official, a team manager or as an ad hoc volunteer at one of the many events or activities we host.

AS A VOLUNTEER AT KASC, WE UNDERSTAND YOU HAVE THE RIGHT TO:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Office is and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

AS A VOLUNTEER AT THE CLUB, WE EXPECT YOU TO:

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.



- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions stipulated under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- Ensure all complaints are referred under the internal club complaints process.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Adhere to your role responsibilities.
- Make our club a happy, friendly and welcoming place for all members.
- Attend child safeguarding training every three years if applicable for your role.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years) if applicable to your role.
- Keep any qualifications or CPD up to date if applicable to your role.
- Lead by example by promoting positive behaviour and good sportsmanship. Encourage all members to behave in a positive manner and follow the rules of the club and sport.
- Never encourage or condone members of the club to breach the rules of the sport.
- Treat all personal information about members or their families on a confidential "need-to-know" basis unless information sharing with others is required to protect and safeguard a child from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.



- Treat with respect and encourage all members to respect all competitors and teams from other organisations in victory or defeat.
- Display consistently high standards of behaviour and appearance appropriate to the role for which you have volunteered.
- Encourage and guide members to accept responsibility for their own behaviour and performance.

As a volunteer in any capacity we would ask that you:

- Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.
- Never encourage or condone members, volunteers, officials or parents to violate the rules of the club or the sport and report any violations appropriately.
- Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
- Treat all competitors and teams of other clubs with respect, whether that is in victory or defeat, and encourage all members to do the same.

Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations. Continued issues and repeated breaches may result in your dismissal from the club.



2 SAFEGUARDING AND PROTECTING CHILDREN POLICY

It is essential that children and young people participating in swimming are able to do so in a safe and secure environment. KASC recognises and accepts its responsibility to safeguard the health and welfare of children under its care by protecting them from physical, sexual or emotional harm; and from neglect or bullying.

KASC is committed to raising awareness of child protection in swimming; and takes every possible measure to ensure that swimming is a safe and secure experience for children.

To this end, the club has adopted the **Child Protection Guidelines** issued by Swim England in conjunction with the NSPCC, as published in the Swim England Wavepower documents (these can be found on the following website- <https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>).

All club committee members, coaches, teachers, assistants, poolside helpers, and team managers are therefore required to undertake **Enhanced Disclosure and Barring Service (DBS)** checks. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children or vulnerable adults.

All club committee members club coaches, teachers, assistants, officials, poolside helpers, volunteers and team managers are also governed by the **Swim England "Code of Ethics"**.

The club recognises that all those directly involved in the club and its activities have a responsibility to:

- Provide a safe environment for children and young people to enjoy swimming whilst in the care of the club
- Take the interests of its members into account in all its activities
- Promote the health and welfare of its members through a relationship of mutual trust



- Take all practical steps to protect its members from physical, sexual or emotional harm by:
 - recognising abuse
 - treating all suspicions and allegations of abuse seriously
 - responding in an appropriate way to children who disclose they are being abused
 - providing a structure to deal sympathetically with abuse

The club therefore requires and encourages all coaches and helpers to attend suitable training so that they are able to:

- Understand what child abuse means
- Recognise the signs and symptoms of each category of child abuse
- Identify the foundations of good practice in child protection
- Review their own practices to ensure that it complies with recognised codes of conduct
- Ensure that their own behaviour and conduct is always beyond reproach to prevent exposure to false allegation
- Take appropriate action if concerns are raised which suggest a child is abused.
- Deal sensitively and effectively with the issue should it arise
- Identify appropriate action if abuse is suspected
- Take any swimmers' or parents' concerns seriously and deal with them confidentially
- Recognise the roles and responsibilities of other agencies/organisations



2.1 CHILD ABUSE

The following procedures and guidelines in conjunction with Swim England Guidelines have been adopted by the club on the subject of child abuse. They are intended as a guide for people involved in club activities and are provided for the reference of committee members, coaches, officials, volunteers, parents and members alike.

The following procedures are based on the principles that:

- the child's welfare is the paramount consideration;
- the welfare of children is everyone's responsibility, particularly when it comes to protecting children from abuse;
- all children, regardless of any disability they may have, of their age, gender, racial origin, religious belief or sexual identity, have a right to be protected from abuse.

