



## CODE OF CONDUCT

**SWIMMING WAIKATO CODE OF CONDUCT**

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## INTRODUCTION

This Code of Conduct applies to all Swimming Waikato Members and persons participating in and/or connected to Swimming Waikato activities.

This Code outlines your rights and responsibilities. Whatever your role or your ability, you should encourage others to follow it and recognise that you have a duty of care to all Swimming Waikato members. There is an expectation that as a member of Swimming Waikato (as a Swimmer, Parent /Caregiver, Coach, Technical Official, Team Manager, Team Member, Committee Member, Volunteer, or affiliated Club), you will have agreed to abide by the terms of Swimming Waikato's Code of Conduct.

### 1. YOUR RIGHTS

- Be happy, have fun and enjoy taking part and being involved in your sport
- Be treated fairly by everyone
- Feel safe and secure when taking part in swimming and related activities
- Be listened to and allowed to reply
- Be treated with dignity, sensitivity, and respect
- Have a voice in decisions that affect you within Swimming Waikato
- Know that any details about you are treated with confidentiality
- Member Clubs are required to adopt and implement this policy and to provide proof to Swimming Waikato of the approval of the policy by the relevant Committee in accordance with its Constitution. Member Clubs must also undertake to ensure that all their individual club staff are bound by this policy, are made aware of it, and understand its contents.

### 2. YOUR RESPONSIBILITIES

- Respect the rights, dignity and worth of others
- Be fair, considerate, and honest in all dealings with others
- Be professional and accept responsibility for your actions
- Make a commitment to providing quality service and performance
- Be aware of and adhere to standards, rules, regulations, and policies
- Abide by the Sports Anti-Doping Policy
- Understand the possible consequences of breaching the Swimming Waikato Code of Conduct
- Immediately report any breaches to the person in charge
- Refrain from any form of physical or verbal abuse, harassment, discrimination, or victimisation towards others
- Show concern and caution towards others who may be sick or injured
- Be a positive role model
- Not provide comment to any media on behalf of Swimming Waikato
- Not speak to any media in a negative way regarding Swimming Waikato
- Never act in any way that may bring disrepute or disgrace to Swimming Waikato members, its stakeholders and/or its sponsors, potential sponsors and/or partners
- Promote the vision, the goals, and values of Swimming Waikato

### 3. SWIMMERS

#### Your responsibilities:

- Agree to abide by the Code of Conduct
- Learn the rules of competitive swimming
- Respect decisions made by others
- Never use violence or bad language
- Use the appropriate rules and guidelines to resolve disputes

- Conduct yourself in a sportsman-like manner and treat fellow swimmers, coaches, managers, staff, officials, volunteers, and opponents with respect
- Take part in your sport without cheating
- Do not consume or purchase alcohol, tobacco, or vaping products while in camps, meets or on tours
- Comply with training, competition, curfew, and behaviour requirements while in camp or on tours
- Do not participate in or benefit from sports betting or gambling activity associated with swimming events and/or swimming results in which you are participating
- Athletes need to follow the guidelines of Drug Free Sport New Zealand (DFSNZ) and not use drugs and other performance enhancing substances
- Understand and comply with Swimming Waikato's Health & Safety Management Plan as it relates to the activities you are involved with
- Understand and comply with Swimming Waikato's Member Protection Policy which is to be read in conjunction with this Code of Conduct
- Understand and abide by the rules set by Swimming New Zealand, Swimming Waikato, and your Club
- These responsibilities also apply to the Swimming Waikato Water Safety (SwimSafe) Programmes.

**If you have any questions, difficulties or do not understand any of the above responsibilities, ask your parent/guardian, coach or another trusted adult for help**

#### **4. PARENTS/GUARDIANS**

You are our volunteers. You should help and support events and the implementation of best practice policies in your child's /children's Club and Swimming Waikato.

