



ALBATROSS DIVING CLUB – CODE OF CONDUCT

Albatross Diving Club is committed to providing a club environment in which all children and young people participating in its activities have a safe and positive experience. As an organisation affiliated to Swim England, Albatross Diving Club has adopted Wavepower Version 2.1 Effective 16 May 2025 Safeguarding Policy and Procedures. The aim of Wavepower is to safeguard all children in line with current legislation regulations and guidance. **The Albatross Diving Club Code of Ethics should be read alongside this Code of Conduct.**

Under the Albatross Diving Club Code of Conduct the Club agrees to:

- Recognise that all children participating in Albatross Diving Club regardless of age, gender, race, religion, sexual orientation, ability, or disability have a right to enjoy their involvement in diving in a safe environment and be protected from harm.
- Ensure that those individuals, who work with children and adults in the Club, whether paid or voluntary, provide a positive, safe, and enjoyable experience for our members. They will ensure that all activities are properly supervised, and consent is obtained for any activity outside of that previously agreed.
- Appoint a Club Welfare Officer with the necessary skills and training as outlined by Swim England who will take the lead in dealing with all child safeguarding matters raised within the Club.
- Ensure that the Club Welfare Officers name and contact details are known to all staff, club members and parents of members.
- The Welfare Officer to be available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower 2025 v2.1.
- Ensure all those persons who work with children and adults as part of their responsibilities to Albatross Diving Club have undertaken appropriate training, hold relevant DBS checks and adhere to the required practices for safeguarding children and adults as outlined in Wavepower 2025 v2.1.
- Ensure that all individuals who will be working or will work with children and adults in the Club have been recruited in accordance with the Swim England Safe Recruitment Policy.
- Ensure that all individuals who work with children and adults in the Club have the appropriate training and Codes of Conduct and good practice to follow in line with the guidance in Wavepower 2025 v2.1.
- Provide all club members and parents of members with the opportunity to raise concerns in a safe and confidential manner if they have a concern about a child's or adults welfare.
- Ensure that all safeguarding matters, whether they be concerns about welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower 2025 v2.1. Should your child become ill they will ensure their wellbeing until collected by an authorised adult.
- Ensure that confidentiality is maintained appropriately and in line with the best interests of the member. Ensure all papers relating to members safeguarding matters are held in a safe and secure manner.

In return for this, as members of Albatross Diving Club (divers, coaches, volunteers, and parents) have specific roles and responsibilities. These roles and responsibilities represent the basic agreement between diver, coach, and parent/carer. They are referred to as the Code of Conduct and must be always adhered to during club sessions and competitions, whether this is at our home pool or any other venue where training or a competition is taking place.

The reputation of the Club rests not only on a diver's competitive success, behaviour and appearance when representing the Club are also important. Albatross Diving Club expects all divers, coaches, parents/carers, and supporters to uphold sporting values and show respect to all fellow divers, coaches, and officials whether at home or away. Be sure to always set a good example and make your club proud.



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COACHES

Albatross Diving Club acknowledges the importance of the role undertaken by our coaches over that expected of them to safeguard our members and the important role they, and all our volunteers play in putting Swim England Safeguarding Policies and Procedures into practice. It recognises that, as safe and trusted adults, our children or adult members may confide in you to disclose concerns about abuse, in the knowledge that you are a person of trust who will help get that concern addressed in a proper and confidential manner. We want you to enjoy your time coaching with the Club and feel supported in your role and the Club will provide access to ongoing training and CPD in all aspects of your position. You are respected and will be treated fairly by Albatross Diving Club, made to feel welcome, valued and listened to.

All coaches should familiarise themselves with Wavepower 2025 v2.1 paying particular attention to the Guidance for Coaches given on pages 111-113.

Specific Roles and Responsibilities:

