



## WAITEMATA SYNCHRO CLUB

### CODE OF CONDUCT

The purpose of this Code of Conduct is to encourage fair, ethical treatment of all members of Waitemata Synchro Club. Obviously some sections of the Code will be more applicable to some persons and groups than others.

All persons will agree to abide by the WSC Code of Conduct and acknowledge that any breach of the Code of Conduct, or any part of it, may result in disciplinary action under the WSC Constitution, Regulations and Policies.

The following Code of Conduct applies to all WSC members and persons participating in WSC activities.

As a WSC member and/or participant you should meet the following requirements with regard to your conduct during any WSC sanctioned activity:

- 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 maintain, an uncompromising adherence to, standards, rules, regulations and policies.
- Operate within the Constitution, Regulations, Policies and Procedures of WSC, SSNZ and FINA.
- Understand the possible consequences of breaching the WSC Code of Conduct.
- Comply with any and all applicable national or local legislation.
- Reject corruption, drugs, racism, violence and other dangers to our sport.
- Provide a safe environment for the conduct of activity in accordance with relevant WSC policy and NZ legislation.
- Do not provide comment to any media, or publish any comment (including on any website), on behalf of WSC.
- Do not speak to any media in a negative way, or publish any negative comment (including on any website) regarding WSC or its members.
- Never act in any way that may bring disrepute or disgrace to WSC members, its stakeholders and/or its sponsors, potential sponsors and/or partners.

More specific codes follow for specific groups or activities

#### Officials will:

- Be responsible for the overall welfare and well being of team members and officials when travelling with a team. As far as possible, ensure a safe environment for all.
- Encourage WSC members and spectators (as appropriate) to abide by the Code of Conduct and take reasonable steps to ensure such compliance.
- Be fair, considerate and honest with others and foster a collaborative approach to the management of the team.



- 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.
- Have a sound working knowledge of WSC 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 WSC.

#### **Referee/Judges will:**

- Condemn unsporting behavior and promote respect for all competitors.
- Keep up to date with the latest trends in artistic swimming judging.
- Follow FINA Code of Ethics, rules and regulations.

#### **Swimmer will:**

- Conduct themselves in a sportsman-like manner and respect fellow swimmers, coaches, managers and referees and the achievement of opponents. Not use of inappropriate or abusive language, bullying, harassment, discrimination or physical violence towards teammates, opponents, coaches, parents, judges, officials and others. It will not be tolerated.
- Refrain from criticism of coaches, fellow swimmers, club staff, committee members, parents and officials. Swimmers are encouraged to seek constructive dialog with their coaches or team officials where they have questions or suggestions.
- Cooperate fully with their coach/es, manager and team mates. Help create an optimal working environment.
- No athlete shall interrupt or interfere with another athlete's right to a quality practice session. Complete the work required – disruption of practice by an athlete will be grounds for removal from the session.
- Not use tobacco, alcohol or other drugs which affect their physical ability, mood or behaviours unless prescribed by a physician for medical purposes.
- Abide by the FINA and New Zealand Sports Anti-Doping Rules. Swimmers are expected to be aware of the current list of banned substances and WSC officials must be informed of any medication used prior to or during a competition. Speak to your coach if unsure.
- Comply with training, competition, curfew and behaviour requirements, directed by WSC, while in practice, competition, camp or any other event.
- Wear appropriate swim wear for practice/competition. Club uniform must be worn when representing the Club.
- Never challenge an artistic swim official, let the club officials handle it.

#### **DISCIPLINARY ACTION**

WSC Committee prefer not to have to issue any form of disciplinary action and it is hoped and expected that all swimmers will adhere to this code. However if an incident occurs that needs addressing the following procedures will take place:

- 1) If poor behaviour is witnessed by a coach/instructor a verbal warning will be issued.
- 2) If the poor behaviour continues this indicates that the swimmer does not wish to swim/exercise in the practice session or competition and the athlete will be told to leave the pool/gym immediately and get



dressed. If a parent/caregiver is not in attendance, the swimmer will be required to remain poolside once dressed, until collected. Depending on the severity of the behaviour the swimmer may be suspended for a period of time set by the Club Committee & Head Coach.

3) Any behaviour resulting in the athlete being removed from practice will be communicated to the parent as soon as possible and an incident report will be completed by the coach/instructor.

