



Code of Conduct for Club Administrators

Document No 067 Rev 2

This code is an extension to the Club and ASA Code of Ethics. Both should be followed. The administrators for the Club must

- The wellbeing, health and safety of members is a priority.
- At all times adhere to the ASA Code of Ethics, Rules and Laws.
- At all times adhere to the ASA Child Safeguarding Policy and Procedures
- Consistently display high standards of behaviour and appearance
- Treat all members of the Club with respect and dignity, value their worth and treat everyone equally, recognising their needs and abilities within the context of their participation.
- Develop an appropriate working relationship with members of the Club based on mutual trust and respect.
- Meet the ASA commitment to equality, diversity and inclusion.
- Never exert undue influence to obtain personal benefit or reward.
- Continue to seek and maintain their own professional development in all areas in relation to club administration.
- Treat all information of a personal nature about members as confidential, except in circumstances where to do so will allow a member to be placed at risk of harm or continue to be at risk of harm.
- As a Club administrator you are an ambassador for the Club and therefore expected to act in a professional manner with integrity and honesty.
- Refer all concerns of a child safeguarding nature in line with the club/ASA safeguarding policy.
- Follow the appropriate methods of communication when issues and concerns are required to be raised. If in doubt you will approach the Executive Officers of the Club for guidance.

Equality, Diversity and Inclusion

1. The ASA and British Swimming have committed themselves to tackling forms of discrimination and to strive to become inclusive of all those who want to participate in swimming (as competitors, officials, coaches and administrators) irrespective of their race, gender, disability, age, sexual orientation and faith and ability.
2. This code of conduct includes the Association's commitment to address equality, diversity and inclusion in swimming.

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To this end the association will not tolerate:

- a. Discrimination on the grounds set out in 1.
 - b. Harassment
 - c. Bullying
 - d. Abusive or insensitive language
 - e. Inappropriate behaviour detrimental to any individuals or groups of individuals
3. The ASA and British Swimming are governed by UK law and will seek to ensure that its participants are committed to addressing its responsibilities under the sex discrimination act 1975, Race Relations Act 1976, Race relations (Amendment) Act 2000, Equal Pay act 1970, disability discrimination Act 995, Human Rights Act 1998, Disability discrimination Act (Amendment) 2005, Equality Act 2006.
4. Committees, officials and volunteers in all aquatic disciplines must address this responsibility to support equality, diversity and inclusion in our sport.

Signed..... Print name.....

Date.....

Please sign both copies of this code of conduct and return one to the welfare officer