The aim of the policy is to introduce the subject of child abuse in all its forms and to provide ways of recognising the warning signs and dealing with it quickly and effectively.

Child abuse is an emotive term used to describe all the ways in which children can be harmed, usually by adults, and often by those they know and trust. Child abuse can occur anywhere there are children: at home, at school, or within a sports environment such as the swimming club. Sadly, there are some people who will seek to be near children simply in order to abuse them.



The Children Act (2004) and Government document 'Every Child Matters' (2004) states there are four main types of abuse, physical, sexual, emotional and neglect. Abuse may be the action (or inaction), by for example a coach, volunteer, family member or even another young swimmer.

PHYSICAL ABUSE generally takes place when adults or even children, deliberately hurt or injure a child by hitting, striking, throwing, shaking, biting, burning, scolding, drowning, suffocating or otherwise causing physical harm. It can also occur by knowingly not preventing such injuries.

In a swimming context, it might also occur if a child is pushed to train beyond his or her capabilities; where an adult gives children alcohol or where inappropriate drugs are used to enhance performance.

SEXUAL ABUSE occurs when adults or other children (both male and female) use children to meet their own sexual needs. This includes forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, or showing children pornographic material. In a sporting context, it could also involve inappropriate photography or videoing, for the sexual gratification of the viewer. The club therefore ensures that all children are protected in accordance with the "**Guides for use of photographic/filming equipment at Competitions**".

EMOTIONAL ABUSE is the emotional ill treatment of a child resulting in severe and persistent adverse effects on the child's emotional development. Emotional abuse can occur when a child is not given love, help and encouragement or is constantly shouted at, threatened, derided or subject to sarcasm. It is also present in unrealistic



expectations of coaches and parents over what a child can achieve. Conversely, it can also occur if a child is over-protected.

British swimming recognises **BULLYING** as a specific form of emotional abuse. This may occur if children are subject to deliberate and constant criticism, name-calling or sarcasm, all of which are designed to be hurtful. Racially and sexually abusive remarks constitute emotional abuse and it can also be a feature of bullying. The club has therefore adopted its own **Anti-Bullying Policy**, again following Swim England guidelines (see section 4).

NEGLECT usually occurs when adults fail to meet a child's basic physical and psychological needs, resulting in the serious impairment of the child's health and development. It may involve for example persistent lack of care or leaving a child alone or unattended, failing to protect a child from physical harm or danger, failure to provide food, warmth, adequate clothing, medical attention etc. In a swimming context, it could occur for example by a coach 'turning a blind eye' to bullying or abuse from another or exposing them to unnecessary risk of injury.

2.2 INDICATORS OF ABUSE

Recognising child abuse is not always easy, even for experts. The list below is not exhaustive, and it should be realised that these are indicators only. They are not in any way confirmation that abuse has occurred.

- Unexplained or suspicious injuries such as bruising, bites or burns, particularly if situated on a part of the body not normally prone to such injuries



- The child says that he or she is being abused, or another person says they believe (or know) that abuse has occurred
- The child has an injury for which the explanation seems inconsistent or which has not been adequately treated.
- The child's behaviour changes, either over time or suddenly, and he or she becomes quiet and withdrawn, or alternatively becomes aggressive.
- Refusal to remove clothing for normal activities or keeping covered up in warm weather
- The child appears not to trust adults e.g. a parent, or coach with whom he or she would be expected to have, or once had, a close relationship, and does not seem able to make friends
- He or she becomes increasingly neglected looking in appearance, or loses or puts on weight for no apparent reason
- Pain or itching, bruising or bleeding in or near the genital area
- The child shows inappropriate sexual awareness for his/her age, and sometimes behaves in a sexually explicit way

It should be borne in mind that disabled children and young people are particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them.

Dependency on others for primary needs such as feeding, clothing and intimate care may make a young person feel powerless to report abusive treatment. A fear of retribution for 'telling' can be a powerful silencer. Difficulty in identifying abusive situations or behaviour may allow it to continue.



2.3 REPORTING ABUSE

If you have concerns about the welfare of a child, please remember, it's not your responsibility to decide whether or not a child is being abused but we are asking you to act on your concerns.

