

TEAM MANAGER CODE OF CONDUCT

A responsible Team Manager contributes to the development of individuals through:

1. Identifying and meeting the needs of individuals
2. Good team working and communication with coaches, athletes and their parents/carers
3. Creating an environment in which individuals feel included

Team Managers will travel with the team to and from all out of town and overnight meets/camps/club activities where appropriate. Ensure the correct ratio of Team Manager/Chaperones to Athletes is in place for each trip. This will depend on the age of the athletes, type of activity and method of transport for example.

Team Managers should comply with the principles of good ethical practise listed below:

A Team Manager must at all times:

1. Hold relevant, up to date Scottish Swimming team manager training, SASA membership, safeguarding training and a valid PVG applicable to their role
2. Develop an appropriate working relationship with athletes, based on mutual trust and respect
3. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport
4. Clarify, at the outset, with athletes (and where appropriate with their parents) exactly what is expected of them and what athletes are entitled to expect from their TM. Develop and encourage a positive team culture.
5. Consistently display high standards of behaviour and appearance, be an excellent role model including not smoking or drinking or using foul language in the company of athletes
6. Never ignore, tolerate or engage in any form of bullying
7. Follow all guidelines laid down by Scottish Swimming and the club and abide by Scottish Swimming Acceptable use of Mobile Phone Policy and Social Media Guidelines
8. Be available to the swimmers and provide guidance when necessary
9. Not allow allegations to go unchallenged, unrecorded or fail to act upon them

Medical Information

1. Be aware of any medical conditions or allergies that the swimmer may have
2. Be aware if a swimmer is required to take medication during the trip, and discuss the instructions with the parents prior to departure
3. Have ready access to a first aid kit (in team manager bag)

Emergency action and first aid

All team managers should be prepared with an action plan in the event of an emergency and be aware of First Aid procedures. This will include:

- 1. Access to First Aid equipment
- 2. Emergency contact for the athlete
- 3. Telephone contact to the Emergency Services

Team Managers have the right to:

- 1. Access ongoing training and information on all aspects of their role, including safeguarding, wellbeing & protection
- 2. Support in reporting suspected abuse or poor practice
- 3. Access to professional support services
- 4. Fair and equitable treatment by Scottish Swimming/Heart of Midlothian ASC
- 5. Be protected from abuse by adults/youths, other adult members and parents
- 6. Not to be left vulnerable while carrying out their role

Breaches of the Team Manager Code of Conduct will be dealt with in accordance with the Scottish Swimming disciplinary procedures.

I understand that if I do not follow the Team Manager Code of Conduct, Heart of Midlothian ASC or 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 Heart of Midlothian ASC 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 Heart of Midlothian ASC
- 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