



HAWKE'S BAY POVERTY BAY SWIMMING

CODE OF CONDUCT

This code of conduct applies to all Hawke's Bay Poverty Bay Swimming members, member clubs and persons participating/connected to Hawkes Bay Poverty Bay Swimming 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 Hawke's Bay Poverty Bay Swimming 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 - and be safe and secure.
- Be listened to and allowed to reply.
- Be treated with dignity, sensitivity, and respect.
- Have a voice in decisions that affect you in Hawke's Bay Poverty Bay Swimming.
- 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 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 Hawke's Bay Poverty Bay Code of Conduct.
- Immediately report any breaches to the person in charge.
- 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 Hawke's Bay Poverty Bay Swimming.
- Not speak to media in a negative way regarding Hawke's Bay Poverty Bay Swimming.
- Never act in any way that could bring disrepute or disgrace to Hawke's Bay Poverty Bay Swimming members, its stakeholders and/or its sponsors, potential sponsors and/or partners.
- Promote the vision, the goals and values of Hawke's Bay Poverty Bay Swimming.



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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 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, or take part in vaping, 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 NZ, Hawke's Bay Poverty Bay Swimming, and your Club.

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

TEAMS

Swimmers, coaches, chaperones and parents travelling with the Hawke's Bay Poverty Bay Swimming Team represent themselves, the team, the sport of swimming and their community when they travel to swim meets and events.

Hawke's Bay Poverty Bay Swimming 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 Hawke's Bay Poverty Bay Swimming Team should abide by the following responsibilities. These apply from the point of departure until returning home.

Your responsibilities:

- **Agree to abide to the Code of Conduct – read, understand and agree to this in writing.**
- Act responsibly, appropriately, and in an orderly manner 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.



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- Do not consume or purchase alcohol or tobacco, or take part in vaping, while in on a team trip.
- Male and female swimmers must be at no time in each other's rooms with the door closed.
- Athletes from other teams are not allowed in swimmers hotel rooms, unless explicit approval has been given by supervisory staff.
- Cell phones may be used minimally, and according to the rules set out by team management. If a swimmer uses a cell phone inappropriately, his/her cell phone will be confiscated until after the trip is over.
- All team members must respect other team members need for rest and study times.
- Curfews, as determined by team management, must be adhered to.
- Swimmers should take responsibility to report any behaviour that does not adhere to the Code of Conduct to the coaches or chaperone.
- Abide by the uniform policy.
- Appreciate the support you are being given to be on this trip – from the club, coaches and team managers, as well as your parents and in many instances funding organisations.

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.

TEAM MANAGERS

Your responsibilities:

- **Agree to abide by the Code of Conduct.**
- **Away Trips - Ensure that team members agree in writing to abide by the Code of Conduct.**
- Read and 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.
- 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 Hawke's Bay Poverty Bay Swimming Constitution, Regulations/Rules and Hawke's Bay Poverty Bay Swimming Policies and ensure that the conduct of the affairs of the team is in accordance with these.
- Read policies, procedures and guides around team management,



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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 and Hawke's Bay Poverty Bay Swimming.
- 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 promotes a healthy lifestyle, including on pool deck and at competitions.
- Display high standards in your language, manner, punctuality, preparation and presentation.
- Participate in Hawke's Bay Poverty Bay Coach Forums and contribute positively towards development and competition discussions.
- 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.
- 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 your club's constitution and policies and maintain appropriate records.
- Adopt appropriate risk management strategies to ensure that the training and/or competition environment is safe.
- 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.
- Support Hawke's Bay Poverty Bay Meets.



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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.
- To be positive and supportive with your behaviours and comments.
- 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**.

VOLUNTEERS

Remember that throughout the entire volunteer experience you are representing yourself and Hawke's Bay Poverty Bay Swimming. All volunteers of Hawke's Bay Poverty Bay Swimming 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, Hawke's Bay Poverty Bay 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 Hawke's Bay Poverty Bay Swimming, and sub committees of Hawke's Bay Poverty Bay Swimming, 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 Hawkes Bay Poverty Bay Swimming.
- 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.



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COMMITTEES

Committee members must undertake the following responsibilities to best lead and manage Hawke's Bay Poverty Bay Swimming 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 Hawke's Bay Poverty Bay Swimming, 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 Hawke's Bay Poverty Bay 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 Hawkes Bay Poverty Bay Swimming; 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 Hawke's Bay Poverty Bay Swimming.
- 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.



HAWKE'S BAY POVERTY BAY SWIMMING

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 Hawke's Bay Poverty Bay Swimming.

Your responsibilities:

- **Agree to abide to the Code of Conduct.**
- Ensure that your child/children abide by the Code of Conduct.
- Ensure that for team trips your child/children sign an agreeance to 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 club and Hawke's Bay Poverty Bay Swimming.
- 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/Hawke's Bay Poverty Bay Swimming 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 Hawke's Bay Poverty Bay Swimming material.