Please make a detailed note of what you've seen or heard and don't delay passing on the information to an appropriate person.

If you are a member of KASC, or the parent/carer or friend of a member, you should tell the club welfare officer or one of the assistant welfare officers, unless of course you suspect them of being involved. The club has one overall welfare officer, and at least one assistant welfare officer for each of its three disciplines.

2.4 CLUB WELFARE OFFICER

The club recognises that swimmers need access to an independent person who can listen to any concerns they may have. This is the KASC Welfare Officer (see the KASC website for the name of the current welfare officer).

Swimmers and parents with any concerns about their own or any fellow swimmers' welfare while training or competing with the club should in the first instance speak to the welfare officer in complete confidence. He/she will deal with any issues or escalate them further as appropriate.

Your information should include:

- the nature of the suspicion or allegation
- a description of any injury



- the athlete's account of what has happened
- dates and times and any other information, distinguishing between fact, opinion or hearsay

If you are a club officer, coach or team manager you can:

- Seek the advice of the club welfare officer in the first instance.
- Talk to the child's parents/carers about the concerns if you think there may be an obvious explanation such as bereavement or pressures from studies/exams

Alternatively, you can speak directly (and in complete confidence) to: the Local Authority's Designated Officer for Allegations (DoFA), the Swim England SW Regional welfare officer or, in an emergency, the police.

If you are working with athletes away from home, at a training camp or a national or regional competition, tell the Team manager or the head coach. Again, please remember to make a detailed note of what you've seen or heard and don't delay passing on the information.

You can also contact:

Swimline 0808 100 4401

Child line 0800 1111

NSPCC Helpline 0808 800 5000

You can also visit the following websites;

www.britishswimming.co.uk

www.kidscape.org.uk



www.worriedneed2talk.org.uk

www.childline.org.uk

www.there4me.com

www.bullying.co.uk

3 HEALTH & SAFETY POLICY

KASC recognises its responsibility for the welfare of its members, to provide, as far as practicable, a safe and risk-free environment for members and others who may be affected by the club's activities.

To assist the club in meeting its responsibilities, KASC relies upon every member to adopt and maintain a responsible attitude in regard to their own health and safety, as well as to the safety and well-being of others.

3.1 ACTIVITIES COVERED

The club's activities covered by this safety policy include the following:

Club	Weekday evening and weekends
Training Sessions	
Club Home Galas	For the duration of the gala
Club Away Galas	For the duration of the gala where the host club has not provided adequate arrangements
Open Competitions	The club expects host clubs/organisations to provide adequate lifeguard facilities



3.2 POOL SAFETY

LIFEGUARD PROVISION

The club undertakes to agree with pool operators on the arrangements necessary for ensuring the safety of the club swimmers at all times when pool hire occurs. The club safety policy will follow Swim England's Safe Supervision for Teaching and Coaching Swimming guidelines, which lay down safety guidelines for programmed activities - those with a formal structure, disciplined, supervised or controlled and continuously monitored from the poolside.

It is the responsibility of the pool operator to provide life guarding cover as part of the hire facility. All KASC representatives should take instructions from the pool operator lifeguards.

No athlete is allowed in the pool until the club coach is present.

If there is no one on the poolside with such a qualification, then no activity is to take place in the pool.

TEACHER AND COACH QUALIFICATIONS

The club will ensure that all club teachers and coaches are suitably qualified to Swim England standards.

ATHLETE/COACH RATIOS

The club will ensure that the athlete:teacher ratios (for athletes in the water) as laid down in Swim England's Safe Supervision for Teaching and Coaching Swimming will be adhered to, based on the ratio to which the coach is qualified.

NORMAL OPERATING PROCEDURES (NOP) / EMERGENCY ACTION PLAN (EAP)

The club will ensure that all teachers, coaches, and other appropriate personnel are familiar with and understand the club's emergency procedures, and the pool operator's Normal Operating Procedures



(NOP) and Emergency Action Plan (EAP) for each facility. These set out the control measures for ensuring users' safety in normal and emergency conditions.

The coaches will ensure that the 'Pool Rules' as set out in the pool operators' NOP to reduce risks are obeyed.

RISK ASSESSMENTS:

Risk assessments are required for all activities that take place under the KASC name.