##### **Your responsibilities:**

- Agree to abide by the Code of Conduct
- Ensure that your child/children abide by the code of conduct
- Deliver your child to trainings and events on time
- Encourage children to participate, do not force them
- Allow your child to focus their efforts and success in terms of goals and performance, rather than winning or losing
- Encourage children to compete according to the rules and to settle disagreements without resorting to unfriendliness or violence
- Ensure you meet your club volunteering obligations
- Support all efforts to remove verbal and physical abuse or unsportsmanlike behaviour from sporting activities
- Respect and abide by official's decisions and teach children to do likewise
- Understand the complaints process and follow the proper procedure if you feel unjustly treated
- Respect coaches, officials, volunteers and administrators and their roles within the club and Swimming Waikato
- Ensure that your child's coach or team manager are informed regarding absenteeism, medical conditions or other relevant matters concerning your child
- Provide the Club/Swimming Waikato and your child with emergency contact information and be reasonably available in case of emergency
- Know your child's training and/or competitive programme and accept that it is your responsibility for delivering and collecting your child. Parents/guardians should ensure they do not leave their child waiting unsupervised at any time
- Understand and comply with Swimming Waikato's Health & Safety Management Plan as it relates to the activities you are involved with
- Understand and comply with Swimming Waikato's Member Protection Policy which is to be read

in conjunction with this Code of Conduct

- Read the Swimming New Zealand and Swimming Waikato Parent's Handbook

**If you have any questions or concerns or do not understand any of the above responsibilities, please arrange an appropriate time to discuss with a manager or coach, or with Swimming Waikato directly.**

## **5. COACHES**

### **Your responsibilities:**

- Agree to abide by the Code of Conduct
- Respect the rights, dignity and worth of every individual athlete; be fair and consistent regardless of gender, ability, disability, ethnic origin, or religion
- Understand and comply with the rules and regulations of Swimming New Zealand and Swimming Waikato
- Participate in Swimming Waikato Coach Forums and contribute positively towards development and competition discussions and the programmes and activities that make up the Regional Swimming Hub programme
- Respect the talent, developmental stage, and goals of each athlete in order to help each athlete reach their full potential
- Do not participate in or benefit from sports betting or gambling activity associated with swimming events and/or swimming results in which you are participating
- Operate within the rules of your sport and in the spirit of fair play, while encouraging your athletes to do the same
- Advocate a sporting environment free of drugs and other performance enhancing substances within the guidelines of the Drug Free Sport New Zealand
- Do not disclose any confidential information relating to your athletes without written prior consent
- Be a positive role model for your sport and athletes and act in a way that projects a positive image of coaching
- Encourage and promote a healthy lifestyle
- Display high standards in your language, manner, punctuality, preparation, and presentation
- You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate an inappropriate relationship with you
- Accurately represent personal coaching qualifications, experience, competence, and affiliations
- Refrain from criticism of other coaches
- Commit to providing a quality service to your athletes, with planned and structured training programmes appropriate to their needs and goals
- Seek continual improvement through ongoing coach education, and other personal and professional development opportunities
- Seek advice and assistance from professionals when additional expertise is required
- Maintain appropriate records
- Adopt appropriate risk management strategies to ensure that the training and/or competition environment is safe
- Ensure equipment, rules, training, and the environment meet safety standards and are appropriate for the age, physical & emotional maturity, experience, and ability of the athletes
- Encourage athletes to seek medical advice when required
- Be alert to any forms of abuse directed towards athletes from other sources while in your care
- Adhere to your club's constitution and policies
- Support Swimming Waikato Meets

- Understand and comply with Swimming Waikato’s Health & Safety Management Plan as it relates to the activities you are involved with
- Understand and comply with Swimming Waikato’s Member Protection Policy which is to be read in conjunction with this Code of Conduct

## **6. TECHNICAL OFFICIALS**

### **Your responsibilities:**

- Agree to abide by the Code of Conduct
- Be consistent, objective, and courteous when making decisions
- Do not participate in or benefit from sports betting or gambling activity associated swimming events and/or swimming results in which you are participating
- Condemn unsporting behaviour
- Show respect for all competitors
- Emphasize the spirit of competition
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people
- Your behaviour and comments should be positive and supportive
- Place the safety and welfare of the participants above all else
- Treat everyone equally regardless of gender, disability, ethnic origin, or religion
- Understand and be up to date with the relevant Swimming New Zealand and World Aquatics rules, by-laws, and regulations; and information supplied by the Swimming New Zealand Technical Advisory Panel.
- Commit to ongoing professional development
- Understand and comply with Swimming Waikato’s Health & Safety Management Plan as it relates to the activities you are involved with

