



CLUB RULES AND MEMBERS' CODE OF CONDUCT

February 2012

Introduction

This Rule Book and the Club Code set out:

- the way the Club operates
- the membership structure and rules
- the norms of behaviour expected from SDA members
- the rules to be followed by members.

All members are expected to read and follow these Rules and Code. They should be read before signing the Membership Acceptance Form.

The Code and Rules might not be read or understood by younger members. **So it is expected that parents/guardians take responsibility for making sure that their child understands the main points** as summarised in the "Junior Code of Conduct". By signing the Acceptance Form parents/guardians are accepting the Club Rules and Code of Conduct and committing to making sure that their child understands and follows the key points.

1. The Club Constitution and Club Committee

- The Club is governed by its Constitution. This is available on the Club website. By applying for or renewing their

membership, a member accepts the terms of the Constitution in all respects.

- The Club is managed by a Committee which is elected annually. The responsibilities of the Committee, its way of working and the rules relating to the election of the Committee are set out in the Constitution. The Committee is responsible for defining these Rules and Code of Conduct.
- The Committee consists of ten members. Four of these are elected to specific roles as Officers of the Club: the Chairman, Vice Chairman, Secretary and Treasurer. The other six members are elected as General Members who typically will cover responsibilities for:

Home competitions	Club trips	Press & Publicity
Membership	Fund-raising	Social

- In addition (1) a Director of Coaching and (2) a Welfare Officer is appointed by the Committee and invited to attend Committee meetings.
- The Committee Chairman may also invite others to attend a Committee meeting (for example, the Hampshire ASA Diving Secretary) at his/her discretion.

- Committee members and Officers are appointed through the elections held at the AGM. The nomination process is set out in the Constitution. This requires all nominations to be written legibly on the notice posted on the Club Noticeboard and to be supported by a seconder, with the agreement of the person being nominated also being confirmed by their signature; this must be done in line with the timing specified.
- All members aged 18 or over may vote in the election if they attend the AGM in person: no proxy voting is permitted. Two members who are independent of the Committee and the nominees will be appointed as tellers in advance of the meeting. The vote will be either “for” a nominee or a voter may abstain.

2. Membership

2.1 Membership categories

Junior Member: a diving member of 18 years of age or under in the competition year

Member: a diving member of 19 years of age or above in the competition year

Associate Member: any other member

Honorary Member¹: as appointed by the Annual General Meeting under the Constitution.

¹ Honorary Members are nominated for (1) representation of their country at international level such as at the Olympic Games, World or European Events (Age Group or Senior), the Commonwealth Games and the World University Games; (in coming to a decision the relative difficulty of qualifying to compete, the result achieved and the length of membership of the Club will be taken into account); and (2) unselfish dedication and service to diving

2.2 Membership fees and subscriptions

- The annual membership fee must be paid by the deadline communicated.
- The monthly Club subscription must be paid by standing order. Any delay in payment not explained to the Treasurer, or any continuing non-payment, may result in the diver being unable to participate in any diving programme activity including training.

2.3 Resignation

- A member wishing to resign membership must give to the Secretary or the Membership Secretary one month’s written notice of his resignation. A member’s resignation shall only take effect when this and the Club rules relating to leaving the Club have been complied with.
- It is the responsibility of the member to cancel the standing order for monthly subscriptions through their bank. The Club will not refund any overpayments resulting from a failure to do so.
- The resigning member shall return all trophies held by them immediately.
- A departing member is not entitled to any refund of fees or competition-related fees or trip costs paid in advance².

through the Club or at national level in any role, usually over a number of years.

² Although not part of the Club rules, members’ attention is drawn to the Active Nation requirement that the direct debit payment to them for training provision must not be cancelled until one month after notification of resignation unless an advance payment of one month’s training fees has been made.

