

Code of Conduct

The Directors of Bundaberg Swimming Academy intend this Code of Conduct to be used in relation to all activities at Bundaberg Swim Academy, Anzac Park Pool and any other activity organized by the Bundaberg Swim Academy.

As a Bundaberg Swimming Academy director, service provider, employee, volunteer, swimmer, parent or spectator you should meet the following standard of conduct:

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing quality service.
- Be aware of, and maintain an uncompromising adherence to, Bundaberg Swimming Academy policies, procedures and code of conduct.

Bundaberg Swimming Academy expects all Directors, service providers, employees, volunteers, swimmers, parents, guardians and spectators to abide by this code of conduct, which upholds the philosophy and values of the organisation. They should recognize that at all times they have a responsibility, and a duty of care to others.

Specifically, they should:

- Understand the possible consequences of breaching the Bundaberg Swimming Academy member protection policy.
- Immediately report any breaches of the Bundaberg Swimming Academy Member Protection policy to the appropriate authority.
- Refrain from any form of abuse towards others.
- Refrain from any form of harassment toward others.
- Refrain from any form of discrimination toward others.
- Refrain from any form of victimisation toward others.
- Provide a safe environment for the conduct of activities in accordance with any relevant Bundaberg Swimming Academy policy
- Show concern and caution toward others that may be sick or injured.
- Be a positive role model.

Directors/Administrators

- Give all young people equal opportunity to participate.
- Identify swimmers with additional needs and notify Instructors/Coaches
- Ensure swimmers are given equal opportunities
- Understand and implement the policies and procedures of the Bundaberg Swimming Academy
- Have a Code of Conduct available for all clients
- Remember to set by example. Your behaviour and comments should be positive and supportive.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.

Service Providers

- Agree to abide by the code of conduct.
- Be responsible for matters concerning the implementation of their program
- Understand and implement the policies and procedures of the Bundaberg Swimming Academy
- Maintain a 'duty of care' towards others and accountability for matters relating to the learn to swim and squad training programs.
- Ensure that any physical contact with others is appropriate to the situation and necessary for the persons skill development
- Provide a safe environment for the program
- Make a commitment to providing a quality service.

Learn to Swim Instructors/Coaches

- Agree to abide by the code of conduct.
- Be responsible for matters concerning the coaching, training and development of swimmers.
- Maintain a 'duty of care' towards others and accountability for matters relating to the learn to swim and squad training programs.
- Have a sound working knowledge of Bundaberg Swimming Academy policies, rules, infant aquatics, learn to swim and coaching techniques.
- Ensure that any physical contact with others is appropriate to the situation and necessary for the persons skill development
- Provide a safe environment for Infant aquatics, learn to swim and squad training..
- Be a positive role model for clients, staff and volunteers of Bundaberg Swimming Academy
- Make a commitment to providing a quality service.

Parents

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Supervise your child/children at all times or nominate another adult to do so. (Not a staff member)
- Encourage your child to participate, and acknowledge their efforts
- Use appropriate communication – verbal and non verbal – at all times. Do not use inappropriate communication eg yelling, humiliating or swearing at your child or another child.
- Never ridicule your child for making a mistake
- Encourage your child to participate according to the rules and to settle disagreements without resorting to hostility or violence.
- Respect your child's instructor and teach your child to do so too.
- Do not leave your child unsupervised in a vehicle
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Swimmers

- Participate for your OWN enjoyment and benefit, not just to please parents or coaches.
- Co-operate with your instructor, coach and class/squad mates.
- Treat all participants, as you would like to be treated. DO NOT bully or intimidate anyone else.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Always display appropriate behaviour whether during classes or squad sessions **and** prior to and after training.

Volunteers

- Encourage your child to participate and acknowledge their efforts
- Use appropriate communication – verbal and non verbal – at all times. Do not use inappropriate communication eg yelling, humiliating or swearing at a child or another child.
- Understand and implement the policies and procedures of the Bundaberg Swimming Academy
- Be a positive role model

General Public (Lap swimmers, U3A participants, Aerobic participants, Special Olympics and any other person participating in a service offered by a service provider)

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Support Staff – Cleaners

- Use appropriate communication – verbal and non verbal – at all times. Do not use inappropriate communication eg yelling, humiliating or swearing at a child or another child.

- Understand and implement the policies and procedures of the Bundaberg Swimming Academy
- Agree to abide by the code of conduct.
- Maintain a 'duty of care' towards others and accountability for matters relating to your position.
- Have a sound working knowledge of Bundaberg Swimming Academy policies and procedures.

Spectators

- Remember that young people participate in sport for their enjoyment and benefit, not yours.
- Applaud good performance and efforts.
- Respect the decisions of instructors/coaches and teach young people to do the same.
- Never ridicule or scold a swimmer for making a mistake. Positive comments are motivational
- Condemn the use of violence in any form, whether it is by spectators, swimmers, instructors or coaches.
- Do not use foul language, sledge or harass other swimmers, instructors, administrators coaches.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.