



CODE of CONDUCT and ETHICS

*** This Code of Conduct and Ethics replaces all pre-existing alternate Swim Alberta Codes of Conduct and Ethics including those posted on the Swim Alberta website prior to January 12th 2013 and any policies, handbooks, or guidelines that reference a Code of Conduct and Ethics related to officials (including the "Officials Code of Conduct"), coaches, directors, staff, or athletes. In the Coaches section, this Code of Conduct and Ethics incorporates the values and ideals of the Code of Professional Conduct adopted by the Canadian Swim Coaches and Teachers Association (CSCTA). Therefore, for matters related to Swim Alberta business, activities, and events (as defined in the **Application of the Code** section), this Code of Conduct and Ethics supersedes and takes priority over the CSCTA's Code of Professional Conduct.*

Definitions

1. The following terms have these meanings in this Code:
 - a) "Member" – All categories of membership defined in Section 2.1 of the Swim Alberta *Constitution and Bylaws* as well as all individuals employed by, or engaged in activities with, Swim Alberta including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of Swim Alberta, and parents/guardians of athletes

Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within Swim Alberta programs, activities, and events) by making Members aware that there is an expectation, at all times, of appropriate behaviour consistent with the values of Swim Alberta that include excellence, integrity, innovation, and collaboration. Further, Swim Alberta supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.
3. Conduct that violates this Code may be subject to sanctions pursuant to Swim Alberta's *Discipline and Complaints Policy*.

Application of this Code

4. This Code applies to Members' conduct during Swim Alberta business, activities, and events including, but not limited to, competitions, practices, training camps, travel associated with Swim Alberta activities, and any meetings.
5. This Code also applies to Members' conduct outside of Swim Alberta's business, activities, and events when such conduct adversely affects relationships within Swim Alberta (and its work and sport environment) or is detrimental to the image and reputation of Swim Alberta. Such applicability will be determined by Swim Alberta at its sole discretion.

Responsibilities

6. Members have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of Swim Alberta Members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct

- iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Consistently treating individuals fairly and reasonably
 - vi. Ensuring adherence to the rules of swimming and the spirit of those rules
- b) Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
- i. Written or verbal abuse, threats, or outbursts
 - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
 - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
 - iv. Leering or other suggestive or obscene gestures
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - vii. Any form of hazing defined as any potentially or actual humiliating, degrading, abusive, or dangerous activity expected of an athlete by a more senior individual, which does not contribute to any positive development, but is required to be accepted as part of a team, regardless of the athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability.
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - ix. Unwelcome sexual flirtations, advances, requests, or invitations
 - x. Physical or sexual assault
 - xi. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
 - xii. Retaliation or threats of retaliation against an individual who reports harassment to Swim Alberta
- c) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
 - ii. Display of sexually offensive material
 - iii. Sexually degrading words used to describe a person
 - iv. Inquiries or comments about a person's sex life
 - v. Unwelcome sexual flirtations, advances, or propositions
 - vi. Persistent unwanted contact
- d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, Swim Alberta adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and shall be subject to disciplinary action, and possible sanction, pursuant to Swim Alberta's *Discipline and Complaints Policy*. Swim Alberta will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Swim Alberta or any other sport organization
- e) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport of swimming, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)

- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- g) In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with Swim Alberta events
- h) Respect the property of others and not willfully cause damage
- i) Promote swimming in the most constructive and positive manner possible
- j) Adhere to all federal, provincial, municipal and host country laws
- k) Comply, at all times, with Swim Alberta's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

Board/Committee Members and Staff

7. In addition to section 6 (above), Swim Alberta's Board Members, Committee Members, and Staff will have additional responsibilities to:
- a) Function primarily as a member of the board and/or committee(s) of Swim Alberta; not as a member of any other particular member or constituency
 - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of Swim Alberta business and the maintenance of Member confidence
 - c) Ensure that Swim Alberta's financial affairs are conducted in a responsible manner with due regard for all fiduciary responsibilities
 - d) Conduct themselves professionally, lawfully and in good faith in the best interests of Swim Alberta
 - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
 - f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
 - g) Keep informed about Swim Alberta activities, the provincial swimming community, and general trends in the sectors in which it operates
 - h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which Swim Alberta is incorporated
 - i) Respect the confidentiality appropriate to issues of a sensitive nature
 - j) Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
 - k) Respect the decisions of the majority
 - l) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
 - m) Have a thorough knowledge and understanding of all Swim Alberta governance documents
 - n) Conform to the bylaws and policies approved by Swim Alberta, in particular this *Code of Conduct and Ethics* as well as the *Conflict of Interest Policy* and *Confidentiality Policy*

Coaches

8. In addition to complying with this Code, Swim Alberta coaches must also comply with by the "Coaches Code of Professional Conduct" produced by the Canadian Swim Coaches and Teachers Association (CSCTA).

Swim Alberta has deliberately incorporated many of the values and ideals of the CSCTA's Code of Professional Conduct into this section. In addition to section 6 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- b) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- c) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- d) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- e) Act in the best interest of the athlete's development as a whole person
- f) Respect other coaches and, should an athlete desire to change coaches, support and cooperate with the other coach in the exchange of information
- g) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by Swim Alberta's *Screening Policy*
- h) Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- i) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- j) Respect other athletes and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- k) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- l) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. Coaches need to establish and follow procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- m) Dress professionally, neatly, and inoffensively
- n) Use inoffensive language, taking into account the audience being addressed

Athletes

9. In addition to section 6 (above), athletes will have additional responsibilities to:
 - a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, train, or compete
 - b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, events, activities, or projects
 - c) Properly represent themselves and not attempt to enter a competition for which they are not eligible by reason of age, classification, or other reason
 - d) Adhere to Swim Alberta's rules and requirements regarding clothing and equipment
 - e) Never ridicule a participant for a poor performance or practice
 - f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators

- g) Dress in a manner representative of Swim Alberta; focusing on neatness, cleanliness, and discretion. Designated official clothing, if applicable, must be worn when traveling and competing
- h) Act in accordance with Swim Alberta's policies and procedures and, when applicable, additional rules as outlined by coaches or chaperones

Officials

10. In addition to section 6 (above), officials will have additional responsibilities to:
- a) Maintain and update their knowledge of the rules and rules changes
 - b) Work within the boundaries of their position's description while supporting the work of other officials
 - c) Act as an ambassador of Swim Alberta by agreeing to enforce and abide by Swimming Canada and Swim Alberta rules and regulations
 - d) Respect the rights, dignity, and worth of all individuals
 - e) Conduct themselves openly, professionally, lawfully, and in good faith in the best interests of Swim Alberta
 - f) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
 - g) Respect the confidentiality required by issues of a sensitive nature, which may include disqualifications, discipline processes, appeals, and specific information or data about Members
 - h) Promote a team spirit by respecting people's differences, valuing diversity of opinion, and working with others to achieve the best decisions for athletes in competitions
 - i) Dress in proper attire for officiating

Parents/Guardians

11. In addition to section 6 (above), parents/guardians of athletes at events will have additional responsibilities to:
- a) Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence
 - b) Never ridicule an athlete for a poor performance or practice
 - c) Provide positive comments that motivate and encourage athletes' continued effort
 - d) Respect the decisions and judgments of officials and encourage athletes to do the same
 - e) Not question the judgment or honesty of an official or a Swim Alberta staff member
 - f) Respect and show appreciation to all competitors and to the coaches, officials, and other volunteers who give their time to the sport
 - g) Keep off the competition area and not interfere with events or calls