



OFFICIALS & VOLUNTEERS CODE OF CONDUCT

As a volunteer at Cults Otters ASC, we understand you have the right to:

- Be supported in your role and respected and treated fairly by the club.
- Know our club Wellbeing & Protection Officer(s) (WPO) are Claire Mueller and Geoff Clark and that you can contact them by e-mail: cultsotterscpo@gmail.com
- Be informed of the Scottish Swimming Safeguarding Policies and appropriate reporting procedures.
- Be informed of the club complaints process and who to contact at the club.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Feel welcomed, valued and listened to.

As a volunteer of the club, we expect certain standards of behaviour from our members.

By being a member of Cults Otters ASC and therefore agreeing to this code of conduct you agree to:

1. Adhere to the rules of the club including the club constitution and club policies.
2. Adhere to the rules and regulations of Scottish Swimming. This includes the Safeguarding (Children & Young People) Policy, code of ethics and the equality policy.
3. Adhere to any conditions stipulated under the pool hire agreement.
4. Keep children safe in sessions and at competitions with appropriate staffing ratios.
5. Ensure any equipment used is fit for purpose, safe to use and accessible.
6. Follow the club procedures should a child have an accident or suffer an injury.
7. Ensure any complaints raised to you are appropriately referred under the Scottish Swimming club complaints process.
8. Support the club as required in completing and maintaining minimum safeguarding and affiliation standards.

Your volunteering roles & behaviours:

1. Refer all safeguarding and wellbeing concerns to the club Wellbeing & Protection Officer (WPO).
2. Respect children's trust and rights while being honest with them.
3. Always put the wellbeing, health and safety of the child before all other considerations including the development of performance.
4. 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.
5. Develop an appropriate working relationship with all club members based on mutual trust and respect. Never exert undue influence over an athlete to obtain personal benefit or reward.
6. Encourage children to behave in a positive manner and follow the rules of the club and sport.
7. Adhere to your role responsibilities allowing others to adhere to theirs.
8. Promote a positive, respectful and welcoming environment and culture within the club.

9. Always respect other volunteers and technical officials' decisions and never engage in public criticism of them.
10. 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, ability, or any other relevant characteristic.
11. Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst children. Seek advice from the WPO where necessary.
12. Always promote the positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
13. Keep any qualifications and CPD up to date that are relevant to your role
14. Complete the Child Wellbeing & Protection in Sport (CWPS) every three years as applicable to your role.
15. Ensure you have a current PVG check through Scottish Swimming check (renewable every five years) if applicable to your role.

Breaches of the code of conduct will 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. Any criminal offence will be reported to Police and any other relevant authority, by the club.

Agreement

I understand that if I do not follow the Volunteers & Officials code of conduct, The club / Scottish Swimming may take any / all of the following actions:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Required to meet with the club Wellbeing & Protection Officer or designated members of the club committee
4. Monitored by another club volunteer/committee member
5. Required to attend an education course
6. Suspended by the club
7. Required to leave or be removed from post.

I have read and understood the above code of conduct and I agree to be bound by it:

Name (print)	Signed
Role	Date