- At all times adhere to:
 - the Swim England Code of Ethics, Rules and Regulations
 - Wavepower 2025 v2.1 (including the Swim England Child Safeguarding Policy and Procedures)
 - the Swim England Equality and Diversity Policy
 - Albatross Diving Club Constitution, safeguarding procedures, Club Code of Ethics
- Be punctual and take reasonable steps to inform divers/parents of changes to sessions.
- Keep an attendance register for your divers and know where they are always during a training session.
- Develop positive relationships by maintaining communication with parents and divers, keeping them informed. Work to develop relationships with divers, parents and other coaches based on openness, honesty, mutual trust, and respect listening to any concerns the parent/guardian or child may have and seek advice (where appropriate) to resolve any concerns.
- Consistently display high standards of behaviour and appearance. Wear appropriate poolside dress.
- Always keep poolside and gym discipline, enforce safety rules rigorously and ensure all equipment is safe to use.
- Ensure your divers understand what is always required of them. Put the well-being, health, and safety of members above all considerations including developing performance.
- Avoid coaching divers on the board, in the water or across the pool where possible. Ensure there is appropriate staffing ratios when coaching and use safe methods of instruction and techniques by putting safety first. Use positive and constructive methods when coaching and ensure programmes are appropriate for the age, ability, and experience of the child.
- Always put the wellbeing, health, and safety of the child before all other considerations including the development of performance.
- Always use appropriate verbal and body language. Swearing, inappropriate, disrespectful, belittling, offensive language or aggressive or offensive behaviour are not acceptable.
- Create and maintain an environment free of fear and harassment. Treat all divers with respect and dignity, value their worth and treat everyone equally, recognising their needs and abilities within the context of their sport.
- Respect children's and adults trust and rights whilst being open and honest with them. Recognise and respect your position of trust and maintain appropriate boundaries and relationships with children and adults as set out in Wavepower. Appropriate boundaries extend to the use of social media where coaches should not have children as friends within their social media groups.
- Consider your behaviour and do not engage in any behaviour that constitutes any form of abuse or leads to discomfort in others. Never use your position to obtain personal benefit and ensure that you do not expose yourself to allegation through your own misjudged behaviour. Adhere to Wavepower as your guide and seek advice from the Welfare Officer where necessary.
- Promote the concept of a balanced lifestyle and support the well-being of all divers in and out of the sport.

- Respect and champion the right of every individual to take part in diving, celebrate difference in our club by not discriminating against anyone on the grounds of gender, race, sexual orientation, faith, or ability.
- Refer all concerns of a member safeguarding nature to the Welfare Officer in line with the procedures contained in Wavepower 2025 v2.1.
- Encourage divers to accept responsibility for their own behaviour and performance. Challenge and address instances of poor, negative, aggressive, or bullying behaviour amongst children. Seek advice from the Welfare Officer where necessary.
- Ensure team/squad selection is clear and transparent and be fair and equal when making decisions. Coaches should not spend excessive amounts of time with one member to the detriment of the squad/team.
- A coach should not leave the training venue before all members have been collected or are continuing to be supervised by appropriate Albatross Officers.
- Follow the club procedure should a child or adult have an accident or suffer an injury.
- Continue to seek and maintain your own development in line with your role and complete a Swim England approved child safeguarding training course every three years in line with Wavepower 2025 v2.1 guidance. Keep your coaching and CPD qualifications up to date and ensure that your DBS remains current.
- Treat all information of a personal nature about individual divers as confidential, except in circumstances where to do so will allow the child or adult to be placed at risk of harm or continue to be at risk of harm.
- Lead by example promoting positive behaviour. Encourage all divers to obey the spirit of the rules and regulations both in and out of the pool. Never encourage or condone divers, volunteers, officials, or parents to violate the rules of the Club or the sport and report any violations appropriately.
- Observe the authority and the decision of officials and only question those decisions in an appropriate manner.

Breaches of the Code of Conduct may result in disciplinary action being taken against you by the Albatross Diving Club Committee under the judicial regulations.

Name (please print)

Signed **Date**



ALBATROSS DIVING CLUB – CODE OF CONDUCT

PARENTS

As parent/guardian of a club member you have the right to be assured that your child is safeguarded during their time with us, you have access to our club policies and procedures, you know how to contact the Welfare Officer and be confident in the qualification and training of all those in responsibility. You will be informed of any problems or concerns relating to your child where appropriate and you are entitled to make a complaint to the Executive Committee or Welfare Officer as appropriate which will be listened to and responded to.

