

## **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. However, all athletes competing for the club are adults and therefore do not normally require supervision by a team manager and are responsible for making their own travel arrangements.

### **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.
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 athlete(s) may have
2. If applicable, be aware if an athlete is required to take medication during the trip.
3. Have ready access to a first aid kit.

#### **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 all athletes
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/club
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.

Team managers understand that if they do not follow the Team Manager Code of Conduct, the club or Scottish Swimming may take any / all the following actions: (delete as appropriate)

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