



## **CODE OF CONDUCT FOR TEACHERS AND COACHES**

The purpose of this document is to establish a set of guidelines and procedures, which outline the responsibilities and behaviour of CASC staff, teachers and coaches. It is expected that the principles of the Code of Conduct should be followed at all events and training sessions and is based upon the ASA Code of Ethics to which all teaching and coaching staff are expected to adhere at all times. The Code of Ethics outlines ethical standards for teachers and coaches to inform and protect members of the club and comprise values such as integrity, confidentiality, responsibility and competence.

**This code of conduct forms part of the set of codes of conduct applicable to swimmers, parents and carers, volunteers and officials at CASC.**

### **Responsibility**

Teaching/Coaching is a deliberately undertaken responsibility, and sports Teacher/Coaches are responsible for the observation of the principles embodied in the Code of Ethics and this document.

### **Safety**

Teachers/Coaches have a responsibility to ensure the safety of the performers with whom they work as far as possible within the limits of their control. All reasonable steps should be taken to establish a safe working environment and knowledge of the training venue and CASC Normal Operating Procedures and Emergency Action Plan is essential.

All Teacher/coaches should have available a list of emergency contact details for the swimmers in their care and a knowledge of relevant health, medication or disability issues. It is important that information on all medication being currently taken should be reported to the Teachers/coaches who will report it to the relevant personnel. Allergies to any medication must be reported and it is the teacher/coach responsibility to ensure they have this information to hand at all times.

The work done and the manner in which it is done should be in keeping with regular and approved practice. The activities undertaken should be suitable for the age, experience and ability of the performers. Performers should have been systematically prepared for the activity being undertaken and made aware of their personal responsibilities in terms of safety. Teachers/coaches should never encourage swimmers, volunteers, officials or parents to violate the rules of the club or the sport.

### **Humanity**

Teachers/Coaches must behave without discrimination and in line with the CASC Equity Policy. They should at all times respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, Teacher/Coaches must treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability or political persuasion. It is the responsibility of the teachers/coaches to ensure effective and fair use of their time with regard to target setting and individual input and to ensure that every session is fully inclusive to all swimmers.

### **Relationships**

Teachers/Coaches should at all times be concerned primarily with the well being, health and future of the individual performer and only secondarily with the optimisation of performance.

Teachers/coaches should encourage performers to accept responsibility for their own behaviour and performance in training and in competition. Teachers/Coaches are responsible for setting and monitoring the boundaries between a working relationship and friendship with their performers, and at all times should role model how to treat other competitors and teams with respect, in victory and defeat; observe the authority and the decisions of all officials; obey the spirit of the rules and laws both in and out of the pool.

### **Commitment**

Teachers/coaches should explore with performers the expectation of the outcome of their teaching/coaching and work with swimmers to match agreed and appropriate aims and targets.

Teachers/Coaches who become aware of a conflict between their obligation to their swimmers and their obligation to the ASA, CASC or other organization must make explicit the nature of conflict, and the loyalties and responsibilities involved, to all parties concerned. Attendance at all activities according to contracts is expected unless agreed by the Committee. Punctuality on all occasions is essential.

### **Co-operation**

Teachers/Coaches should communicate and co-operate with other sports and allied professions in the best interest of their performers, and with medical and ancillary practitioners in the diagnosis, treatment and management of their performers' medical and psychological problems.

## **Confidentiality**

Teachers/Coaches inevitably gather a great deal of personal information about performers in the course of a working relationship. Teacher/Coach and performers must reach agreement as to what is regarded as confidential information, i.e. not divulging to a third party without the express approval of the performer. Confidentiality does not preclude the disclosure of information, to persons who can be judged to have a 'right to know', relating to performers when relevant to the following:

- evaluation of the performer within the sport for competitive selection purposes and recommendations concerning performers for professional purposes;
- pursuit of disciplinary action involving performers within the sport;
- pursuit of disciplinary action by the ASA and/or IOS involving fellow coaches
- Information regarding allegations of abuse or bullying that fall within the wide remit of safeguarding and protecting children obligations

## **Abuse of Privilege**

The Teacher/Coach is privileged, on occasion to have contact with performers and to travel and reside with performer in the course of teaching/coaching and competitive practice. Consequently, a Teacher/Coach must not attempt to exert undue influence over the performer in order to obtain personal benefit or reward.

## **Personal Standards**

The Teacher/Coach must consistently display high personal standards and project a favourable image of swimming, CASC and of teaching/coaching – to performers, other teachers/coaches, officials, spectators, the media and the general public. Language and comments in public or relevant group situations must always be appropriate and socially acceptable.

Personal Appearance shall be appropriate to the circumstances and as directed by the CASC Committee. Staff uniforms should be worn at all events and training. Teachers/coaches should ensure that team Kits and equipment shall be worn as directed by the Chief Coach/Team Manager when competing and training, when assembling or travelling, at official team functions or on other occasions as notified.

Consumption of Alcohol and Smoking before or during training is totally forbidden. It must not be consumed by staff members whilst en route, prior to, or following a competition event, training camp or team activities, without specific consent of the Team Manager.

Illegal and Performance Enhancing Drugs and Substances are strictly forbidden. Teachers/coaches should ensure swimmers 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. The use of these, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited. All staff should also be seen not to recommend the use of stimulants and to help swimmers understand the differences between energy drinks and those that contain stimulants such as caffeine.

## **Issues of Competence**

Teachers/Coaches shall confine themselves to practice in those fields of sport in which they have been trained/educated, and which are recognised by the ASA and IOS as being valid. Valid areas of expertise are those directly concerned with sports coaching. Training includes the accumulation of knowledge and skills through both formal Teacher/Coach education courses and by experience at a level of competence acceptable for independent teaching/coaching practice.

Teachers/Coaches must be able to recognise and accept when to refer performers to other agencies. It is the responsibility of the Teacher/Coach as far as possible, to verify the competence and integrity of the person to whom they refer a performer.

Teachers/Coaches should regularly seek ways of increasing their professional development and self awareness. They should welcome evaluation of their work by colleague and be able to account to performers, CASC Committee, Governing Bodies and colleagues for their actions.

Teachers/Coaches have a responsibility to themselves and their performers to maintain their own effectiveness, resilience and abilities.