



# SWIM ALBERTA

## CODE OF CONDUCT AND ETHICS

Effective date	September 2, 2025
Archived date	N/A
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Replaces and/or amends	Swim Alberta Code of Conduct and Ethics, approved March 18, 2018
Approved by and date	Swim Alberta Board of Directors, August 27, 2025
Appendix(-ces) to this Policy	N/A

### Purpose

1. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and Events of Swim Alberta and its Clubs by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the applicable organization's core values, mission, and policies.

Swim Alberta and its Clubs support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals can safely participate in our sport and are treated with respect and fairness.

### Application of this Code

2. This Code applies to the conduct of all Individuals during the business, activities, and Events of Swim Alberta and its Clubs including, but not limited to, competitions, practices, evaluations, treatment or consultations (e.g., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings or social Events.
3. This Code also applies to Individuals' conduct outside of the business, activities, and Events of Swim Alberta and its Clubs when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of Swim Alberta or a Club. Such applicability will be determined by Swim Alberta's Independent Third Party.
4. In addition, breaches of this Code may occur when the Individuals involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the



Individual(s).

5. This Code applies to Individuals active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Individuals were active in the sport.
6. Any Individual who violates this Code may be subject to sanctions pursuant to the *Complaints Resolution Policy*. In addition to facing possible sanctions pursuant to the *Complaints Resolution Policy*, an Individual who violates this Code during a competition may be removed from the competition or training area, and the Individual may be subject to further sanctions.

## **UCCMS**

7. Swim Alberta has adopted the UCCMS which shall be incorporated into this Code by reference as if set out in full herein. Any modifications or amendments made to the UCCMS shall come into effect immediately upon their adoption, without the need for any further action by Swim Alberta or any of its Clubs.

Individuals are responsible for knowing what actions or behaviours constitute Prohibited Behaviour under the UCCMS. In addition, this Code sets out other expected standards of behaviour and conduct for all Individuals and any failure to respect these expected standards of behaviour by any Individual may constitute a breach of this Code.

Swimming Canada has designated certain Individuals as CSSP Participants. It is important to note that the Code and UCCMS applies to all Individuals, but not all Individuals are CSSP Participants and subject to the CSSP.

## **Responsibilities of Individuals**

8. All Individuals have a responsibility to:
  - a) Refrain from behaviour that constitutes Prohibited Behaviour under this Code and the UCCMS.
  - b) Maintain and enhance the dignity and self-esteem of other Individuals by:
    - i. Treating each other with fairness, honesty, respect and integrity;
    - ii. Focusing comments or criticism appropriately and not making malicious or destructive comments toward Athletes, Athlete Support Personnel, officials, organizers, volunteers, employees, or other Individuals;
    - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct; and
    - iv. Ensuring adherence to the rules of the sport and the spirit of those rules.
  - c) Refrain from any behaviour that constitutes Harassment, Workplace



Harassment, Sexual Harassment, or Workplace Violence.

- d) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- e) Refrain from consuming alcohol, tobacco products, vaping products, cannabis, or other recreational drugs while participating in the programs, activities, Events or while in the Workplace of Swim Alberta or a Club. However, in the context of a social Event, responsible consumption of alcohol is permitted in an adult-oriented social situation (except for Minors) but reasonable steps must be taken to manage responsible consumption and there will be zero tolerance for drinking in excess, showing drunk behaviour, or exhibiting inappropriate behaviour due to the consumption of alcohol.
- f) In the case of Minors, not consume alcohol, tobacco, vaping products, cannabis or other recreational drugs while participating in any program, activities, Events of Swim Alberta or a Club.
- g) Respect the property of others and not wilfully cause damage.
- h) When driving a vehicle:
  - i. Have a valid driver's licence;
  - ii. Obey traffic laws;
  - iii. Not be under the influence of alcohol, cannabis or illegal drugs or substances;
  - iv. Have valid car insurance; and
  - v. Refrain from engaging in any activity that would constitute distracted driving.
- i) Promote the sport in the most constructive and positive manner possible.
- j) Refrain from engaging in deliberate behaviour which is intended to manipulate the outcome of an eligibility requirement or competition and/or not offer or receive any benefit which is intended to manipulate the outcome of a para-classification or competition. A benefit includes the direct or indirect receipt of money or anything else of value, including, but not limited to, bribes, gains, gifts, preferential treatment, and other advantages. Sporting advantage is also a benefit.
- k) Adhere to all applicable federal, provincial/territorial, municipal and host country laws, and observe local customs.
- l) Comply with the bylaws, policies, procedures, and rules and regulations of Swim Alberta, its Clubs, and those of any other sport organization with authority over the Individual, as applicable, and as adopted and amended from time to time.
- m) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving an Individual to Swim Alberta or to a Club, including, but not limited to, those for violence, child sexual abuse materials, or possession, use, or sale of any illegal or Prohibited Substance or Method.