## **7. TEAM MANAGERS**

### **Your responsibilities:**

- Agree to abide by the Code of Conduct
- Read and make sure you understand the duties outlined in the appropriate Team Manager Role Description
- Be responsible for the overall welfare and wellbeing of team members and officials when travelling with a team
- Do not participate in or benefit from sports betting or gambling activity
- Foster a collaborative approach to the management of the team
- Maintain a ‘duty of care’ towards team members and be accountable for the management of the team
- Have a sound working knowledge of Swimming Waikato Constitution, Regulations, and Policies, and ensure that the conduct of the affairs of the team is in accordance with these and or any other policies and guidelines determined by Swimming Waikato
- Read the Swimming New Zealand Team Manager’s Guide
- Understand and comply with Swimming Waikato’s Health & Safety Management Plan as it relates to the activities you are involved with
- Understand and comply with Swimming Waikato’s Member Protection Policy which is to be read in conjunction with this Code of Conduct

## **8. TEAMS**

Swimmers, coaches, chaperones, and parents travelling with the Swimming Waikato Swim Team represent themselves, the Team, the sport of swimming and their community when they travel to swim

meets and events.

Swimming Waikato wants to project an image that makes all of us proud of our sport and our swimmers. Therefore, all individuals representing or travelling on behalf of the Swimming Waikato Team should abide by the following responsibilities. These apply from the point of departure until returning home.

**Your responsibilities:**

- Agree to abide by the Code of Conduct
- Responsible, appropriate, and orderly behaviour is expected by all members at all times; unacceptable behaviour includes:
  - Failure to comply with rules/curfews
  - Any behaviour in violation of the rules of your motel or accommodation venue
  - Any behaviour in violation of the event or squad Code of Conduct form
- Hotel etiquette of the highest caliber is mandatory, respect other guests of the hotel
- Male and female swimmers must at no time be in each other's rooms with the door closed
- Athletes from other teams are not allowed in swimmer's hotel rooms, unless explicit approval has been given by supervisory staff
- Cell phones may be used minimally to call immediate family members; if a swimmer uses a cell phone inappropriately during a travel meet, his/her cell phone will be confiscated until after the trip is over
- All team members must respect each individual's need for rest and study times
- Curfews, as determined by the team management, must be adhered to at all times
- Swimmers should take responsibility to report any behaviour that does not adhere to the code of conduct to the coaches or team managers
- Abide by the uniform policy
- Understand and comply with Swimming Waikato's Health & Safety Management Plan as it relates to the activities you are involved with
- Understand and comply with Swimming Waikato's Member Protection Policy which is to be read in conjunction with this Code of Conduct
- Swimmers travelling as part of Swimming Waikato selected teams and camps will be required to sign a trip/camp specific Code of Conduct form.

**Any team member who does not agree with the responsibilities listed above, may be banned from participating on team trips.**

**Infractions will be dealt with on an individual basis and action may be taken immediately or after return.**

## 9. COMMITTEES

Committee members must undertake the following responsibilities to lead and manage Swimming Waikato to the best of their ability for the benefit of all swimmers.

**Your responsibilities:**

- Carry out your required duties for Swimming Waikato, understanding that the welfare of children is paramount
- Be fair, considerate, and honest with others
- Be professional in all actions; ensure language, presentation; manner and punctuality reflect high standards
- Resolve conflicts fairly and promptly through established procedures
- Maintain strict impartiality
- Follow Swimming Waikato policies and procedures so that all activities are in accordance with the relevant documents
- Understand and implement complaints and disciplinary procedures; ensure complaints including rumours are not ignored and are dealt with appropriately by following the relevant procedures,

including:

- Recording all incidents
- Reporting the incident/accident or injury
- Informing the parent or guardian (if a child is involved)
- Keep and store securely all documentation with respect to meetings, correspondence, and minutes of committee meetings
- Set up, maintain, and revise rules when needed in the best interests of Swimming Waikato; these rules must be communicated to the relevant members
- Ensure effective communications with members through recognised means e.g., email, web-posting etc.
- Ensure that other activities follow procedures e.g., away trips, meets
- Ensure the safe induction and supervision of volunteers/employees
- Ensure the codes of conduct are in place for all involved
- Refrain from public criticism, either directly or indirectly, of other members of Swimming Waikato
- Retain confidential/sensitive information which you are made aware of as part your role
- Positively implement decisions as one team
- Treat all representatives of other clubs/regions with respect and encourage swimmers and coaches to act in a similar way
- Understand and comply with Swimming Waikato's Health & Safety Management Plan as it relates to the activities you are involved with
- Understand and comply with Swimming Waikato's Member Protection Policy which is to be read in conjunction with this Code of Conduct

## **10. VOLUNTEERS**

Remember that throughout the entire volunteer experience, you are representing yourself and Swimming Waikato. All volunteers of Swimming Waikato are expected to conduct themselves in a friendly, courteous, and professional manner.

