

# Code of Conduct



Swimming New Zealand expects all members, supporters, advisors, staff and associates of Swimming NZ, and its affiliate organisations, to abide by a Code of Conduct that upholds the principles and values of the organisation.

<p>Respect the rights, dignity and worth of others</p>	<ul style="list-style-type: none"> <li>• Be fair, considerate and honest in dealings with others.</li> <li>• Refrain from any form of abuse, harassment, discrimination or victimisation towards others.</li> <li>• Be professional in, and accept responsibility for, your actions.</li> </ul>
<p>Maintain high standards of integrity</p>	<ul style="list-style-type: none"> <li>• Operate within the rules of Swimming New Zealand and maintain an uncompromising adherence to standards, regulations and policies.</li> <li>• Advocate a sporting environment free of drugs and other performance enhancing substances within the guidelines of the New Zealand Sports Drug Agency and the World Anti-Doping Code.</li> <li>• Advocate a sporting environment free of match fixing.</li> <li>• Be a positive role model.</li> <li>• To not provide comment to any media on behalf of Swimming New Zealand.</li> <li>• To not speak to any media in a negative way regarding Swimming New Zealand or its affiliated stakeholders.</li> <li>• Never act in a way that may bring disrepute or disgrace to Swimming NZ members, its stakeholders and/or sponsors, potential sponsors and/or partners.</li> </ul>
<p>Provide a safe and fair environment for athletes, spectators, event staff and anyone else involved with the event and the sport at large</p>	<ul style="list-style-type: none"> <li>• Make a commitment to providing a quality service.</li> <li>• Operate within the Constitution, Rules, Policies and Procedures on Swimming New Zealand.</li> <li>• Adopt appropriate risk management strategies to ensure that the event is safe.</li> <li>• Ensure equipment and facilities meet safety standards.</li> <li>• Ensure equipment, rules, training and the environment are appropriate for the age, physical and emotional maturity, experience and ability of the participants.</li> <li>• Seek advice and assistance from professionals when additional expertise is required.</li> <li>• Maintain appropriate records.</li> </ul>

Any breach of the Code of Conduct may result in disciplinary action taken under the Swimming NZ Disciplinary Procedure and Appeals Policy that forms part of Swimming NZ's Membership Protection Policy.

These important membership documents can be found here: [www.swimming.org.nz](http://www.swimming.org.nz)

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## APPENDIX to the Code of Conduct

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A Team Manager will:

- Agree to abide by the code of conduct.
- Be responsible for the overall welfare and wellbeing of team members and officials when travelling with a team.
- Maintain a 'duty of care' towards team members and be accountable for the management of the team.
- Have a sound working knowledge of SNZ Constitution, SNZ Swimming Rules, 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 SNZ.
- Foster a collaborative approach to the management of the team.

A Coach will:

- Agree to abide by the Code of Conduct.
- Respect the rights, dignity and worth of every individual athlete as a human being regardless of gender, disability, ethnic origin or religion.
- Not participate in sports betting or gambling activity associated with swimming events and/or swimming results in which they are participating or have been directly involved in.
- Respect the talent, developmental stage and goals of each athlete in order to help each athlete reach their full potential.
- Maintain high standards of integrity operating within the rules of the 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 New Zealand Sports Drug Agency.
- Not disclose any confidential information relating to their athletes without written prior consent.
- Be a positive role model for the sport and athletes and act in a way that projects a positive image of coaching whereby all athletes are deserving of equal attention and opportunities ensuring the athlete's time spent with you is a positive experience.
- Be fair, considerate and honest with athletes encouraging and promoting a healthy lifestyle whereby you refrain from smoking and drinking alcohol around athletes.
- Display high standards in your language, manner, punctuality, preparation and presentation.
- Be professional and accept responsibility for your actions.
- Refrain from initiating a relationship with an athlete but must also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.
- Accurately represent personal coaching qualifications, experience, competence and affiliations.
- Refrain from criticism of other coaches.
- Make a commitment to providing a quality service to your athletes seeking continual improvement through ongoing coach education, and other personal and professional development opportunities.
- Provide a safe environment for training and competition protecting your athletes from any form of personal, verbal or physical abuse.

A Swimmer will:

- Agree to abide by the Code of Conduct.
- Not participate in sports betting or gambling activity associated with swimming events and/or swimming results in which they are participating or have been directly involved in.
- Never argue with or verbally abuse an official. Always use the appropriate rules and guidelines to resolve a dispute.
- Conduct yourself in a sportsman-like manner and respect fellow swimmers, coaches, managers, staff, officials and the achievements of opponents.
- Not bully or take an unfair advantage of another competitor.
- Cooperate with your coach, manager, teammates and opponents.

- Refrain from possessing, or consuming prohibited substances while in SNZ camps or on tours.
- Not consume or purchase alcohol and tobacco while in SNZ camps or on Tours without the agreement of the Team Manager and Head Coach.
- Comply with training, competition, curfew and behaviour requirements directed by SNZ, while in camp or on tours.

A Technical Official will:

- Agree to abide by the code of conduct.
- Not participate (or benefit from assisting others involved) in sports betting or gambling activity associated with swimming events and/or swimming results in which they are participating or have been directly involved in.
- Be consistent, objective and courteous when making decisions.
- Compliment and encourage all participants.
- Condemn unsporting behaviour and promote respect for all competitors.
- Emphasise the spirit of competition rather than the errors.
- Encourage and promote rule changes, which will make the participation more enjoyable.
- Be a good sport yourself.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people
- Remember the importance of setting an example. Your behaviour and comments should be positive and supportive.
- Place the safety and welfare of the participants above all else.
- Give all competitors and participants a 'fair go' regardless of their gender, ability, cultural background or religion.

An Administrator, Committee Member, Support Staff and/or Associate will:

- Agree to abide by the code of conduct.
- Be fair, considerate and honest with others.
- Not participate (or benefit from assisting others involved) in sports betting or gambling activity associated with swimming events and/or swimming results in which they are participating or have been directly involved in.
- 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.
- Maintain a safe environment for others.

A Parent Guardian will:

- Agree to abide by the code of conduct.
- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, but will not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to compete according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect the decisions of officials and coaches and teach children to do likewise.
- Show appreciation for coaches, officials and administrators.

## Swimming NZ Code of Conduct Agreement Form

I, \_\_\_\_\_  
Full Name

of \_\_\_\_\_  
Club

I agree to the following terms:

- I agree to abide by Swimming NZ Code of Conduct as set out above.
- I acknowledge that Swimming New Zealand may take disciplinary action against me if I breach the Code of Conduct. I understand that Swimming New Zealand is required to implement a complaint handling procedure in accordance with the principles of natural justice in the event of an allegation against me.
- I acknowledge that disciplinary action against me for a proven or established breach may include suspension or loss of my Swimming NZ membership, depending on the seriousness of the breach.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_