**Saffron Seals Behaviour Policy**

**Introduction**

Saffron Seals is a friendly, caring club that wants swimmers of all abilities to have a good time and improving their swimming capabilities. However Seals is mainly run by volunteers who coach and help in their own time. Coaches and volunteers who are giving up their free time will only continue to do so if they feel that the swimmers are paying attention, following the rules and are polite and respectful.

Equally Seals expects the coaches, volunteers and parents to also follow the rules and be polite and respectful.

Saffron Seals will not tolerate abusive behaviour or violence toward the adults or swimmers.

This policy works in tandem with the emails issued by the Child Welfare Officer and by the swim21 Policy.

**Changing Room behaviour**

* Parents are responsible for all children 11 years and under.
* Coaches are not responsible for any swimmers in the changing rooms or for their belongings.
* All swimmers are expected to adhere to the following:
* Changing rooms are to get changed and showered in – not for messing about in
* Swimmers must be responsible for their own belongings
* Other swimmers' belongings must be left alone
* Respect other swimmers' privacy when changing
* Swimmers must remember that the public may be using the changing rooms at the same time and that swimmers represent the swimming club

**Poolside behaviour**

* Coaches are responsible for all swimmers whilst they are on poolside, but not when they go to the changing rooms or toilets.
* When on poolside at training sessions swimmers are expected to adhere to the following:
* Whilst the Club wants swimmers to have fun, swimmers are in the pool to swim!
* Swimmers must follow the coaches instructions and listen carefully
* Swimmers must respect all other swimmers and stick to Club rules
* Swimmers must not behave inappropriately to other swimmers
* Swimmers must be responsible for their own belongings
* Other swimmers' belongings on poolside must be left alone
* Swimmers must remember that the public may be using the pool at the same time and that swimmers represent the swimming club

**Violent behaviour and bullying will not be tolerated in our Club and will lead to**

**immediate disciplinary action.**

**Gala behaviour**

* Coaches are responsible for all swimmers whilst they are on poolside, but not when they go to the changing rooms or toilets.
* Whether galas are at home or away, the following must be adhered to:
* Ensure you are ready well in advance for your races
* Do not mess about in the changing rooms or on balconies etc, stay with the Team
* Be respectful towards the coaches
* Do not mess about on poolside
* Do not touch the equipment
* Stay out of the way of the officials and poolside helpers
* Be quiet at the start of races
* Wear Seals hats
* Swimmers must remember that other swimmers and adults from other clubs are there at the same time and that swimmers must represent the swimming club
* Support and encourage all swimmers in the team

**Disciplinary action**

Saffron Seals prefers not to have to issue any form of disciplinary action, and in all incidents will discuss the issue first with the swimmer, explaining that the behaviour is wrong and why. The Red and Yellow card procedure is only used when a coach or volunteer feel that they are being repeatedly disobeyed.

The following procedure is in place for training sessions:

1. If poor behaviour is witnessed by a coach a verbal warning will be issued
2. If the poor behaviour continues the offending swimmer(s) will be issued a Yellow card. At this point the swimmer will be asked to sit on poolside. It is at the lead coach's discretion as to the length of time (maximum 10 minutes).
3. If the poor behaviour continues again, after the swimmer has returned to the pool, then a Red card will be issued and will result in the swimmer missing training sessions. The lead coach will decide on the length of time of the suspension (maximum 1 week).
4. Parents will be informed of any Yellow or Red cards issued to their child(ren), together with a full explanation, either at the end of the session in person or by email.
5. Any Yellow or Red cards that are issued will be detailed on the Incident Log. This Incident Log will be discussed at committee meetings.
6. If a swimmer is repeatedly issued with Yellow or Red cards the Chair and the Child Welfare Officer (in conjunction with the committee) will decide if expulsion is necessary.

The following procedure is in place for galas:

1. If poor behaviour is witnessed by a coach or poolside volunteer a verbal warning will be issued
2. If the poor behaviour continues the offending swimmer(s) will be issued a Yellow card. At this point the swimmer will be asked to quietly sit on poolside. It is at the coaches/volunteers discretion as to the length of time (maximum 10 minutes).
3. If the poor behaviour continues again during the gala, then a Red card will be issued, which will result in the swimmer missing training sessions. Only a coach can issue a Red card and they will decide on the length of time of the suspension (maximum 1 week).
4. Any Red cards that are issued will be detailed on the Incident Log and the parent informed. This Incident Log will be discussed at committee meetings.
5. If a swimmer is repeatedly issued with Yellow or Red cards the Chair and the Child Welfare Officer (in conjunction with the committee) will decide if expulsion is necessary.

All personnel issuing warnings or cards MUST be sure that they are dealing with the incident/behaviour fairly, and that if more than one swimmer is misbehaving, the severity of the warning is explained to all swimmers involved.

**Process for Reporting Incidents observed by Parents and Swimmers**

* All parents and swimmers are encouraged to informally report incidents of misbehaviour, bullying or violence to the Child Welfare Officer.
* Should a swimmer or parent feel that a verbal complaint is not sufficient, they must write a formal complaint to the Child Welfare Officer.
* The Child Welfare Officer will investigate the complaint, gain statements and discuss the findings with the Chair and the Secretary who will then decide the course of action to be taken.
* A formal response will be made to the complainant both in writing and in discussion.
* As a Club, we want to try to deal with all matters before they become serious, we want all swimmers and parents to discuss any issues - however small they seem - with a coach who is not on poolside coaching or a committee member.