2.4 Expulsion or suspension

- The Committee has the power to terminate membership if it decides that it is not in the interests of the Club for the membership to continue. The rules relating to this are set out in the Constitution.
- The Director of Coaching, or the Club Officers, may temporarily suspend or exclude a member from particular training sessions and/or wider Club activities when, in their opinion, such action is in the interests of the Club.

2.5 Communication with members

- Unless a member specifically requests otherwise, all correspondence from the Club will be sent to the email address provided on the latest membership form unless subsequently updated: it is the member's responsibility to inform the Secretary or the Membership Secretary of any change in email address.

3. General standards of behaviour

- SDA expects the highest standards from their members at all times. Team members and their parents³ are expected to conduct themselves in a manner such that they do not bring SDA into disrepute.
- Adults (including "young adults") recognise that they are setting an example to young members and are representatives of Southampton Diving Academy.
- Language whilst engaged in activities of the SDA (including during training and competitions) must be appropriate and

socially acceptable.

- Team members will show respect to fellow members, competitors, coaches, officials and members of the public.
- In any form of communication with another member, other club members or members of the Diving Facility at any venue, whether spoken or via email, all members undertake to use polite language with avoidance of raised voices.
- Members are expected to support and encourage diving members in all aspects of their diving.
- Members are expected to avoid making any negative comments on the performance of other divers, especially to that diver's family/guardians or to the diver.
- When communicating with the member's son/daughter/dependent on their diving performance members are expected to show restraint and avoid negative behaviour, particularly in public areas such as changing rooms.
- Parents (guardians) or any other family members are only permitted on poolside when (1) invited by the coach in the event of injury to their child and (2) during competitions when acting as an approved poolside volunteer.
- Parents must avoid communicating with a coach during a training session ie whilst the coach is on poolside and coaching. Distracting a coach can result in danger for the divers under his/her control.

³ All references to parents include guardians as appropriate.

- Members must respect all others regardless of gender, ethnic origin, religion or social class.

Persistent failure in any aspect of expected parental behavior, particularly in relation to negative comments on divers, may result in suspension of that individual's membership if a request to desist from such behaviour is not followed.

4. Drugs, alcohol and smoking

- By law the purchase of alcohol and tobacco products is forbidden to all underage members. Any non-obeyance of the law while on an activity connected with diving and/or SDA will be regarded as a serious disciplinary matter.
- The taking of drugs is strictly forbidden as defined by law. The ASA and Club attitudes in relation to drugs are very strict and clear: any transgression by a diver will lead to expulsion from the Club.
- Alcohol must not be consumed by any diver or volunteer during a diving session (training or competitive) or on a club trip, regardless of their age.
- Coaches aged 18 or over may consume alcohol outside of training or competition sessions but are expected to behave responsibly and must not, on these occasions, consume alcohol or smoke in the presence of members under the age of 18 or at the diving venue. At the beginning of a training or competitive session a coach must be

free of the effects of any consumption of alcohol.

- Smoking is forbidden to all underage members.
- SDA coaches and chaperones must be made aware of any medication that a diver may be taking.
- Divers who have **any** medical conditions must report them immediately to their SDA coach

Any breach of the rules in relation to alcohol and drugs will be taken particularly seriously and may lead to suspension or expulsion.

5. Personal appearance and clothing

- Whenever required the SDA Team kit must be worn by divers. This includes travelling and competitions.
- For Novice and Skills levels, this may only mean an SDA t-shirt as a minimum (ie a track-suit is an optional item). For Age Group and Elite the minimum requirement is T-shirt and a tracksuit top.
- When a diver participates in a parade or a medal presentation they must wear an SDA tracksuit top (borrowing one from a fellow team member if necessary).
- Divers must wear shoes/flip flops when on the balcony and in any other non-poolside area at all times. They should not be on the balcony whilst wet.
- Only current members may wear SDA kit.

6. Attendance

- All diving members should try to attend all training sessions to which they are committed.
- If unable to attend a session divers must inform their coach.
- A poor attendance record without a coach's agreement may lead to termination of membership.

