



BASC Behaviour policy

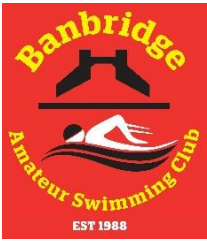
This **BASC Behaviour Policy** has been developed with input from BASC coaches and swimmers. It is based on a simple yellow and red card system. It does not replace the Swim Ireland (SI) Complaints and Disciplinary Rules and Procedures; but rather has been established to complement it.

All informal and formal complaints will still be addressed as per the SI guidelines issued in 2018.

Whilst BASC wants its swimmers to have fun, swimmers are in the pool to swim!

Issuing Yellow and Red cards to swimmers:

1. Poor behaviour or breaches in SI Codes of Conduct (see Appendix 1) will result in an **immediate** verbal warning by the 'Person in Charge' of the event. The 'Person in Charge' is the person in ultimate authority at the time of the training session / event etc. Only the 'Person in Charge' of the event may issue immediate sanctions. A breach of a Code of Conduct or evidence of poor behaviour witnessed by a parent on poolside during a training session should be reported to a BASC coach.
2. If the swimmer's behaviour is considered a low offence (refer to Table 1) and continues in the same swim session the offending swimmer(s) will be issued a yellow card. At this point the swimmer will be asked to sit 'out' on poolside for a cooling off period. The 'Person in Charge' of the session will decide on the length of time (maximum 15 minutes).
3. If the poor behaviour continues in the same session after the swimmer has returned to the pool then a red card will be issued. A red card will result in the swimmer being suspended or expelled from the session / gala with immediate effect. This may involve sitting for the remainder of the session with the parent on poolside. The 'Person in Charge' will decide whether the **immediate sanction** being imposed is the end of the matter or whether they need to refer the matter to the BASC Complaints & Disciplinary Committee (C&DC) for further investigation.
4. Depending on the gravity of the offence a red card may on occasion be issued, at the first offence (refer to Table 1 for medium to high offences meriting immediate red cards).
5. Swimmers who receive more than two yellow cards (ie. more than two verbal warnings and two episodes out of the pool) will be automatically referred to the BASC Complaints & Disciplinary Committee if they commit further offences in the same season.
6. If a swimmer is issued a second red card in the same season the matter will be referred immediately to the C&DC for non-immediate sanctions.
7. A record of all cards issued in any one season will be stored as an encrypted electronic file as per arrangements agreed by BASC committee. If a card is issued the swimmer's carer /parent will be informed via the club secretary. Records of cards awarded to swimmers will be deleted at the end of the swim season.

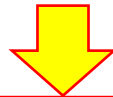


BASC process for handling poor behaviour:

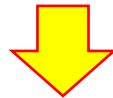
Breach of Code of Conduct/ Poor Behaviour



STAGE 1 - IMMEDIATE VERBAL WARNING
For low offence. Young person spoken to in calm manner about behaviour ; warning issued by coach



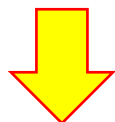
STAGE 2 – repeated poor behaviour in same swim session.
Young person asked to leave pool– sits by parent on poolside. Swimmer gets a yellow card.
If inappropriate response - young person may be asked to leave session immediately (Red card)



STAGE 3 – continued poor behaviour in same swim session.
Swimmer gets a red card and asked to leave session.
“Person in Charge” decides whether this is the end of the matter or refers young person to BASC CDC



STAGE 4 – continued poor behaviour or aggressive response to Stage 2 / 3 resulting in a second Red Card at a different session but within the same season, young person asked to leave session immediately.
PiC refers matter to BASC CDC for disciplinary action and potential non-immediate sanctions



Notify CCO when an U18 is involved

CDC procedures followed and further non-immediate sanctions imposed if appropriate

Yellow card issued
- incident recorded

Young person exits session but waits on poolside. Carer speaks to coach & swimmer

Young person waits on poolside. Carer speaks to coach & swimmer –
Disciplinary report sent to BASC CDC by Coach



Table 1 was created with input from both BASC coaches and swimmers. The final decision on the level of penalty for poor behaviour was ratified by BASC committee on 28.11.2018

Misdemeanour / Poor Behaviour /Conduct issue	Low offence - penalty	Medium offence - penalty	High offence - penalty
Disrupting session by: - standing up without good reason - constantly not listening - timewasting with hats/goggles -pushing other children - throwing water over other children	Yellow card		
Stopping and getting out without asking	Yellow card		
Answering back to coaches or answering for other kids	Yellow card		
Using phones during land training or yoga or in changing rooms	Yellow card		
Not doing exercises at all or incorrectly on purpose	Yellow card		
Displays of bad temper		Immediate Red Card -Moved from yellow card by swimmers	
Deliberately impeding another swimmer		Immediate Red Card -Moved from yellow card by swimmers	
Using foul language		Immediate Red Card	
Disparaging comments about others		Immediate Red Card	