3.3 MEDICAL CONDITIONS

The welfare and safety of any swimmer in the club is of paramount importance and the following guidance and conditions need to be followed:

1. All athletes joining the club are asked to notify the club of any medical condition they may have which affects their ability to train or compete. Similarly, any athletes who may have developed a medical condition since joining the club and may need medication e.g., asthma inhalers, must inform the discipline membership secretary, welfare officer and coaching team so that they are made aware of the condition. Swimmers suffering from asthma are advised to read the information from British Swimming at <https://www.britishswimming.org/members-resources/athletes-and-parents/asthma-and-doping-control/>
2. All children reporting to participate in an activity are assumed fit to complete a normal session, unless written notification of an injury or other condition is provided to the coach, welfare officer or membership secretary.
3. Following any injury/ illness that has prevented a swimmer from swimming for more than 6 weeks then a medical declaration stating that the swimmer is fit to return to training from a Doctor



or allied health care professional (which would include physiotherapist) is required and must be given to the welfare officer prior to training. This information would then be shared with the coaching team so that a training schedule can be implemented for that individual athlete to ensure their safety and welfare.

4. Such information will be treated confidentially.
5. The welfare officer will inform coaches in writing of any reported conditions, with any known training limitations identified. A meeting will then be arranged by the welfare officer between the coach, parents and swimmer to discuss the athlete's training schedule.
6. The welfare officer will inform the coach/membership secretary of any reported conditions. If there are concerns these will be raised with the chairperson.
7. The head coach in agreement with all the coaching staff have the right to request a swimmer does not attend sessions if in their opinion the swimmer cannot be safely accommodated. In all instances the coach will raise their concerns with the welfare officer.
8. Any swimmer not following this policy will be swimming at their own risk and the club / coaching staff will not accept any responsibility for injury or harm arising from training or competition activity.

3.4 INSURANCE

The club will ensure that a copy of the current and valid insurance policy is displayed on all club notice boards. The original will be held with the club secretary once received from Swim England.

3.5 EMERGENCY CONTACT INFORMATION

All athletes joining the club are asked to provide emergency contact details of two responsible adults to ensure that all poolside personnel have access to emergency contact information for all members in their



care. All coaches have access to this information on a need to know basis. The information is kept up to date by the Membership Secretary.

3.6 TAKING ACTION - ACCIDENT / INCIDENT PROCEDURES

The club's emergency procedures are provided to all coaches and poolside staff.

3.7 ACCIDENT/ INCIDENT REPORTING

All accidents or incidents will require a verbal report immediately following the occurrence and subsequently in writing from those responsible for the group or event in progress at the time of the incident. This written report must be submitted to the membership secretary and the details entered in the Accident Report Book.

The club management committee will:

- record all incidents, accidents and injuries
- report all injuries where relevant to the appropriate authorities
- investigate all matters relating to health and safety

3.8 POLICY REVIEW

The club will review and update this safety policy document as and when required by new circumstances, pool operator requirements or changes to current safety legislation, and at least once every two years in line with the SwimMark procedures.

4 ANTI-BULLYING POLICY STATEMENT

KASC is committed to ensure that any bullying which involves children should be seen in the same light as other child protection concerns. In this respect, the club follows the guidelines laid down in the **Swim England's "Code of Ethics"**.



The club is keen to encourage an atmosphere of mutual trust and respect for self and others. We believe that 'prevention' is better than cure and that the chances of bullying happening in a club can be greatly reduced if there is a general atmosphere where members are valued and cared for.

Bullying of any kind is unacceptable at KASC. We take bullying seriously and we recognise that tackling bullying is the responsibility of everyone in the club.

We are a 'telling' club. All swimmers and parents should be able to 'tell' and be assured that incidents will be dealt with promptly, effectively and confidentially.

Anyone who knows that bullying is happening is expected to tell the club welfare officer, any committee member or pool-side staff, and be confident that they will be supported and that their concerns will be listened to and taken seriously. Please remember that if we don't know about a particular bullying problem, then we cannot deal with it.

