

PART B: CODES OF BEHAVIOUR**Attachment B1: General Code of Behaviour****Attachment B2: Coaches Code of Behaviour****Attachment B3: Officials Code of Ethics****Attachment B4: Swimmer/Athlete Code of Behaviour****Attachment B5: Administrator Code of Behaviour****Attachment B6: Board Member Code of Behaviour****Attachment B7: Spectator Code of Behaviour**

B1: General Code of Behaviour

As a member of MSA, a Member Association or an affiliated club or a person required to comply with this Policy, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by MSA, a Member Association or an affiliated club and in any role you hold within MSA, a Member Association or an affiliated club:

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate and honest in all dealings with others.
3. Be professional in, and accept responsibility for, your actions.
4. Make a commitment to providing quality service.
5. Be aware of, and maintain an uncompromising adherence to, MSA's standards, rules, regulations and policies.
6. Operate within the rules of the sport including national and international guidelines which govern MSA, the Member Associations and the affiliated clubs.
7. Do not use your involvement with MSA, a Member Association or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of MSA, a Member Association or an affiliated club.
8. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
9. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
10. Refrain from any form of harassment of others.
11. Refrain from any behaviour that may bring MSA, a Member Association or an affiliated club into disrepute.
12. Provide a safe environment for the conduct of the activity.
13. Show concern and caution towards others who may be sick or injured.
14. Be a positive role model.
15. Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.

B2: Coaches' Code of Behaviour

- 1. Respect the rights, dignity and worth of every human being.**
 - Within the context of the activity, treat everyone equally regardless of gender, ability, disability, ethnic origin or religion.
- 2. Demonstrate appropriate teaching and learning philosophy.**
 - While respecting the opinions of others demonstrate an understanding of the human rights/social model and of its application.
 - Infuse a human rights/disabling environment perspective throughout each course or assessment task and refrain from endorsing a charity/medical model approach.
- 3. Ensure each participant's time spent with you is a positive experience.**
 - All participants are deserving of equal attention and opportunities.
 - Treat each person as an individual.
 - Respect the opinion talent, developmental stage and goals of each individual person.
- 4. Be fair, considerate and honest with participants.**
- 5. Be professional and accept responsibility for your actions.**
 - Language, manner, punctuality, preparation and presentation should display high standards.
 - Display control, respect, dignity and professionalism to all involved.
 - Encourage your participants to demonstrate the same qualities.
- 6. Make a commitment to providing a quality service to your participants.**
 - Maintain or improve your current National Coach Accreditation Scheme (NCAS) accreditation.
 - Seek continual improvement through performance appraisal and ongoing coach education.
 - Provide a training program which is planned and sequential.
 - Maintain appropriate records.
- 7. Operate within the rules and spirit of your sport.**
 - The guidelines of MSA should be followed. Please go to the MSA website for a copy of the constitution, rules, by-laws, relevant policies, eg. Heat Policy, selection procedures etc.
 - Coaches should educate their participants on drugs in sport issues using the information and guidelines provided by the Australian Sports Anti-Drug Agency (ASADA).
- 8. Any physical contact with participants should be:**
 - appropriate to the situation;
 - necessary for the participant's skill development; and
 - with the permission of the participant
- 9. Refrain from any form of personal abuse towards participants.**
 - This includes verbal, physical and emotional abuse and negative stereotyping.
Be alert to any forms of abuse directed towards your participants from other sources whilst they are under your supervision.
- 10. Refrain from any form of harassment towards participants.**
 - This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability
- 11. Provide a safe environment for your participants.**
 - Ensure equipment and facilities meet safety standards.
 - Equipment, rules, training and the environment need to be appropriate for the age and ability of the participants.
- 12. Show concern and caution towards sick and injured participants.**
 - Provide a modified training program where appropriate.
 - Allow further participation in training and competition only when appropriate.
 - Encourage participants to seek medical advice when required.
 - Maintain the same interest and support towards sick and injured swimmers.
- 13. Be a positive role model for your sport and participants.**
 - Consider behaviour and conduct in informal periods as well as during the training sessions.

B3: Officials' Code of Ethics

1. To act responsibly at all times.
2. Place safety and welfare of all participants above all else.
3. Be impartial.
4. To avoid any situation which may lead to a conflict of interest.
5. Be courteous, respectful and open to discussion and interaction.
6. To value the individual in sport.
7. To seek continual self-improvement through study, performance appraisal and regular updating of competencies.
8. Encourage inclusive practices.
9. Be a positive role model in behaviour and personal appearance.
10. Respect and encourage other officials.
11. Refrain from any form of personal abuse towards all participants.
12. Refrain from any form of sexual harassment towards all participants.
13. Show concern and caution towards sick and/or injured participants.

B4: Swimmer/Athlete Code of Behaviour

1. Participate for your own enjoyment and benefit.
2. Respect the rights, dignity and worth of fellow participants, coaches, officials, volunteers and spectators.
3. Do not tolerate acts of aggression.
4. Respect the talent, potential and development of fellow participants and competitors.
5. Care for and respect the equipment provided to you as part of your program.
6. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
7. At all times act appropriately in your relationships with other swimmers, coaches, officials and volunteers.
8. Conduct yourself in a professional manner relating to language, temper and punctuality.
9. Maintain high personal behaviour standards at all times.
10. Abide by the rules and respect the decision of the officials, making all appeals through the formal process and respecting the final decision.
11. Be honest in your attitude to training, participation in Club activities and all competitions.
12. Cooperate with coaches when participating in programs made available to prepare you for events, competitions and activities.

B5: Administrator Code of Behaviour

1. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
2. Involve people in planning, leadership, evaluation and decision making.
3. Give all people equal opportunities to participate.
4. Ensure quality supervision and instruction for swimmers.
5. Support coaches and officials to improve their skills and competencies.
6. Act honestly, in good faith and in the best interests of the sport as a whole.
7. Ensure that any information acquired or advantage gained from the position is not used improperly.
8. Conduct responsibilities with due care, competence and diligence.

B6: Board Member Code of Behaviour

1. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
2. Acknowledge that they represent only the Board of MSA and do not and cannot represent others or individual constituents, including any with which they have been previously been involved and/or associated.
3. Undertake fiduciary responsibilities in a fair, open, honest and accountable way for the benefit of the whole of MSA and its registered members;
4. Exercise all due care and diligence in the performance of duties and functions;
5. Disclose any material of personal interest in any matter being discussed, and subsequently abstain from any discussion or vote on the issue;
6. Attend all National Board of Management Meetings, or, if obliged to miss a meeting, pass on all relevant papers for the meeting;
7. Submit all reports required for National Board of Management meetings and on behalf of the National Board of Management as required and in a timely manner;
8. Read all meeting papers prior to each meeting and seek clarification on any issue that is unclear;
9. Ensure that any motion submitted for consideration at a General Meeting by the National Board of Management complies with the MSA constitution;
10. Treat all material provided as "confidential to the National Board of Management" as completely confidential unless otherwise agreed by the National Board of Management.

B7: Spectator Code of Behaviour

1. Respect the rights, dignity and worth of others, regardless of their gender, ability, cultural background or religion
2. Respect the effort and performances of swimmers and officials.
3. Reject the use of harassment, bullying or violence in any form, whether by other spectators, coaches, officials or athletes.
4. Be aware of the repercussions that any breaches of this code of behaviour may incur.