Offensive behaviour to other swimmers, parents, coaches, members of public		Immediate Red Card	
Unsportsmanlike behaviour		Immediate Red Card	
Spitting		Immediate Red Card	
Bullying			Immediate referral to C&DC
Discrimination	Yellow card	Immediate Red Card	Immediate referral to C&DC
Fighting / Aggressive behaviour		Immediate Red Card	Immediate referral to C&DC
Intimidation or threats			Immediate referral to C&DC
Inciting hatred or violence			Immediate referral to C&DC

Summary:

- Swimmers are expected to listen carefully and follow all coaching staff's directions at all times
- Swimmers must not behave inappropriately to other swimmers and should conduct themselves with proper manners and respect for others at all times
- There will be zero tolerance regarding disrespectful language, lying, spitting, stealing or vandalism
- Swimmers must notify their coaches if they are leaving the pool area. No swimmer is to leave unless they have permission from their coach
- Swimmers represent the swimming club and must remember that the public may be using the changing rooms at the same time as they are
- Swimmers must be responsible for their own belongings
- Other swimmers belongings on poolside or in the changing area must be left alone
- Changing rooms are to get showered and changed in – not for messing about in
- Violent behaviour and bullying by a BASC member will not be tolerated

APPENDIX 1



Codes of Conduct

SI Code of Conduct for Young People

As an athlete you have rights and responsibilities. The following code will help identify these for you – if you are not sure ask your parent or your Club Children's Officer to explain them.

This is your Code, whatever your ability or wherever you take part and you should encourage others to follow it.

- In your sport you should
- Be happy, have fun and enjoy taking part and being involved in your sport
- Be treated fairly by everyone, adults and other athletes
- Feel safe and secure when you are taking part in your sport
- Be listened to and allowed to reply
- Be treated with dignity, sensitivity and respect
- Have a voice in the decisions that affect you within the Club and Swim Ireland
- Say no to something which makes you feel uncomfortable
- Train and compete at a level that is suitable for your age, development and ability
- Know that any details that are about you are treated with confidentiality

Your responsibilities are to

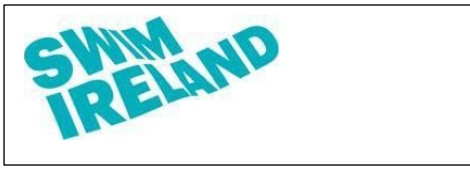
- Treat Leaders who may be teachers, coaches, team managers, officials or other parents with respect
- Be fair at all times, do your best to achieve your goals; be gracious if you do not achieved your goals
- Respect other athletes and your opponents
- Be part of the team and respect and support other team members both when they do well and when things go wrong;
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults
- Keep to rules and guidelines set by Swim Ireland, the Region and your Club and make sure you understand the rules e.g. if you play a team sport what contact is allowed; as a swimmer in competitions what togs are allowed
- Take part in your sport without cheating; you are responsible for not cheating and must not allow others to force you to cheat
- Listen to and respect decisions made by others; if you feel unjustly treated you can talk to your Club Children's Officer or your parents;
- Behave in a manner that is respectful towards Swim Ireland, your region and your club
- Never use violence or bad language; do not shout or argue with leaders, team mates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry
- Talk with your Coach, Team Captain, Club Children's Officer or a trusted Swim Ireland member if you have any difficulties or do not understand something; you should never keep secrets about any person who may have caused you harm or has made you feel upset
- Understand sport can be hard work and requires discipline to achieve your goals; you should understand the commitment and attendance needed – set at a level for what you want to achieve; talk through any worries or concerns with your parent and/or your Club Children's Officer
- Do not, or allow others to make you, try or take banned substances to improve your performance



SI Code of Conduct for Parents/Guardians

You should help and support the implementation of best practice policies in your child's/children's Club by following the code below.