4.1 ANTI-BULLYING POLICY - OUR OBJECTIVES:

KASC is committed to ensuring that:

- All committee members, coaches, officials, pool-side staff, swimmers and parents have an understanding of bullying, its effects and how to recognise it;
- All committee members, coaches, officials and pool-side staff should understand the club policy on bullying, and follow it when bullying is reported;
- All athletes and parents should know what the club policy is on bullying and what they should do if bullying arises.

The following guidance is provided to help raise awareness of the issues:



4.2 WHAT IS BULLYING?

In general terms, bullying is the repeated use of aggression or intimidatory behaviour towards another person (especially to smaller or weaker people), with the intention of deliberately hurting that person. Bullying can cause considerable distress to children.

Bullying has several forms and can be:

- Emotional - being unfriendly, excluding (emotionally and physically), sending hurtful text messages, and tormenting (e.g hiding clothes, goggles/floats, threatening gestures).
- Physical - pushing, kicking or using any other form of violence
- Racist - racial taunts, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours etc.

4.3 RESPONSE

It is important for the club to respond quickly to bullying because it can be very distressing to the victim. Everyone in our club has the right to be treated with respect and no-one, under any circumstances, deserves to be victimised or intimidated by others. At the same time, under the Swim England 'Code of Ethics', the club accepts that athletes who are bullying others also need support to in order to learn how to change their behaviour.

4.4 SIGNS AND SYMPTOMS - THESE ARE JUST A GUIDANCE

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these signs and should investigate if a child:

- says he or she is being bullied



- is unwilling to go to club sessions
- becomes withdrawn, anxious or lacking in confidence
- feels ill before training sessions
- comes home with clothes torn or swimming equipment damaged
- has possessions go missing
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts and bruises
- is frightened to say what's wrong, giving improbable excuses for any of the above

In extreme cases:

- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away.

It is important to note that these signs and behaviours may indicate other problems, but bullying should be considered a possibility and investigated.

4.5 PROCEDURES

The following procedures define what should be done in specified circumstances:



- Members and parents should report incidents of bullying to any member of the committee or to the club welfare officer, who will deal with it or escalate it as necessary.
- If concern is raised by a club member, the member's parents should be informed immediately and will be asked to attend a meeting to discuss the problem
- The bullying behaviour or threats of bullying must be investigated, and the bullying stopped quickly
- The person doing the bullying (and if deemed necessary their parents or guardians) will be spoken to in an attempt to help the bully (bullies) change their behaviour.
- The Swim England Child Protection Procedures will be implemented if a serious concern is raised.
- If mediation fails and the bullying is seen to continue, the club will initiate immediate disciplinary action under the club's Constitution.

5 EQUITY POLICY STATEMENT

KASC respects the rights, dignity and worth of every person and is committed to treat everyone equally regardless of age, gender, ability, disability, ethnicity, religious belief, sexual orientation, social/economic status or political persuasion.

5.1 EQUAL OPPORTUNITY IN SWIMMING

Equal opportunity in swimming is about celebrating difference and diversity and as such providing a structure that can respond to this in a proactive and positive manner.



5.2 ADDRESSING EQUAL OPPORTUNITIES

In addressing equal opportunities, KASC will ensure that equity (as stated in the club rules) is incorporated into all aspects of its activities, and in doing so, recognises and adopts the following Sport England definition of Sports Equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to all members of society.

KASC also supports the following four key principles as being fundamental to ensuring equity in our sport.

Entitlement: People have a right to participate in and access quality and appropriate experiences within the aquatics disciplines.

Accessibility: It is the responsibility of the club to adapt provision to fit the needs of the many.

Inclusion: Wherever and whenever possible, we will make every effort to ensure all have access to the same quality of provision, and if necessary, we will use positive action to ensure this:

Integrity: Whatever we do as a club in changing or adopting provision, it must be of equal worth, challenging, relevant and in no way patronising.

5.3 EQUITY POLICY

In addressing these key principles, KASC and all its members undertake to respond to issues of equity by:

- Recognising that swimming is 'Sports for all'. it should be enjoyed and made accessible to everyone.
- Positively encouraging involvement, membership and participation from all sectors of the community, regardless of their gender, race,



disability, age and social background, ensuring that swimming is accessible to the many rather than the few.