7. Relationship with coaches

- Divers must show respect for their coach(es) at all times and follow instructions immediately and without inappropriate comment.
- Outside a training session, if parents wish to discuss their child's performance with their coach, they should remember the need to respect the coach as a qualified person – and in general as a person ie abusive language or a raised voice is not acceptable.
- A coach's decision on training and competitive matters is final. Only in extreme cases should the matter be raised to the Director of Coaching. The Director of Coaching's word is final and the Club Committee does not involve itself with coaching matters.
- Members (or their parents) should not enter into email or text communication with their coach except in relation to arrangements for competitions or training sessions.
- Except in the case of social events organised for the diver's training group, Club social events and during group

meals on away trips, junior divers (ie under 18 years old) should not socialise with their coach.

- It is inappropriate, except in emergency situations, for coaches to travel to or from competitions or training sessions with a diver (eg in the parent's car). Exceptions may be agreed by the Director of Coaching on a one-off basis.
- Members under the age of 18 may not communicate with coaches through Facebook or other social networking sites (see the Social Networking Policy which must be followed at all times).
- Close personal relationships between a diver and a coach where either is under the age of 18 are highly inappropriate and will lead to disciplinary action.
- Caution should be exercised where there is a close personal relationship between a coach and a diver who are both over 18 and the Director of Coaching should be made aware of the relationship.
- With the exception of small and infrequent one-off "thank you" gifts of modest value, it is inappropriate for a diver or parent/guardian to make gifts or payments (actual or in kind) to a coach. Should the parties involved consider the situation exceptional, this should be raised with the Head of Coaching for Active Nation and the Chairman of the SDA Committee who will agree on the response and, if applicable, the course of action.
- Any complaints about a coach in relation to coaching sessions should be

addressed to Active Nation, initially to the Head Coach or Diving Administrator.

- Any complaints relating to coaching at competitions should be addressed initially to the Director of Coaching; if this is not sufficient, the complaint may be addressed to the Club Chairman. If the complaint relates to child safety, it should be brought to the attention of the Club Welfare Officer as well as being raised with the Director of Coaching.

8. Transport

- It is not appropriate for a member to offer to drive a diver to any location without the prior consent of the diver's parent/guardian.
- Members' attention is drawn to the welfare guidance that suggests frequent and regular acceptance of offers of lifts from a non-family member should be considered carefully before allowing the arrangement to become regular.

9. SDA-organised Trips

9.1 General

- Divers are eligible to join a Club Trip only when specifically invited by the Director of Coaching. This is usually by a letter which is specifically addressed to the named individuals and to no other divers.
- By signing their child up for a trip, parents are accepting certain conditions ie the rules set out here or any others specified by the Trips Committee in the invitation letter.

- Any complaints relating to a Trip must first of all be communicated to the Trip Manager or, if he/she is not immediately available, a Chaperone. If the issue relates to a child safeguarding issue which cannot be initially discussed with the Trip Manager or a chaperone the Club's Welfare Officer should be contacted.
- If the issue relates to coaching, the issue must be raised with the Lead Coach on the trip or the Director of Coaching. If this is not an option, the Trip Manager should be informed.
- A diver will only be signed-up for a trip on receipt by the Admin Parent of a signed consent form and of payment of deposit (by cheque to the Admin Parent or by electronic transfer to SDA).
- When on a Club Trip any insurance cover is the responsibility of the parent; note that the ASA insurance only covers the diver when training or competing in their sport ie diving.
- All divers (unless under 9 years old in the year of competition) are expected to travel as part of the team (ie not under parental control) except in exceptional circumstances which are agreed in advance with the Director of Coaching and communicated immediately once agreed to the Trip Manager. If it has proved impossible to obtain the Director of Coaching's permission, the Trip Manager shall be informed and will make a final decision in consultation with the diver's coach.
- Any diver who is under 9 years old in the year of competition must travel under Parental Control.

