



PHOENIX AQUATICS INCORPORATED MEMBERS CODE OF CONDUCT

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This Code outlines your rights and responsibilities as a member of Phoenix Aquatics. There is an expectation that as a member/affiliate of Phoenix Aquatics you will have agreed, by signing, to abide by the terms of the Phoenix Aquatics' Code of Conduct.

This Code of Conduct applies to all Phoenix Aquatics swimmers and their families, coaches, officials, managers, volunteers and committee members.

BEHAVIOURAL EXPECTATIONS:

- Swimmers are to respect the rights, dignity and worth of every individual and to be fair and consistent regardless of gender, place of origin, colour, sexual orientation, religion, political belief, economic status or ability. Any form of bullying will not be tolerated.
- The use of inappropriate or abusive language, bullying, harassment, discrimination or physical violence will not be tolerated and could result in action being taken through the club disputes and disciplinary policy.
- Swimmers are expected to adhere to our Social Media Policy and refrain from using phones in the changing rooms.
- Swimmers should refrain from criticism of coaches, fellow swimmers, club staff, Committee members, parents and officials. If you have an issue follow the correct procedure/s.
- Respect the talent, developmental stage and goals of each swimmer in order to help each swimmer reach their full potential.
- Operate within the rules of your sport and in the spirit of fair play, while encouraging everyone to do the same.
- Swimmers should refrain from the use of profane, insulting, harassing or otherwise offensive language.
- Swimmers should not use tobacco, alcohol or other drugs which affect their physical ability, mood or behaviours unless prescribed by a physician for medical purposes.
- Swimmers should abide by the Sports Anti-Doping Policy.
- 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.
- Illegal and Performance Enhancing Drugs and Substances are strictly forbidden. Swimmers are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet.
- Advocate a sporting environment free of drugs and other performance enhancing substances within the guidelines of the Drug Free Sport New Zealand (and as amended from time to time).
- Swimmers should respect the achievements of their opponents and fellow teammates.
- Support those meets identified as targeted meets on the Phoenix Aquatics Calendar.



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- Swimmers who represent Phoenix Aquatics should behave in a manner which reflects favourably on themselves, the Club and/or its sponsors, potential sponsors and/or partners.

PRACTISE EXPECTATIONS:

- Arrive on time – 10 minutes before the start time of each session.
- The swimmers will respect their coaches at all times; no vulgarity or backtalk is acceptable. Swimmers are expected to pay attention and follow all of the coach's instructions completely and exactly. If any clarification is needed, this is to be done so in a polite manner.
- If the swimmer needs to leave early from practice, they must notify the coach prior to the start of practice.
- Be fully equipped and prepared for practice sessions. Each swimmer should have their own; goggles, swim caps, drinks bottles, boards, fins etc. These should be sorted out before the start of each practice session. Swimmers should also use the bathroom before each practice session.
- No swimmer shall interrupt or interfere with another swimmer's right to a quality practice session. Complete the work required – disruption of practice by a swimmer will be grounds for removal from the session.
- Follow the correct lane etiquette at all times.
- Follow the training plan, do not skip lengths, you are only cheating yourself. Do the correct starts and turns at all times, practice your streamline off every push off and turn.
- Do not sit or pull on the lane rope.
- Wear appropriate swimwear for practice. You are expected to wear club caps at all training sessions.
- Give 100% of your best in both training and competition.

MEET EXPECTATIONS:

- Swimmers must arrive 1½ hour before the meet is scheduled and in good time to warm up with the team.
- Be part of the team. Stay with the team on poolside and if you leave for any reason you must tell the Coach and/or Team Manager where you are going.
- Always congratulate other swimmers after the race regardless of your own result.
- Be aware of when your race is and go to the marshalling area in time and report in.
- Support your teammates. Everyone likes to be supported.
- Club uniform and club caps must be worn at all times when representing the club.
- After your race report to the coach first, not your parents. Receive feedback on your race and splits.
- If possible, stay to the end of every meet to cheer for your teammates and if asked to, you are expected to step up if you are needed in the relay.



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- If you need to leave a meet early, let your coaches know as early as you can and inform them when you are leaving.
- Let your coaches and team manager resolve any problems that may arise at a meet. It's their job, not yours or your parents.
- If requested represent PA in any relay event/s at regional level or above providing the relay is after any main individual race and does not impact upon individual performances relating to National squad selection
- Never challenge a swim official, let the coaches handle it.

DISCIPLINARY ACTION:

PA Committee prefers 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 the 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 in the practice session or competition and the swimmer will be told to leave the pool 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 Disputes and Disciplinary process may be implemented.
3. If, due to continued poor behaviour, the Disputes and Disciplinary process has resulted in a swimmer being issued with more than one suspension the Club Committee (in conjunction with the Head Coach) will decide if expulsion is necessary.

Any behaviour resulting in the swimmer 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.

PARENT CODE OF CONDUCT:

How parents behave will have an impact on their children's experience while a member at Phoenix Aquatics.

In instances where there is a failure to follow the Parent Code of Conduct, the incident will be discussed & reviewed by the Club Committee following our Complaints Procedure. Appropriate disciplinary action may be imposed ranging from a warning to suspension or expulsion from the club.