### **Directors, Committee Members, and Employees**

9. In addition to Section 8 (above), directors, committee members, and employees of Swim Alberta and its Clubs will have additional responsibilities to:
- a) Function primarily as a director, committee member or employee of Swim Alberta or the Club (as applicable) and ensure to prioritize the fiduciary duty that is associated with these roles (and not to any other organization, group, or personal interest) while acting in this role.
  - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of Individuals' confidence.
  - c) Ensure that financial affairs are conducted in a responsible manner with due regard for all fiduciary responsibilities, and that the transparency of these affairs meet the minimum standards of the applicable federal, provincial/territorial, and municipal laws that govern the organization.
  - d) Comply with their obligations under the *Screening Policy*, including understanding ongoing expectations under the *Screening Policy* and fully cooperating in the screening process.
  - e) Conduct themselves openly, professionally, lawfully and in good faith.
  - f) Be impartial and not allow self-interest, outside pressure, expectation of reward, or fear of criticism to influence their decision-making on behalf of Swim Alberta or the Club.
  - g) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws.
  - h) Maintain required confidentiality of organizational information.
  - i) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
  - j) Have a thorough knowledge and understanding of all governance documents.
  - k) Declare to Swim Alberta and/or the Club (as applicable) any conflict of interest, or perceived conflict of interest, that they may have.

### **Athlete Support Personnel**

10. In addition to Section 8 (above), Athlete Support Personnel have additional responsibilities. Athlete Support Personnel must understand and respect the inherent Power Imbalance that exists in this relationship and must not abuse it. Athlete Support Personnel will:
- a) Avoid any behaviour that abuses the Power Imbalance inherent in the position of an Athlete Support Person to (i) establish or maintain a sexual relationship with an Athlete, or (ii) encourage inappropriate physical or emotional intimacy with an Athlete, regardless of the Athlete's age.
  - b) Ensure a safe environment by selecting activities and establishing controls that



- are suitable for the age, experience, ability, and fitness level of Athletes.
- c) Prepare Athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm Athletes.
  - d) 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.
  - e) Support the Athlete Support Personnel of a training camp, provincial/territorial team, or national team if an Athlete qualifies for participation with one of these programs.
  - f) Comply with all established responsibilities and obligations set out by the Athlete Support Personnel's professional governing association or order, if any.
  - g) Accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate.
  - h) Provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete.
  - i) Act in the best interest of the Athlete's development as a whole person.
  - j) Comply with their obligations under the *Screening Policy*, including understanding ongoing expectations under the *Screening Policy* and fully cooperating in the screening process.
  - k) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or Prohibited Substances or Prohibited Methods and, in the case of Minors, alcohol, cannabis, and tobacco.
  - l) Respect competitor Athletes and, in dealings with them, not encroach upon topics or take actions which are within the realm of coaching, unless prior approval from the coaches who are responsible for the Athletes is received.
  - m) When a Power Imbalance exists, not engage in a sexual or intimate relationship with an Athlete of any age.
  - n) Recognize the power inherent in the position of Athlete Support Personnel and respect and promote the rights of all Individuals in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Athlete Support Personnel have a special responsibility to respect and promote the rights of Individuals who are in a vulnerable or dependent position and less able to protect their own rights.
  - o) Dress professionally and use appropriate language.
  - p) Comply with their employment agreements.

## **Athletes**

11. In addition to Section 8 (above), Athletes will have additional responsibilities to:



- a) Follow their athlete agreement and any other national team agreement (if applicable).
- b) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete.
- c) Participate and appear on-time and prepared to participate to the best of their abilities in all competitions, practices, training sessions, and evaluations.
- d) Properly represent themselves and not attempt to participate in a competition for which they are not eligible including but not limited to age or classification.
- e) Adhere to any rules and requirements regarding clothing, professionalism, and equipment.
- f) Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by Athlete Support Personnel.