- If a diver has travelled to the event under Parental Control, the status of the child during the competition must be agreed in advance with the Trip Manager. For example, the child will remain under Parental Control unless it is specifically agreed beforehand that at the venue he/she will be the responsibility of the Chaperones and specifically sign in/out; or at all times in the accommodation he/she will be the responsibility of the parent unless agreed otherwise in advance with the Trip Manager.
- If at any point the child comes under the supervision of the trip team, the diver will be expected to pay an equal share of the trip team costs – in addition to their share of the coaching costs.
- A child travelling under Parental Control is required to pay a share of the coaching costs in advance ie at the time of entry fees being paid. The amount will be determined by the Trip Committee. If this amount is not paid in advance, the child will not be allowed to compete.
- Deposits are not refundable once paid. In exceptional cases only relating to illness or injury or non-qualification, full or partial return of the deposit may be considered depending on whether any costs have yet been incurred as a result of the child having been signed up to a trip, but this is not automatic and is at all times subject to the decision of the Trips Committee and of the Director of Coaching.
- Similarly amounts relating to final payments may be refunded in full or in part in the exceptional cases of illness or injury but only to the extent that costs have not been incurred or additional costs will not be incurred as a result of the child withdrawing. An assessment of the scope for refund will be made by the Trips Committee whose decision on the amount will be final.
- No refunds will be made unless the basis for the withdrawal is confirmed as legitimate by the Director of Coaching.
- A decision on any refund of a deposit or final payment may need to await the final cost outcome for the trip. The parent requesting a refund may, therefore, have to wait some weeks for a decision.
- All divers on SDA-organised trips will show respect for the Trip Manager, Chaperones and drivers and follow all instructions without dispute or inappropriate comment.
- Electronic devices such as Nintendos, games on phones etc may only be used at the discretion of the Trip Manager, Chaperones or coaches. Usually divers are expected not to be using such devices during an event when a team-mate is competing.
- Divers are expected to show interest in supporting their team mates when they compete.
- Divers must obey instructions from the Trip Manager, chaperones and coaches at all times and without delay. This is particularly important in relation to

Health & Safety eg being instructed not to run or to climb over seating.

- The rules of the venue where the competition is being held must be observed.
- When leaving the area where the team is seated, divers must “sign out” on the board provided and then “sign in” again when they return. Any absence not communicated to (1) the Trip Manager or (2) a chaperone may result in a “Yellow Card”.
- On SDA-organised trips a verbal warning (a “Yellow Card”) may be issued by the Trip Manager or a Chaperone for any misbehavior. In such cases the parent/guardian will be informed and the incident documented by the Trip Manager.
- A “Red Card” may be issued either (1) for continued misbehavior once a “Yellow Card” has been issued earlier on the trip or (2) extreme misbehaviour or (3) two “Yellow Cards” on consecutive trips. A “Red Card” will be reported to the diver’s parent/guardian and to the SDA Committee. It will result in automatic suspension from the next Trip for which the diver would have been invited. No appeals against the decision are permitted.

9.2 Transportation on Club Trips

- On SDA-organised away trips (ie not parental control) transportation provided by SDA should be used whenever possible.
- Persons travelling must wear the seat belts provided.

- Good behaviour is particularly required while on the minibuses provided, members recognising that drivers must not be distracted in any way whilst driving.

9.3 Accommodation

- SDA members are expected to use the accommodation and travel provided by SDA. Exceptions must be approved at least two weeks in advance by the Team Manager. If any costs are incurred by SDA as a result of the request to use separate accommodation, these may be charged to the member.
- The Club tries to ensure an acceptable standard of accommodation and food within what is considered to be a reasonable budget (ie charge to parents). Actual conditions in hotels and restaurants are beyond SDA’s control. Any parent wishing to raise a concern about the standard of accommodation or food should consider carefully these constraints before raising the issue.
- The SDA Trip Manager and Chaperones will allocate rooms. Parents undertake not to make particular requests in this respect. Children are expected not to ask for a particular room or enquire in advance whom they will be sharing with. If a parent feels that exceptional circumstances apply, this point must be made to the Welfare Officer no later than two weeks before the trip; the Welfare Officer will make a judgement on whether or not to inform the Trip Manager.

