

Code of Conduct

Version 1

Who this Code applies to:

This code of conduct applies to all Fulton Amateur Swim Team members and persons participating/connected to the Fulton Amateur Swim Team activities.

This code outlines your rights and responsibilities, whatever your role or ability, you should encourage others to follow it, and recognise you have a duty and care to all Fulton Amateur Swim Team members.

Your Rights:

- Be happy, have fun, and enjoy being a part of 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 in the Fulton Amateur Swim Team.
- Know that any details about you are treated with confidentiality.

Your Responsibilities:

The following requirements must be met in regard to your conduct:

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, 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 Fulton Amateur Swim Team Code of Conduct.
- Immediately report any breaches to either a Committee member, Coach, or the Club Chairperson.
- Refrain from any form of abuse, harassment, discrimination, or victimisation of others.
- Show concern and caution towards others that may be sick or injured.
- Be a positive role model.
- Not provide comment to any media on behalf of Fulton Amateur Swim Team.
- Not speak to media in a negative way regarding Fulton Amateur Swim Team.
- Never act in any way that could bring disrepute or disgrace to Fulton Amateur Swim Team members, its stakeholders and/or its sponsors, potential sponsors and/or partners.
- Promote the vision, the goals and values of Fulton Amateur Swim Team.

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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 sportsperson-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, tobacco or illegal drugs or substances while in camps, meets, or on tours.
- Comply with training, competition, curfew and behavioural requirements while in camp or on tour.
- Do not participate in or benefit from, sports betting or gambling activities associated with swimming events and/or swimming results in which you are participating.
- Understand and abide by the rules set by Swimming New Zealand, Swimming Counties Manukau, and the Fulton Amateur Swim Team.

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

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PARENTS/GUARDIANS

You are our volunteers. You should help and support events and the implementation of best practice policies in the Fulton Amateur Swim Team.

Your responsibilities:

- Agree to abide to the Code of Conduct.
- Ensure that your child/children abide by the Code of Conduct.
- Deliver your child to trainings and events on time.
- Allow your child to focus their efforts and success in terms of goals and achievements, 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 Fulton Amateur Swim Team.
- Ensure that your child's coach or team manager are informed regarding absenteeism, medical conditions or other relevant matters concerning your child.
- Provide the Fulton Amateur Swim Team and your child with emergency contact information and be reasonably available in case of an 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.
- Read the Swimming New Zealand Handbook and relevant Fulton Amateur Swim Team material.

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

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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, Swimming Counties Manukau and the Fulton Amateur Swim Team.
- Respect the talent, development 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 prior consent.
- Be a positive role model for your sport and athletes and act in a way that projects a positive image of coaching, and 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, ensuring equipment, rules, training programmes, and the environment meet safety standards and are appropriate for the age, physical and emotional maturity, experience and ability of the athletes.
- 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.
- Adhere to the Fulton Amateur Swim Team Constitution and Policies, and maintain appropriate records.
- 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.

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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 with swimming events and/or swimming results in which you are participating.
- Condemn unsporting behaviour and promote 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 Officials Guide.

TEAM MANAGERS

Your responsibilities:

- Agree to abide by the Code of Conduct.
- Make sure you understand the duties of the position.
- Be responsible for the overall welfare and well-being of the team members, and officials when travelling as a team.
- Do not participate in or benefit from, sports betting or gambling activity.
- Maintain a 'duty of care' towards team members and be accountable for the management of the team.
- Have a sound working knowledge of Fulton Amateur Swim Team Constitution, Regulations and Policies, and ensure that the conduct of the affairs of the team is in accordance with these.

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COMMITTEE

Committee members must undertake the following responsibilities to best lead and manage the Fulton Amateur Swim Team to the best of their ability for the benefit of all swimmers.

Your responsibilities:

- Agree to abide to the Code of Conduct.
- Carry out your required duties for the Fulton Amateur Swim Team, understanding that the welfare of children is paramount.
- Be fair, considerate and honest with others.
- Be professional in all actions; ensuring language, presentation, manner and punctuality reflect high standards.
- Resolve conflicts fairly and promptly through established procedures.
- Maintain strict impartiality.
- Follow Fulton Amateur Swim Team policies and procedures.
- 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 the Fulton Amateur Swim Team; these rules must be communicated to the relevant members.
- Ensure effective communication 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 the Fulton Amateur Swim Team.
- 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.

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VOLUNTEERS

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

Your responsibilities:

- Agree to abide to 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, Fulton Amateur Swim Team personnel 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 the Fulton Amateur Swim Team, Swimming Counties Manukau, and respect other volunteers and the public.
- No illegal drugs or substances are to be consumed during any volunteering events or activities.
- Refrain from public criticism, direct or indirect of other members of Fulton Amateur Swim Team.
- Retain confidential/sensitive information which you are made aware of in your role.
- Treat all representatives of other clubs/regions with respect and encourage swimmers and coaches to act in a similar way.

If you have any questions, difficulties or do not understand any of the above responsibilities within each of the specified roles, please ask a Committee member for help.

Any breach of this Code of Conduct, or any part of it, may result in disciplinary action under the Fulton Amateur Swim Team Constitution and Policies.

I have read and understand the above Code of Conduct:

Name (print):

Sign:

Date:

Administration

Date received: