



THANET LIFEGUARD CLUB

Code of Conduct for Club Administrators (Volunteers & Officials)

As a volunteer / Club Official at Thanet Lifeguard Club, you have the right to:

- Feel welcomed, valued, and listened to.
- Be respected and treated fairly by the club.
- Be involved and contribute towards decisions within the club.
- Enjoy the time you spend with us and be supported in your role.

As a volunteer / Club Official at Thanet Lifeguard Club, we expect you to:

- Read and keep to this Code of Conduct.
- Adhere to the Clubs Equality and Diversity Policy*.
- Adhere to the Clubs regulations, Code of Ethics, Club Constitution, and rules*.
- Adhere to any conditions stipulated under the pool hire agreement.
- Refer all child, Young Person, of Adult at risk safeguarding concerns to the Welfare Officer.
- Ensure all complaints are referred under the internal club complaints process.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith, or ability.
- Respect everyone and never engage in inappropriate physical or verbal contact with others or abusive peer behaviour or take unfair advantage of others, pick on or make fun of each other including displaying offensive, discriminatory or aggressive/inappropriate behaviour or language.
- Not abuse or misuse any relationship of trust or position of power held by me.
- Adhere to your role responsibilities.
- Make our club a happy, friendly, and welcoming place for all members.
- Attend child safeguarding training every three years if applicable for your role.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate which needs to be renewed every three years if applicable to your role.
- Lead by example by promoting positive behaviour and good sportsmanship.
- Encourage all members to behave in a positive manner and follow the rules of the club.
- Never encourage or condone members of the club to breach the rules.
- Remember that actions, words and gestures can sometimes be misinterpreted, regardless of their good intentions.
- Appreciate the efforts of all young people and not over-train the young people and never exert undue influence over participants to obtain personal benefit or reward.
- Treat all personal information about members or their families on a confidential "need-to-know" basis unless information sharing with others is required to protect and safeguard a child from harm.
- Refrain from the consumption of alcohol or illegal substances during activities or events.
- Dress to the required standard when carrying out our roles.
- Not spend excessive amounts of time alone with children or adults at risk unless there are exceptional circumstances or the reason for this has been firmly established and agreed with the Club Welfare Officer, Branch Safeguarding or club management or Safeguarding Designated Lead.
- Not take photos of children or adults at risk without permission.
- Not invite or allow children or adults at risk to go to your home or stay with you unsupervised.
- Not take children or adults at risk in a car on journeys, however short.
- Maintain a safe and appropriate distance from candidates where possible.
- Ensure my own roles and responsibilities, and those of everyone you are responsible for, are clearly outlined and everyone has the information, training and support to carry out.
- Report any safeguarding concerns about participants especially, children or adults at risk to the Club Welfare Officer.



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- Ensure my Club is aware of and follows best practice guidelines to safeguard children and adults at risk from harm and abuse.
- Insist on fair and disciplined play- do not accept foul play, cheating or any consideration whatsoever with a view to influence activities e.g. sport or competition outcomes for personal benefit or for my club.
- Ensure all equipment and facilities meet safety standards.
- Not improve individual performance with the use of banned substances or banned techniques.
- Avoid words or actions, which may mislead an Official and accept their decisions.
- Treat everyone equally and do not discriminate on the grounds of age, religious beliefs, race, gender, social classes, lack of ability or any other consideration.
- Report any concerns about others, especially, children or adults at risk to the Club Welfare Officer.
- Always conduct myself in an appropriate manner and display courtesy and good manners to others.
- Uphold and enforce an appropriate boundary between myself and all participants including children and adults at risk.
- Not abuse or misuse any relationship of trust or position of power, or influence held by me, especially when a person is under 18 years of age. Any person responsible for an RLSS UK activity must refrain from engaging in inappropriate personal or sexual relationships but should explain the ethical reasons for it and discourage any attempt by others and participants from initiating personal or sexual relationship.
- Promote the clubs rules and code of conduct to other participants especially those new to the club.
- Abide by disciplinary sanctions that might be imposed on me.
- Cooperate with everyone involved in RLSS UK activity.
- Be a positive role model and a good ambassador for RLSS UK and the Club and act in a way that displays the values of lifesaving.
- Remember that activities e.g. lifesaving, competition or sport is for the participants. Always exercise fairness, impartiality and control the activity in a manner that will provide positive experience and enjoyment for all participants.
- Always have a duty to declare any potential conflict of interest.
- Not participate under the influence of alcohol or illegal substances.
- Keep up to date with the latest rules and practices published by governing body e.g. International Lifesaving including undertaking training and other professional development opportunities on an ongoing basis.
- Always remain calm when confronted with emotional reactions from participants, coaches, parents/guardians/carers or spectators.
- Always communicate with participants in an appropriate manner and ensure they understand instructions or request.
- Always make decisions with confidence and apply the rules in a consistent, objective, impartial and courteous manner.
- Decline to be appointed to an activity, competition or sporting event if not mentally and physical fit for whatever reasons.
- Wear an appropriate kit for the activity, competition or sport event as agreed with activity or event organisers.
- Ensure the safety of participants by providing effective supervision and proper planning of organised activities- activities should involve more than one person being present, or at least in sight or hearing of others.
- Not exaggerate or trivialise abuse, bullying, harassment or victimisation of others.
- Ensure that safeguarding incidents and accidents are recorded in line with the RLSS UK's Safeguarding procedures
- Ensure the organisation is aware of and follows best practice guidelines to safeguard children, young



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people and adults at risk from harm and abuse.

- Administer minor first aid in the presence of others and where required refer more serious incidents to the club, organisation or event “first aider” and contact emergency services if required.
- Work together with others to ensure the safety of participants in their responsibility.
- Refrain from the consumption of alcohol or illegal substances during activities or events.
- Not condone the violation of rules, rough play or encourage individual performance with the use of banned substances or banned techniques.
- Ensure that you have consent from participants before taking or using photos and videos.
- Maintain a safe and appropriate distance from participants.

Note: Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations. Continued issues and repeated breaches may result in your dismissal from the club.

* - The Club will provide copies of policies / documentation

All volunteers / officials are required to sign up to the code of conduct