Specific Roles and Responsibilities:

- Complete and return the Club Membership Form as requested by the Club and detail any health conditions/ allergies/ concerns relevant to your child. **Ensure the Club always has up to date medical information and contact details for you and any alternative person. Respond to annual records checking requests from the Club Secretary.**
- Ensure children arrive at least 5 minutes before training starts and are collected on time. Never leave your child before the session begins. Our duty of care starts when a training session begins and ends when the session ends. If your child falls ill during the session, we will inform you and look after them until you are able to collect them.
- Keep us informed – let your child’s coach know, with as much notice as possible, if your child is ill or unable to attend sessions and notify pre-existing injuries or illness to the leading coach. Inform us if you are running late to collect your child or if your child is going home with someone else.
- Always ensure your child is dressed appropriately for the activity in accordance with the club dress code.
- Help us to keep your child safe by encouraging them to learn the rules about safety, acceptable behaviour and to participate within the rules.
- Help your child to recognise good performance, not just results. Praise your child for effort and achievement, never punish or belittle a child for poor performance or making mistakes. Give encouragement to your child and tell them what they have done well and provide support when they are struggling.
- Be a positive spectator role model by recognising good sportsmanship and applauding the performances of all. Accept officials' decisions in competition, addressing any queries through the clubs leading coach at the event.
- Always use appropriate verbal and body language. Swearing, offensive language or aggressive or offensive behaviour will not be tolerated.
- Please do not intervene with discipline or coaching during training unless your help is requested.
- Respect and celebrate difference in our club and not discriminate against anyone else on grounds of gender, race, sexual orientation, faith, or ability.
- Ensure your child’s needs are met in terms of nutritional needs and listen to the advice given from the club coach and in the Club Handbook available on the website www.albatrossdiving.org
- Support your club coach and committee appropriately and raise any concerns you have in an appropriate manner. Details of the Club Welfare Officer can be found on the Notice Board and on the website.
- All fees and competition entry fees must be paid promptly. Competition entry fees must be paid in advance by the dates required (your child’s coach will inform you when this is), monthly fees are due on the 1st of each month.
- Tell us if you want to talk to us about any concerns relating to your child. We will arrange a mutually convenient time so you can talk to us. You have the right to make a complaint to the Club if you feel that the Club or a member of the club is not acting appropriately to Swim England/club rules and regulations. If unresolved you may make a complaint on behalf of your child to the Swim England Office of Judicial Administration.

We are an amateur club. The committee and helpers are all unpaid volunteers. Please support and respect them all and contribute where possible to the smooth and successful running of the club.

Name (please print)

Signed Date





ALBATROSS DIVING CLUB – CODE OF CONDUCT

DIVERS

As a club member we want you to enjoy the time you spend with us and know that you are safe. You will be respected by us, be listened to, and be made to feel welcome and valued. You will not be judged based on your race, gender, sexuality, faith, or ability, instead you will be encouraged to develop your diving with our help and support. In the event of an injury or accident you will be looked after, and your parents/ guardians will be informed where appropriate. You can talk to us if you feel that something is not right. The use of abusive or inappropriate language, bullying, physical violence, or any behaviour which hurts others will not be tolerated by the Club.

Specific Roles and Responsibilities:

- Be on time, arrive at least five minutes before your warm-up training time if you are running late please let us know. Make your coach aware in advance if you will be missing a session or if you have any difficulties in regularly attending your training sessions.
- Always display a high standard of behaviour when representing the Club at training or competition. Always use appropriate verbal and body language. Report any incidents of bullying or unkind behaviour to the Club even if you are just a witness. Take care of our equipment and premises as if they were your own.
- Show respect and dignity to your coaches, officials, teammates, divers from other clubs and other pool users. Treat everyone equally and never discriminate against another person on any grounds. Always report any poor behaviour by others to an appropriate Club Officer. Respect the privacy of others, especially in the changing rooms.
- Only be on poolside during your session, unless you have permission of a coach and if you need to leave the training or competition area during a session ask your coach for permission, so they know where you are.
- Learn and observe the poolside and dry training safety rules for the different facilities used by the Club. Always follow instructions in the pool or dry training areas. This applies whether it is a coach, parent or senior diver who is supervising a dry training session. Keep yourself safe, behave responsibly and speak out when something is not right.
- Get on the board and out of the water promptly.
- Adhere to the club dress code:
 - Dry training - you are expected to wear appropriate sports clothing (Shorts & T-shirt) suited to the activities undertaken. No loose or ill-fitting clothing will be allowed.
 - Socks & sports trainers should be worn to all dry training sessions.
 - Jewellery, watches, and all piercings are to be removed during training and competition.
 - Long hair should be tied back during wet/dry training and competition.
 - Albatross tracksuit and competition top must be worn to all competitions, plus any other Albatross team kit specified by the lead coach for that event.
- Mobile phones and any other electronic devices are not permitted during wet and dry training. Taking photographic images of others is not permitted. Mobile phones are not permitted in the changing rooms.
- Be a positive role model by recognising good sportsmanship and applauding the performance of all. Always encourage and support all divers, coaches, and officials from all clubs. Celebrate good performance and success of fellow club and team members. Treat others with respect and appreciate that everyone has a different level of skill or talent.
- Support and encourage your teammates, tell them when they have done well and be there for them when they are struggling.
- Show appropriate behaviour when using social networking sites. Inflammatory, derogatory, or negative comments/images posted about any diver, coach, official or club will not be tolerated in accordance with the social media guidelines. Report any concerns regarding the behaviour of fellow club members at the time to an appropriate adult.
- Do not make inappropriate friend requests on social media to adult club members or accept adults as friends in your social media groups.

- You will be required to attend competition events that your coach has entered you for unless you have previously agreed otherwise with him/her. Arrive at competitions early to support fellow divers. Report to your coach immediately upon arrival at the pool

Coaches reserve the right to prevent a diver from continuing in any diving session if it is felt that the above rules are not being followed.

Name (please print)

Signed Date

For members under 16 years

As the parent/carer of the above-named member, I hereby confirm that I have explained to them the contents and implications of this Code of Conduct.

Signed(parent/carer) Date



ALBATROSS DIVING CLUB – CODE OF CONDUCT

VOLUNTEERS

As a volunteer with Albatross Diving Club, we want you to enjoy the time you spend with us and feel supported in your role. You will be clear on the club child safeguarding procedures, know who the Welfare Officer is and how to contact them. Your voice will be heard, you are respected and will be treated fairly by the Club. As a volunteer with Albatross, you are in a position of trust which should always be treated with respect and we look to you to make our club a happy, friendly, and welcoming place for all members.

Specific Roles and Responsibilities:

- At all times adhere to:
 - the Swim England Code of Ethics, Rules and Regulations
 - Wavepower 2025 v2.1 (including the Swim England Child Safeguarding Policy and Procedures)
 - the Swim England Equality and Diversity Policy
 - Club and facility conditions advised.
- Be a positive role model by recognising good sportsmanship and applauding the performances of all. Accept officials' decisions in competition, addressing any queries through the club's lead coach at the event.
- Champion everyone's right to take part and celebrate difference in our club by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith, or ability.
- Adhere fully to the role and job description as outlined by Albatross Diving Club and never use that role to gain favour for yourself or any individual diver.
- Treat all divers with respect and dignity, value their worth and treat everyone equally recognising their needs and ability within the context of the sport. Encourage divers to accept responsibility for their own behaviour and performance.
- Continue to seek and maintain your own development in line with your role and complete a Swim England approved safeguarding course every 3 years in accordance with Wavepower 2025 v2.1, if appropriate to your role. Ensure your DBS remains current.
- Treat all information of a personal nature about individual divers as confidential, except in circumstances where to do so will allow the child to be placed at risk of harm or continue to be at risk of harm.
- Encourage all divers to obey the spirit of the rules and regulations both in and out of the pool. Never encourage or condone divers, volunteers, officials, or parents to violate the rules of the Club or the sport and report any violations appropriately.
- Recognise that as a club volunteer you are in a position of authority, do nothing to abuse this position. Recognise and respect your position of trust and maintain appropriate boundaries and relationships with children as set out in Wavepower. Appropriate boundaries extend to the use of social media where club volunteers should not have children as friends within their social media groups.
- Consider your behaviour and do not engage in any behaviour that constitutes any form of abuse or leads to discomfort in others. Never use your position to obtain personal benefit and ensure that you do not expose yourself to allegation through your own misjudged behaviour. Adhere to Wavepower as your guide and seek advice from the Welfare Officer where necessary.
- Please do not intervene with discipline or coaching during training unless your help is requested.
- Always use appropriate verbal and body language. Swearing, offensive language or aggressive or offensive behaviour will not be tolerated. Treat with respect and encourage all members to respect all competitors and teams from other organisations in victory or defeat.
- Refer all concerns of a child safeguarding nature in line with the procedures contained in Wavepower 2025 v2.1.

We are an amateur club. The committee & helpers are all unpaid volunteers. Please support and contribute where possible to the smooth and successful running of Albatross Diving Club. Note that breaches of the Code of Conduct may result in disciplinary action being taken against you under the judicial regulations.

Name (please print)

Position.....

Signed Date