4) If a swimmer is issued with more than one suspension the Club Committee (in conjunction with the Head Coach) will decide if expulsion is necessary.

#### **Parent/Guardian will:**

- Conducting themselves in a manner that is respectful of your child, other swimmers, parents, officials, WSC staff & committee and the coaches at competition and practices.
- Acknowledge and respect the boundaries of your role as a parent, do not coach or instruct the team or any swimmer, unless specifically requested by the coach.
- Refrain from criticism of coaches, judges, officials, volunteers, and swimmers, both in public areas and in front of any athlete.
- Foster open communication between parents, swimmers and coaches emphasising goal-setting and focusing on the performance of the swimmers. Foster a healthy athlete-coach relationship by encouraging your child to raise concerns or issues politely with their coach before involving yourself in the discussion.
- Foster a positive training and competition environment of all swimmers in all situations by adopting the values of team spirit, team loyalty and unity.
- Not interrupt or confront coaching staff on the pool deck during practice or competitions.
- Endeavor to assist WSC by volunteering help when required.
- Ensure that your child's coach (and/ team manager where necessary) is informed of any absence, medical conditions, medication, or other relevant matters concerning your child.

If parents have concerns about any of the coaches or any aspect of coaching, they should first encourage their child to speak with his or her coach. If this does not resolve the issue they then should arrange to meet with their child's coach to discuss the issue during a prearranged time. If parents have further concerns or if they feel the issue has not been dealt with adequately, they should then contact any member of the Club Committee. If not satisfied with reply Dispute may be logged according to Dispute Resolution Policy.

#### **Coach will:**

- Keep up to date with the latest rules and trends in artistic swimming as determined by FINA and SSNZ.
- Follow FINA Code of Ethics, rules and regulations.
- Treat everyone regardless of gender, disability, ethnicity or religion. Practice the concept of "fair play".
- Respect the talent, developmental stage and goals of each swimmer in order to help each athlete reach their full potential.
- Provide athletes with planned and structured training programmes appropriate to their needs and goals. Ensure equipment, rules, training and the environment is appropriate for the age, physical and



emotional maturity, experience and ability of the athletes. Provide a modified training program where appropriate

- Be a positive role model for your sport and athletes and act in a way that projects a positive image of coaching.
- Seek continual improvement through ongoing coach education, and other personal and professional development opportunities.
- Maintain appropriate records.
- Any physical contact with athletes should be in the bounds of NZ law.
- Abide by the Sports Anti-Doping Rules and advocate a sporting environment free of drugs and other performance enhancing substances.

## REPORTING INCIDENTS & CONCERNS

All coaches/instructors issuing warnings or exclusions from lessons **MUST** ensure that they are dealing with the incident / behaviour fairly, and that if more than one swimmer is misbehaving, the severity of the warning is explained to all swimmers involved. The incident should be communicated to the parent / caregiver as soon as possible.

All parents and swimmers are encouraged to informally report incidents/concerns to coaches, instructors or Committee member at any time.

The incident will be discussed with the parties in question and if further action is required the Club Committee will be informed.

Should a swimmer or parent feel that a verbal complaint is not sufficient, they may write a formal complaint to the Club Committee.

The Committee and Head Coach will investigate the complaint, gain statements and discuss the findings before deciding the course of action to be taken.

A formal response will be made to the complainant.

If the complainant is still unsatisfied a dispute may be lodged and the Dispute Procedure will be initiated.

As a club, we want to try to deal with all matters before they become serious, we want all swimmers and parents to feel that they can discuss any issues however small they seem with their child's coach/instructor, , committee member.

Waitemata Synchro Club expects all members, referees, administrators, associates, coaches, swimmers, volunteers and parents or guardians to understand the possible consequences of breaching the Code of Conduct and ensure that they abide by the Code.

Any serious breaches of this Code of Conduct or persistent violations of any aspect of the Code of Conduct, by any of the above may result in any of the following being imposed:

- Suspension from training/competitions/event or any other activity
- Reparations as agreed by coach / committee and involved caregivers and parents.
- Payment of the cost of repairs for property damage.
- Expulsion from the Club.
- Any other sanction considered appropriate for the offense



I have read and understood the terms of this Code of Conduct. I agree to abide by these terms and the specific criteria associated with my role in the club.

Name:

Signature:

Date:

Role in club: Swimmer    Coach    Official    Judge    Referee    Parent/Guardian  
(please circle all that apply)