



CODE OF CONDUCT

2016—2017

Updated 31 October 2016



Code of Conduct



This Code of Conduct applies to all Swimming Waikato Members and persons participating/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, Volunteer or affiliated Club), you will have agreed to abide by the terms of Swimming Waikato's Code of Conduct.

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

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

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 and opponents with respect
- Take part in your sport without cheating
- Do not consume or purchase alcohol or tobacco 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
- 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



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

Parents/ Guardians



You are our volunteers. You should help and support events and the implementation of best practise 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, arrange an appro-

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.

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, 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
- 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 or 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 their 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



Technical Officials

Your Responsibilities

- Agree to abide by the code of conduct
- Be consistent, objective and courteous making decisions
- Do not participate in or benefit from, sports betting or gambling activity associated swimming events and/or swimming sults in which you are participating
- Condemn unsporting behaviour and respect for all opponents
- Emphasise 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 FINA regulations; read the Swimming New Zealand Technical Official's Guide
- 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
- Understand and comply with Swimming Waikato's Member Protection Policy which is to be read in conjunction with this Code of Conduct



Team Managers

Your Responsibilities

- Agree to abide by the code of conduct
 - Read and make sure you understand the duties outlined in the Waikato Poolside Team Manager National Meets Job Description
 - Be responsible for the overall welfare and well being 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
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- 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

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 Waikato Swim 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
- Hotel etiquette of the highest calibre is mandatory; respect other guests of the hotel
- Male & 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 staff 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 chaperons
- 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

Committees

Committee members must undertake the following responsibilities to best 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 this document
- 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, direct or indirect of other members of Swimming Waikato
- Retain confidential/sensitive information which you are made aware of as 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



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, direct or indirect of other members of Swimming Waikato
- Retain confidential/sensitive information which you are made aware of as 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



Affiliated Clubs

Responsibilities

- To affiliate as an affiliated 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 ships, Short Course Championships, regional and zone competitions, and all other Champion-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

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, attendance at swim camps, eligibility for annual awards, and club sponsorship. Continued breaches may result in the termination of affiliated club membership.

Communication Guidelines

Swimmer Transfers –

We all understand that swimmers change clubs for a variety of different reasons. It might be because of pool accessibility, change of home address, friendships formed at different clubs, or just time for a change. We've developed some guidelines to support this process and ensure the lines of communication are clear and all parties are well informed of the process.

- The number one priority is for all parties to work together for the common goal of endeavouring to keep all our swimmers involved in our sport for as long as possible.
- Where a swimmer is interested in transferring clubs, initial discussions will be between the swimmer and their parents/caregivers. At this stage, it's a good idea to develop a list of pros and cons to help with your decision making. This will usually involve identifying one or two clubs that could possibly provide a more suitable swimming environment for the swimmer.
- Where the swimmer is comfortable, we would encourage them to have this initial discussion with their own Club Coach to ensure the incumbent Coach is aware of the reasons behind the transfer.
- The next step is for the swimmer and their parents/caregivers to approach the Coach(es) of the other Clubs and discuss the possibility of a transfer.
- Once they have agreed to transfer, the parents/caregivers are required to advise their current club as a transfer cannot be approved until the swimmer is financial within that club.
- Once financial clearance has been given, a transfer request is entered into the Swimming New Zealand database and once approved by both clubs and Swimming Waikato, the swimmer is able to begin training in their new club.
- In the Waikato, we have an agreement whereby these approaches will always be **swimmer driven**. Our Coaches will not encourage swimmers from other clubs to join their programme.
- We have a similar agreement between our Clubs. The focus of our Club committees is on ensuring their own Club programme is the very best it can be. It's about providing a fantastic environment where swimmers feel well supported and part of the club 'family'. Again, we have an agreement where committee members will not encourage swimmers to transfer clubs.
- It's also important that other members of our swimming community do not actively encourage swimmers to change clubs. As noted above, it works best if transfers are **swimmer driven**.

Combined Squad Coaching –

Our Regional Swimming Hub encourages our Coaches to work together to develop swimming in our Region. This means that when our swimmers have the opportunity to attend camps and train in combined squad groups, they have more than just one set of eyes critiquing their stroke.

- In this scenario, it's possible that a coach might have a different way of correcting a flaw with a swimming technique and during the session is an appropriate time to share that information with the relevant swimmer. We encourage the Coach to share that information with the swimmer's Club Coach also because as we've identified above, clear lines of communication are crucially important for the development of swimming in the region.
- Our Coaches understand that this isn't an opportunity to encourage swimmers to change clubs. Sharing information in this scenario is always about helping the swimmer achieve their swimming goals.
- The overall coaching responsibility lies with each swimmer's Club Coach and our Coaches understand the importance of respecting that relationship.

Code of Conduct Breaches

Decisions regarding Code of Conduct non compliance 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 Swimming Hub programme
- 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