As a parent of a swimmer and thus a member of Phoenix Aquatics, I will consistently display high standards of sportsmanship and agree to abide by the Parent Code of Conduct. In doing so I will:

- Demonstrate good sportsmanship by conducting myself in a manner that is respectful of my child, other swimmers, parents, officials, PA staff & Committee and the coaches at meets and practices.
- Be respectful in my interactions with all persons.
- Acknowledge and respect the boundaries of my role as a parent, whereby Swimmers – Swim, Coaches – Coach, Officials – Officiate and Parents – Parent.



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- Not coach or instruct the team or any swimmer, including my own, at practices or meets (from the stands or any other area).
- Refrain from criticism of coaches, officials, volunteers, and swimmers. When I feel criticism is warranted, I will offer it in a manner that is respectful, through proper channels and away from the pool.
- Foster open communication between parents, swimmers and coaches emphasising goal-setting and focusing on the performance expectations and behaviour of both the swimmer and the parents.
- Refrain from discussing the progress of swimmers other than my own with the coaching staff.
- Foster a healthy athlete-coach relationship by encouraging my child to raise concerns or issues with their coach before involving myself 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.
- Not display abusive language towards coaches, staff, swimmers, parents, officials or my own child.
- Ensure to meet PA volunteering obligations.
- Ensure that my child's coach or team manager is informed of any absenteeism, medical conditions or other relevant matters concerning my child.
- Know my child's training and/or competitive programme and accept that it is my responsibility for delivering and collecting my child.
- Refrain from entering the changing rooms without prior knowledge and approval of the coaches on duty. If I do enter the changing rooms (upon receiving approval), I will be as brief as possible.

COACH CODE OF CONDUCT:

Phoenix Aquatics Coaches and Instructors are expected to abide by the following:

- Treat everyone equally regardless of gender, disability, ethnic origin or religion.
- Respect the talent, developmental stage and goals of each athlete in order to help each athlete reach their full potential.
- Be a positive role model for your sport and athletes and act in a way that projects a positive image of coaching
- Display high standards in your language, manner, punctuality, preparation and presentation.
- Display control, courtesy, honesty, dignity and professionalism to all involved within the sphere of the sport - this includes opponents, coaches, officials, administrators, Board members, the media, parents and spectators. Encourage your athletes to demonstrate the same qualities.
- Be professional and accept responsibility for your actions.



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- Refrain from initiating a relationship with an athlete, and 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.
- Seek continual improvement through ongoing coach education and other personal and professional development opportunities.
- Provide athletes with planned and structured training programmes appropriate to their needs and goals.
- Seek advice and assistance from professionals when additional expertise is required.
- Maintain appropriate records.
- Encourage and promote a healthy lifestyle – refrain from smoking and drinking alcohol around athletes.
- Adopt appropriate risk management strategies to ensure that the training and/or competition environment is safe.
- Ensure equipment and facilities meet safety standards.
- Ensure equipment, rules, training and the environment is appropriate for the age, physical and emotional maturity, experience and ability of the athletes.
- Encourage athletes to seek medical advice when required.
- Provide a modified training program where appropriate.
- Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development.
- Humour must be non-discriminatory.
- 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.
- Abide by the Sports Anti-Doping Rules and advocate a sporting environment free of drugs and other performance-enhancing substances within the guidelines of the Drug-Free Sports New Zealand.
- Avoid conflicts of interest where possible; if not possible disclose them to the Committee or appropriate official as soon as possible.
- Do not disclose any confidential information relating to their athletes without written prior consent.

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.

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,



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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 file a formal complaint by writing to the club secretary (see PA Complaints Procedure).



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WAIVER:

I understand and agree that –

- In the course of being a member and/or volunteer for Phoenix Aquatics (PA) I may be dealing with confidential information and I agree to keep such information in the strictest of confidence;
- I consent to PA collecting, retaining, using and disclosing personal and medical information for the purpose of involving me in the PA programme. I acknowledge my right to access and amend this information. This is given in accordance with the Privacy Act 1993;
- I give PA permission to use my photograph, video, voice or words to promote swimming and the activities of PA;
- If I need emergency care while I am participating in PA activities I give permission to PA to do whatever may be necessary to protect my health and well-being, which may include emergency medical care and hospitalisation; *(If you have religious objections to receiving such emergency medical treatment, please cross out this paragraph and sign it)*
- Any information that I may provide may be verified and I give permission to PA to make enquiries to determine my suitability to act as a member and/or volunteer in a position of authority;
- I consent to PA forwarding my completed Request and Consent form to the New Zealand Police for vetting;
- I will not hold PA, or its Committee, responsible for any claims, losses and expenses which may arise from or in connection with my membership and/or in any activity authorised or recognised by PA except in the case of gross negligence or a wilful act or omission on the part of PA.

If you have any questions, difficulties or do not understand any of the above responsibilities, 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 Phoenix Aquatics Club Constitution and Policies.

I have read and understand the above Code of Conduct and Waiver and by this signature, agree to abide by it.

Name of Swimmer (print): _____

Name of Parent/Guardian (print): _____

Date: _____

Admin Only _____
(Date Received)

Signed by:

Swimmer _____ (Parent/caregiver to sign if child under 18 yrs old)

Parent _____ (Parent/caregiver)