### **Officials**

12. In addition to Section 8 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and any rule changes.
- b) Not publicly criticize other Individuals.
- c) Adhere at all times to the rules of their international federation and any other sport organization that has relevant and applicable authority.
- d) Place the safety and welfare of competitors, and the fairness of the competition, above all else.
- e) Strive to provide a fair sporting environment.
- f) Respect the terms of any agreement that they enter with Swim Alberta or a Club.
- g) Work within the boundaries of their position's description while supporting the work of other officials.
- h) Act as an ambassador of the sport by agreeing to enforce and abide by national and provincial/territorial rules and regulations.
- i) Take ownership of actions and decisions made while officiating.
- j) Respect the rights, dignity, and worth of all Individuals.
- k) Act openly, impartially, professionally, lawfully, and in good faith.
- l) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- m) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Individuals.
- n) Comply with their obligations under the *Screening Policy*, including understanding ongoing expectations under the *Screening Policy* and fully cooperating in the screening process.
- o) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases communicate their situation to Swim Alberta or



the Club at the earliest possible time.

- p) When writing reports, set out the facts in an objective and impartial manner to the best of their knowledge and recollection and without resort to opinion.
- q) Dress in appropriate attire for officiating.

### **Parents/Guardians and Spectators**

13. In addition to Section 8 (above), parents/guardians and spectators at Events will, at all times:

- a) Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence.
- b) Condemn the use of violence in any form.
- c) Never ridicule an Individual for making a mistake during a competition or practice.
- d) Respect the decisions and judgments of officials and encourage Athletes to do the same.
- e) Support all efforts to stop and prevent verbal and physical abuse, coercion, intimidation, and excessive sarcasm.
- f) Respect and show appreciation to all competitors, and to Athlete Support Personnel, officials and other volunteers.
- g) Never harass Individuals, competitors, Athlete Support Personnel, officials, parents/guardians, or other spectators.
- h) Never encourage, aid, cover up, or assist an Athlete in cheating through doping, competition manipulation, or other deceptive behaviours.

### **Clubs**

14. Clubs must:

- a) Adhere to all of Swim Alberta's governing documents and policies, and, when required, amend their own rules to comply or align with those of Swim Alberta.
- b) Pay all required dues and fees by the prescribed deadlines.
- c) Ensure that all Athletes and coaches participating in sanctioned competitions and Events of Swim Alberta are registered and in good standing.
- d) Appropriately screen prospective employees and/or volunteers to help ensure Athletes have a healthy and safe sport environment.
- e) Ensure that any possible or actual misconduct is investigated promptly and thoroughly.
- f) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated.
- g) Advise Swim Alberta immediately of any situation where a Complainant has publicized a complaint in the media (including social media).
- h) Provide Swim Alberta with a copy of all decisions rendered pursuant to the



organization's policies for complaints and appeals.

- i) Implement any decisions and disciplinary sanctions imposed pursuant to Swim Alberta or any Club's discipline process

### **Anti-Doping<sup>1</sup>**

15. Swim Alberta and its Clubs shall adopt and adhere to the Canadian Anti-Doping Program. Swim Alberta and its Clubs will respect any sanction imposed on an Individual as a result of a breach of the Canadian Anti-Doping Program or any other applicable anti-doping rules.

16. All Athletes shall:

- a) Abstain from the non-medical use of medications or drugs or the use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force.

17. All Individuals shall:

- a) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable anti-doping rules.
- b) Cooperate with any Anti-Doping Organization that is conducting an investigation into any anti-doping rule violation(s).
- c) Refrain from any offensive conduct toward a Doping Control official or other individual involved in Doping Control, whether or not such conduct constitutes Tampering as defined in the Canadian Anti-Doping Program.

18. All Athlete Support Personnel or other Persons who are Using a Prohibited Substance or Prohibited Method without a valid and acceptable justification shall refrain from providing support to Athletes that fall under Swim Alberta or a Clubs's jurisdiction.

### **Retaliation, Retribution or Reprisal**

19. It is a breach of this Code for any Individual to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that Individual from filing, in good faith, a Report pursuant to any Swim Alberta or Club policy, as applicable. It is also a breach of this Code for an Individual to file a Report for the purpose of retaliation, retribution or reprisal against any other Individual. Any Individual found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.

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<sup>1</sup> Any capitalized terms used in this Anti-Doping section that do not appear in the Swim Alberta Safe Sport Policy Manual's Definitions document shall, unless the context requires otherwise, have the meanings ascribed to them in the Canadian Anti-Doping Program.



## **Privacy**

20. The collection, use and disclosure of any personal information pursuant to this Policy is subject to Swim Alberta's usual policies and practices regarding private and/or confidential information, or those of its Clubs, as applicable