



**HERTFORD SWIMMING CLUB**  
(Affiliated to SE Hertfordshire and SE East Region)  
[www.hertfordsc.co.uk](http://www.hertfordsc.co.uk)

## **STAFF CODE OF CONDUCT & ETHICS**

Hertford SC's Staff Code of Conduct reflects the Swim England (SE) Code of Ethics which aims to establish and maintain standards for teachers and coaches and to inform and protect members of the public using their services. Serious violations of SE Code of Ethics are noted by SE tribunals, with complaints being heard under SE Judicial Laws and considered when assessing guilt or sanctions. All Club personnel must observe guidelines set out in Codes, Laws and Rules, especially those concerning Child Protection, Equal Opportunities, and Equity. **Members of SE & the IOS are deemed to have assented to SE Codes.**

### **Hertford SC Staff Code of Conduct & Ethics.**

'Participants' refers to Hertford SC members (club athletes) in Club training sessions of any aquatic discipline.

#### **Coaches, Teachers, Club Officials, Administrators and poolside helpers should:**

- Ensure teaching & coaching sessions are competently conducted, appropriate for the age, ability and experience of each participant and in a safe area.
- Put the participants' health and safety before all other considerations including developing performance.
- Not divulge participants' personal information, without their approval, unless it is necessary, e.g. in pursuit of disciplinary action involving a participant or coach or as part of a Child Protection enquiry.
- Work without discrimination on the grounds of sex, race, colour, language, religion, birth or social status as set out in the SE Equal Opportunities and Equity policies.
- Encourage participants to achieve their full potential and to take responsibility for their own development in and out of the pool.
- Maintain an appropriate 'working' relationship with participants ensuring staff do not take advantage of their position of trust and authority to exert inappropriate influence over their athletes for training or social purposes.
- Meet the commitments they make to the Club, supporting agreed Club Policies and by keeping themselves informed about Club Activities.
- Refrain from public criticism of fellow staff, by dealing with minor differences of opinion privately or via the Club committee. More serious issues should be referred to SE or IOS.
- Be prepared to assist participants and their parents/guardians in any queries they may have and carry forward to the Committee any issues they are unable to resolve.
- Display a disciplined and sporting attitude and help to promote the same from the club athletes encouraging them to abide by the laws of the sport.
- Conduct their club roles, and teaching or coaching, within their own valid areas of expertise, seeking guidance when necessary.
- Wear appropriate functional clothing for their club role and not smoke, take drugs or drink alcohol during training sessions, competitions or other duties conducted on behalf of Hertford SC on poolside or in the wider Club environment.

This Code of Conduct forms part of the Club Discipline Policy. All Club Codes & Policies are available on the Club website to view or download, together with other 'Club Information'.