- Acknowledging that equal opportunity is about recognising that people are different and therefore require different provision.
- Taking positive action to increase the involvement from under-represented groups in all aspects of our club.
- Recognising that as a club, we need to adapt and work flexibly in order to respond to the needs of a wide and diverse range of people.
- Promoting an open and honest culture that values diversity and promotes equality of opportunity.
- Ensuring that everyone feels a valued member of our club.
- Opposing discriminatory behaviour and dealing with any incidence of discriminatory behaviour seriously, according to Swim England's 'Code of Ethics' and the club disciplinary procedures.

5.4 TEACHING AND COACHING

In our training and development of teachers and coaches, we will strive to ensure that they:

- Adopt, promote and practice the principles and practices of equal opportunities.
- Promote positive images of people with special needs.
- Are committed to providing entitlement and access to all their professional activities.
- Encourage high expectations and standards of achievement from all they teach.
- Involve everyone in meaningful and appropriate activity to ensure a quality experience.



- Help everyone to achieve their full potential.
- Ensure that participation can be enjoyed by all.



6 HEALTH & SAFETY IN SWIMMING ACKNOWLEDGEMENT

6.1 PROCEDURES AND POLICY

KASC recognises its responsibility for the welfare of its members, to provide, as far as practicable, a safe and risk-free environment for members and others who may be affected by the club's activities.

To assist the club in meeting its responsibilities, KASC relies upon every member to adopt and maintain a responsible attitude in regard to their own health and safety, as well as to the safety and well-being of others.

Further information can be found in:

- Swim England guidelines for *Safe Supervision for Teaching and Coaching Swimming*. These can be viewed on-line at www.britishswimming.org
- KASC Health and Safety Policy
- KASC Incident and procedures guidelines

All copies can be obtained from KASC Welfare Officer.

7 LATE PAYMENT POLICY

Payments (fees) are collected by direct debit. If the club is unable to collect a payment it will in the first instance advise you.

After 30 days

- An urgent request for payment will be issued in writing, asking for payment by return.



- A phone call advising of the Late Payment Policy and requesting payment will be made.
- Requests for assistance / flexible payment terms should be made to the KASC Club Secretary.

After 60 days

- A final demand for payment will be issued in writing, asking for payment.
- Failure to pay within a further 30 days will result in membership being suspended and the potential loss of membership of the club with the vacant position being offered to another child.
- Requests for assistance / flexible payment terms will not be considered after this point.

After 90 days

- Termination of membership will be formally agreed by the Club's Committee and informed to the member in writing. No appeal against termination will be available.

7.1 PERSISTENT LATE PAYERS

For persistent late payers, for example those who pay a month, miss month, pay a month, the 30 days stage of the process will not apply and the Club will move straight to the 60 days stage.

7.2 GENUINE CASES OF HARDSHIP

Keynsham Swimming Club Swimming Club (KASC) has made financial provision for cases of hardship and the Club's Committee considers



each request for assistance / flexible terms with subscription payments on its merits.

Requests for assistance / flexible payment terms should be made by the parent or guardian, to the Club Secretary within 60 days of the payment becoming due.

Requests for assistance / flexible payment terms will not be considered after 60 days of the payment becoming due.



KASC Operating Guide & Rules

Acknowledgement

Please complete and return to the KASC Membership Secretary

I acknowledge that I have read and understood the KASC Operating Guide & Rules. I further acknowledge that whilst in attendance at KASC for training and attending competitions as a KASC athlete, I will abide by the KASC Operating Guide & Rules

Disclaimer

All athletes are reminded that they train and compete at their own risk. KASC will take all reasonable care, but does not accept liability for loss or injury, howsoever caused, notwithstanding acts of negligence.

Signed: _____ **(Parent/Guardian)**

Name: _____

Date: _____

Signed: _____ **(Athlete)**

Name: _____

Date: _____



KASC Operating Guide & Rules

Acknowledgement

Please complete and return to the KASC Membership Secretary

I acknowledge that I have read the KASC Operating Guide & Rules and I understood these documents. I further acknowledge that whilst in attendance at KASC for training and attending competitions as a KASC coach, official or volunteer, I will abide by the KASC Operating Guide & Rules

Signed: _____ **(Coach/Official/volunteer)**

Name: _____

Date: _____