- Become members of the Club and contribute your time and effort in the daily running of the Club; no club can operate successfully and safely without the help of volunteers
- Understand and ensure your child/children abide by The Code for Young People
- Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club.
- Have an awareness of and respect for Leaders and other adults and their roles within the Club
- Respect and abide by the decisions made by the Committee and other Leaders, these should be made in the best interests of the children in the Club
- Understand the complaints process and follow the proper procedure if you feel unjustly treated, with the knowledge that any complaint will be dealt with effectively and confidentially
- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/guardians should ensure they do not leave their child/children waiting unsupervised at any time
- Ensure the environment is safe and enjoyable for your child/children
- Promote fair play and the positive aspects of sport
- Be a role model for your children and young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the Club or Swim Ireland.
- Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective
- Promote participation for children that is fun, safe and in the spirit of fair play
- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child
- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people
- You should have the opportunity to put forward suggestions and comments
- Provide the Club and your child with emergency contact information and to be reasonably available in case of emergency
- Abide by the procedures and policies in this document especially with regard to the use of mobile phones, any type of camera and videoing equipment.
- Be aware and abide by the Code of Ethics, this document, the rules and constitution of Swim Ireland and the rules and constitution of your own Club



The Code for Leaders and Coaches/Teacher

You must follow the points stated in the code of conduct as described below:

Be familiar with and follow the required procedures in the Code of Ethics, this document, Swim Ireland rules and Regional and Club rules

Carry out your duties and responsibilities understanding that the welfare of children is paramount

Where relevant you should be qualified for your position and have obtained up-to-date knowledge and skills as required by Swim Ireland

Create a safe and enjoyable environment for children by:

- - Planning and preparing appropriately and be positive during sessions
- - Making sure all levels of participation should be enjoyable and fun,
- - Prioritising skill development and personal satisfaction over highly structured competition.
- - Setting age appropriate and realistic goals
- - Avoiding favouritism – each child will need attention according to their sporting needs
- - Praising and encouraging effort as well as results
- - Showing respect for all involved, children and adults

Recognise and ensure the welfare of children by:

- - Keeping attendance records
- - Not exposing a child to criticism, hostility or sarcasm
- - Never swearing at, ridiculing, shouting unnecessarily or arguing with a child
- - Being aware of a child's developmental needs and how a child may be psychologically or physically affected (if relevant for your role)
- - Working in an open environment
- - Ensuring there is adequate supervision
- - Involving and updating parents, especially if a problem has arisen
- - Respecting a child's sensitivity to their height and weight
- - Never using physical punishment or force
- - Not using verbal or physical punishments or exclusion for mistakes

Do not allow or engage in bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child

Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems. You may request a certificate of medical fitness to ensure safe continued participation

Avoid carrying out any medical testing or giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the training of children. Any such activity, if qualified, must only be with parent/guardian consent and the understanding of the child

Keep any information in relation to a swimmer of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information.

Never exert undue influence over a participant in order to obtain personal benefit or reward.

Acknowledge the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. Avoid the use of alcohol at all times whilst responsible for young people e.g. training sessions, events and on trips with young people



The Code for Committees

Committees should follow the points as below:

Be familiar with the Code of Ethics, this document, Swim Ireland Rules and any Regional and/or Club rules

Within a Club ensure and approve the appointments of Club Children's Officers (non-committee) and a Designated Person (on committee)

Carry out your required duties for Swim Ireland, Region or Club understanding that the welfare of children is paramount

Follow the Swim Ireland policies and procedures so that all activities are in accordance with this document:

- Create safe environment for young people
- Ensure the codes of conduct are in place for all involved
- Provide adequate supervision for training sessions with attendance record being kept
- Recruit volunteers/employees including vetting and training is completed
- Understand and implement the complaints and disciplinary procedures
- Ensure safe induction and supervision of volunteers/employees
- Ensure other activities follow procedures e.g. away trips
- All required procedures contained in this document are adopted

Ensure complaints including rumours are not ignored and dealt with appropriately, following the relevant procedures including

- Recording all incidents
- Reporting the incident/accident or injury
- Informing the parent or guardian (if child involved)

Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings together with General Meetings, including the Treasurers report

Set up, maintain, revise and implement rules in the best interests of Swim Ireland, the Region or Club. Rules should not contravene any Swim Ireland rules and must be communicated to the relevant members.

Ensure effective communications with members through recognised means e.g. e-mail, web posting, use of noticeboards, etc.

Inform parents/guardians in advance and obtain consent for children to be involved in events outside the normal activities within the aquatic disciplines e.g. fun day out, fundraising.

Inform parents/guardians where a matter or problem arises relating to their child

Monitor with the Children's Officer any changes in membership and any unusual dropout, absenteeism or Club transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.

Children's Officers and Coaches must be invited to at least 50% of committee meetings per annum to report and advise the Committee. Children's Officers and Coaches/Teachers may not be appointed/elected members of the committee