- If a parent travels to the competition, unless the diver is aged under 9 and, therefore, under Parental Control (see above) the parent(s) must stay at a different hotel from that where the team is staying; any exceptions to the rule must be agreed in advance with the Trip Manager. Should in exceptional circumstances a parent be staying at the same hotel, the diver must not leave their designated room (eg to visit their parents' room) without the explicit permission of a Chaperone.
- A parent should not, in general, take a child away from the diving venue during the trip. If the parent wishes to take the child away early (eg to leave early) the child must be signed out. Whilst the child is on the trip ie under the care of the Chaperones, the child must follow the instructions of the Chaperone and parents are expected not to interfere in any way.
- Respect must be shown to hotel staff and guests.
- Noise must be kept to a reasonable level.
- Any non-accidental damage to hotel property will be treated as a serious offence. Any faults or damage must be reported immediately.
- Room telephones or chargeable wifi may only be used with the permission of a Chaperone or the Trip Manager.
- The Accommodation's Health and Safety rules must be followed.
- SDA is not responsible for the loss of or damage to personal property.

10. Parental Control Trips

- On Parental Control trips, the child is under the care of the Parent at all times. SDA has no responsibility.
- The coach assumes responsibility for the diver while the diver is on poolside but at no other times.

11. Coaching

- During training at The Quays, Active Nation is responsible for all aspects of training without exception including hours, costs, levels, coaching standards, health & safety and safeguarding. Any issues should be raised in the first instance with the child's Coach. If this proves unsatisfactory, the issue should go to the Head of Coaching for Active Nation. If this is still insufficient, the issue should be raised with the Management of Active Nation or the designated Active Nation Welfare Officer.
- SDA is only responsible for coaching during competitions. During these times, it exercises its responsibility by accepting assurances from Active Nation that the coaches have been appropriately trained including in safeguarding and safety.
- When training or competing, at all times divers must follow the rules of the venue.

12. Media and Communication

12.1 Photography

- Flash photography is not permitted at any time in any training session or competition.
- Any form of photography during a training session (including the use of phone cameras) is forbidden unless formal prior permission has been obtained from the Active Nation Diving Office.
- Photography during competitions is only permitted if the member has signed the Photography Log Book held by the organisers, produced the required personal identification and is wearing the issued wristband.
- Members are advised that photographs of divers other than their own children (including photos with other children visibly in the background) should be stored on their cameras or hard drives for the minimum amount of time required: they should be deleted as soon as possible.
- It is recognised that members may take photos on behalf of other parents or wish to offer photographs to them. In such cases, the photos should be sent to the other person as soon as possible and no later than two weeks from the date of the photograph being taken. They should then be deleted from the camera or hard drive.
- No member may speak to the press on behalf of the Club (ie discussing Club matters or competition results relating

to other divers); all press communication is handled by the Director of Coaching, the Press & Publicity Officer and the Club Officers.

12.2 Emails and Social Media Networking

- In no circumstances should an adult member communicate with a junior diver (ie aged under 18 years) other than their own child via email or a social networking site.
- In no circumstances should an adult member communicate with a junior diver via their own child's email or social network account – or that of any other person.
- In no circumstances should an adult member be a “follower” or “friend” of a junior diver (other than their own child) on a social networking site.
- No diver should communicate with, or be a “follower” or “friend” of, their coach via a social networking site.
- Similarly it is part of the Coaches' Code of Conduct that a coach must not communicate with or be a “follower” or “friend” of a junior diver via a social networking site.
- All members are asked to apply caution in sharing action photographs with each other through social networking sites and parents are asked to take into account the need for caution in this area and apply appropriate supervision.
- Whilst it is not directly an SDA responsibility, members are advised that a similarly cautious approach be

applied in relation to the junior members of other diving clubs whom they may come into contact with through being the parent of an SDA diver or as an SDA member. Explicit permission of the diver's parent should be obtained in writing.

