



# OFFICIALS & VOLUNTEERS

## CODE OF CONDUCT

Technical Officials and Volunteers should comply with the principles of good ethical practice listed below.

**A Technical Official or Volunteer must at all times:**

1. Hold the appropriate valid qualifications, insurance cover and PVG relevant to your role
2. Develop an appropriate working relationship with all club members based on mutual trust and respect
3. Encourage an environment that values the performance and not just results
4. Show respect to others involved in the sport including other volunteers, athletes, coaches, team managers, technical officials and spectators
5. Follow all guidelines laid down by Scottish Swimming and the club
6. Display and promote high standards of behaviour and fair play
7. Always promote the positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited substances
8. Never exert undue influence over an athlete to obtain personal benefit or reward
9. Always respect other technical officials' decisions and never engage in public criticism of them
10. Respect the rights, dignity and worth of all participants regardless of age, disability, gender, race, cultural background or religious beliefs or sexual identity
11. Refrain from using offensive, insulting or abusive language or behaviour
12. Never engage in bullying, intimidation or harassment
13. Abide by Scottish Swimming's Acceptable use of Mobile Phone Policy and Social Media Guidelines
14. Report inappropriate behaviour or risky situations
15. Volunteers and Officials should not allow allegations to go unchallenged, unrecorded or fail to act upon them

### **Emergency action and first aid**

All Officials and Volunteers 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. Telephone contact if the participant(s) is under 16 where appropriate
3. Telephone contact to the Emergency Services

**Technical Officials and Volunteers have the right to:**

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

Breaches of the Official and Volunteer Code of Conduct will be dealt with in accordance with the clubs/Scottish Swimming's disciplinary procedures.

It is understood that if an Volunteer or Official does not follow the Official and Volunteer 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. Required to leave or be removed from post.