### **Your responsibilities:**

- Agree to abide by the code of conduct
- Be professional in all actions; ensure language, presentation; manner and punctuality reflect high standards
- Do not use abusive language or disrespectful behaviour towards other volunteers, Swimming Waikato staff or the public, either verbally or physically
- Place the safety and welfare of the participants above all else
- Resolve conflicts fairly and promptly through established procedures
- Respect the possessions and property of Swimming Waikato, other volunteers, and the public
- No illegal drugs or substances are to be consumed during any volunteering event or activity
- Refrain from public criticism, directly or indirectly, of other members of Swimming Waikato
- Retain confidential/sensitive information which you are made aware of as part of your role
- Treat all representatives of other clubs/regions with respect and encourage swimmers and coaches to act in a similar way
- Understand and comply with Swimming Waikato's Health & Safety Management Plan as it relates to the activities you are involved with
- Understand and comply with Swimming Waikato's Member Protection Policy which is to be read in conjunction with this Code of Conduct

## **11. AFFILIATED CLUBS**

### **Your responsibilities:**

- To affiliate as a club in accordance with the constitution of Swimming Waikato



- To comply with the Swimming NZ Constitution
- To comply with the Code of Conduct of Swimming Waikato in relation to swimming activities
- Comply with all constitutional requirements, regulations and responsibilities imposed by Swimming Waikato as a condition of affiliation
- Ensure the Club has a Health & Safety Management Plan that ensures compliance with the Health & Safety at Work Act 2015 and its Regulations, Codes of Practice and Safe Operating Procedures
- Understand and comply with Swimming Waikato's Member Protection Policy which is to be read in conjunction with this Code of Conduct
- Promote and encourage maximum club participation in the Swimming Waikato Championships, Short Course Championships, regional and zone competitions, and all other relevant events including development camps organised by Swimming Waikato
- Participate in club relays at regional meets and regional relays at national meets
- Contribute and be up to date with Swimming Waikato's website and newsletters
- Promote Swimming Waikato's partners and encourage members to purchase partner products and Services wherever possible
- Support the Swimming Waikato Awards Ceremony, the development programs and any future Swimming Waikato initiatives that may be promoted to Clubs from time to time
- Maintain up to date records and promote the training of technical officials.
- Clubs will provide the correct ratio of officials and volunteers to competitors entered at all swim meets within the region
- Ensure that accurate data regarding swimmer numbers is delivered to Swimming Waikato
- Provide opportunities for club coaches and officials to attend Swimming New Zealand and Swimming Waikato training courses
- Attend the Swimming Waikato AGM, Club Forums and Special meetings as requested by Swimming Waikato
- Pay all monies owing to Swimming Waikato promptly. Any monies owing for affiliation fees, lane hire and meet entry fees will be charged a late fee of 10% if the total remains unpaid after 30 days.

**Should the club fail to abide by the Code of Conduct responsibilities then the Club and its membership accepts possible ineligibility for Swimming Waikato affiliated member benefits. These include but are not limited to, receipt of scholarships, acceptance into the Swimmer and Coach Development Pathways, and eligibility for annual awards. Continued breaches may result in the termination of affiliated club membership.**

## **12. CODE OF CONDUCT BREACHES**

Decisions regarding Code of Conduct noncompliance and resulting penalties shall be at the sole discretion of the board of Swimming Waikato or its nominated subcommittee.

Penalties *could include all or some of the following* -

- A ban from all events that form part of Swimming Waikato's Competitive Calendar
- A ban from attending Club trainings
- Exclusion from Swimming Waikato's Regional Squads programmes and activities
- The implementation of an individual Code of Conduct
- In the case of physical violence between members of our swimming community which takes place at either a swimming meet or a Club training, a life ban could be enforced