13. Welfare

13.1 Requirements of members, volunteers and coaches

- All members who work as volunteers poolside as marshals or judges must have CRB clearance in line with the prevailing guidance. It is preferred that they should, in addition, have attended an ASA-approved Child Safeguarding course during the preceding three years.
- All members who work on trips as trip managers, chaperones or drivers must (1) have current CRB clearance in line with the prevailing guidance and (2) have attended an ASA-approved Child Safeguarding course during the preceding three years. Any exceptions to this rule must be formally agreed by the Committee.
- All coaches are required to obtain an SDA-based CRB clearance in addition to any other clearance they may have (eg through Active Nation) or in line with the prevailing guidance.
- Although not a requirement, it is expected that at least one member of a trip management team will have attended a First Aid course.
- All drivers must have attended a MIDAS course; in unavoidable circumstances on a strictly one-off basis (eg in the event of sudden illness of the planned driver) this may be waived at the discretion of (1)

the Trips Committee and (2) the Welfare Officer or a Club Officer. Drivers must make known to the Trips Committee any convictions for dangerous driving or driving under the influence.

- All Committee members must apply for a CRB check within one month of being elected; all Committee members must maintain a current CRB certification.
- By attending a course funded by SDA or applying for CRB clearance with the ASA, a member is accepting that SDA will keep a record of their attendance and their application.

13.2 Welfare Officer

- The Committee shall appoint a Welfare Officer who, unless otherwise unavoidable, is independent of the Club and its members.
- The Committee may nominate a "deputy" to the Welfare Officer to deal with any welfare-related questions or issues during the Welfare Officer's absence; the "deputy" is not required to be independent although this is preferable.
- Should the Welfare Officer resign and temporary cover be needed, in the event that this cannot be provided by "the deputy" cover will be provided by a Committee member as agreed by the Committee.

14. Equity

The Southampton Diving Academy is committed to exemplary standards of conduct, applying the principles of equity (equality) and good morals and ethics. In order words, we aim at all times "to do the right thing".

Principles

SDA encourages individuals from all communities to become involved at all levels of diving participation, coaching, officiating, volunteering and management.

SDA will ensure that all members and staff adhere to the following equity principles:

- All persons must respect the rights, dignity and worth of every human being.
- All individuals must be treated fairly and equally regardless of gender, age, ethnic origin, religion, political persuasion or disability.
- Equity must permeate throughout strategic and development plans.
- Sexual and racial harassment and discrimination will not be tolerated.

15. Anti-Bullying

SDA is committed to providing a caring, friendly and safe environment for all members so they can dive in a relaxed and secure way. Divers, coaches, administrators and parents should, at all times, show respect and understanding for others' safety and welfare.

Bullying of any kind is unacceptable at our Club.

If bullying does occur, all divers or parents should feel able to tell the Welfare Officer and know that incidents will be dealt with promptly and effectively. This also means that anyone who knows that bullying is happening is expected to tell the Welfare Officer.

Members should understand that bullying can take different forms such as physical,

psychological, racist, or sexual bullying or also be in the form of aggressive verbal conduct.

All members should be alert to the typical signs of a bully and a victim: this way we help promote a zero tolerance approach to bullying.

As a Club we commit to:

- Providing adequate supervision during diving competitions and trips
- Encouraging children to speak out and share any concerns with a person in charge
- Taking all signs of possible bullying seriously
- Never condemning someone for "telling"
- Promoting awareness of the signs and symptoms of bullying.

Due for review:	February 2014
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