



KARNATAKA SWIMMING ASSOCIATION

CODES OF CONDUCT

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INTRODUCTION

Swimming is a one of the glorious sports in Karnataka.. Whether people swim for competitive, recreational, health and wellbeing or leisure purposes, swimming benefits many people. We want swimming to be fun, enjoyable and safe for all.

Unfortunately, like many other sports and activities in society, the misconduct of one individual can negatively impact the welfare, health and safety of Members and Participants. Misconduct has the potential to result in profound psychological and/or physical damage to Members and/or Participants – whether they are adults or, in particular, Children or Young People. These risks must be minimised to every extent possible.

All of us in Karnataka swimming community have a role to play in ensuring that we keep our proud Sport as safe and enjoyable as possible. We must proudly stand behind high behavioural standards in our Sport and hold others to these standards too – it is in the best interests of our Members, Participants, the community and our Sport.

Karnataka Swimming Association and its member clubs / centres /Institutions (collectively referred to as “Karnataka Swimming”) should be committed to the health, safety and general wellbeing of everyone involved in the Sport of swimming. That is why we have developed this codes of conduct.

Our Codes of Conduct outline the expected behavioural standards for interactions with each other in Karnataka Swimming community as well as providing guidelines specific to Swimmers, Coaches and Parents.

There are two key elements to the Codes of Conduct:

- (a) The General Code of Conduct, which relates to interactions between Members, Participants and Persons in Positions of Authority (Administrators of Association and clubs, Meet organizers, Technical Officials and coaches) and
- (b) The Code of Conduct for interactions with Children or Young People who take part in our programs, activities, services, or events. We have developed this Code of Conduct to help to safeguard those Children or Young People and to smoothly administer various activities of the association.

This code outlines the rights and responsibilities whatever may be the role or the ability of members, they should be encouraged to follow it and recognise that they have a duty of care to all swimmers of Karnataka.

THE ESSENCE OF KARNATAKA SWIMMING

We are proud of our swimming sporting ability and our reputation as a state of good administration. Our society expects high standards of behaviour from all people involved in aquatic sport, and it is vital that the integrity of sport is maintained. At every level of sport, the principles of fairness, respect, responsibility and safety should be maintained.

Karnataka swimming is at all times, committed to upholding the principles of

INTEGRITY AND RESPECT

Recognising the contribution that people make to our Sport, treating them with dignity and consideration, as well as caring for the property and equipment they use. We employ fairness in decision making, out of respect to all.

TEAMWORK

We collaborate and work together to achieve outcomes and resolve issues. We support one other in and out of the pool

FUN AND ENJOYMENT

We aim to make swimming enjoyable for all those participating in it. We recognise and reward the efforts of others and fuel the passion for everyone in our Sport to swim and have fun along the way.

EXCELLENCE

We strive for best practice in everything we do - seeking the highest standards in order to achieve the best possible outcomes for ourselves, our team and our Sport.

SAFETY

Encouraging healthy and safe procedures during training and competitions, preventing and reporting dangerous behaviours, while demonstrating concern for others.

GENERAL CODES OF CONDUCT

Karnataka swimming promotes the following codes of conduct to all people involved in any way with the sport of swimming, (as a swimmer, Parent / guardian, coach, Technical official, Team Manager, Team member, Committee member, Volunteer, or affiliated clubs) especially those responsible for activities involving children under the age of 18 years.

As a person involved in any way with the sport of swimming, the following standard of behaviour is expected :-

- Respect the rights, dignity and worth of others – treat others as you would like to be treated yourself.
- Be ethical, considerate, fair and honest in all dealings with other people and clubs / centres / institutions.
- Be professional in, and accept responsibility for your actions.
- Make a commitment to providing quality service and performance.
- Be aware of Karnataka swimming standards, rules and regulations and policies.
- Operate within the rules and spirit. of the sport, including the national and international guidelines that govern the swimming sport.
- Understand the possible consequences of breaching Karnataka swimming code of conduct.

- Immediately report any breaches to the appropriate authority.
- Refrain from any form of abuse, harassment, discrimination and victimisation towards others.
- Raise concerns regarding decisions and conduct of persons in positions of authority through the appropriate channels and in a timely manner.
- Ensure that any physical contact with swimmers & others is appropriate to the situation, such as being necessary for the person's skill development.
- Subject to the lawful exceptions, refrain from intimate relations with persons over whom you have authority.
- Provide a safe environment for conduct of the activities in accordance with State / National / International guidelines.
- Show concern, empathy and caution toward others who may be sick or injured.
- Be a positive role model to all.
- Do not provide comment to any media on behalf of the association
- Do not speak to any media in a negative way regarding Karnataka swimming.
- Never act in any way that may bring disrepute or disgrace to Karnataka swimming or to its sponsors or its promoters
- Respect and protect confidential information obtained through the association or any other government departments – whether regarding individuals or clubs/centres.
- Any Violation of the above conducts will be strictly dealt with by the Association.

SWIMMERS CODES OF CONDUCT

As an authorised and registered swimmer of Karnataka swimming association, swimmers should comply with the following guidelines:-

- Abide by the General codes 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 conflicts.
- Take part in your sport without cheating.
- Must refrain from the possession and use of alcohol, tobacco products or controlled substances by any swimmer (which is prohibited).
- State team members, coaches and officials when selected for National meets or for any functions, must attend all team meetings and functions, etc unless otherwise excused by the association.
- State team members and coaches will refrain from any illegal or inappropriate behaviour that would detract from the positive image of Karnataka Swimming or be detrimental to its performance objectives.
- Team members shall display proper respect and sportsmanship towards coaches, officials, administrators, fellow competitors and the public
- All swimmers must obey the rules of the facility and follow the instructions.

- They must treat all members of their clubs and associations with due dignity & respect.
- Swimmers must understand that the use of inappropriate or abusing language, bullying, harassment, or physical violence will not be tolerated during training/competitions which could result in action being taken to their club and to the swimmer.
- Swimmers must display the high standard of behaviour at all times.
- They should recognize and celebrate the good performance and success of fellow club members and state team members whenever they go for State, National and International competitions.
- They shall be committed to the entire competitions year as a registered team member of a particular club / centre / institution (April to March).
- They must work equally hard for themselves and their team as it will benefit for better team performance and also their own performance.
- Whenever they go on for national/international/zonal competitions they must respect all team coaches, managers and technical officials and follow the announcements made during the competitions.
- Swimmers must understand that they must wear appropriate swimwear, T-shirts, track suits of the state as per the rules laid down by the association.
- Swimmers must report to their coaches and / or team managers at the pool side on arrival for the competitions
- When the team goes for national championships they must understand that they are part of the state team and must stay together with the team in the galleries.
- If anyone wants to leave the venue of the competitions for any reason they must inform their team managers and coach before doing so
- After the race swimmers must report for their respective coaches for feedback.
- After the race swimmers must swim down as advised by the coaches and their behaviour during the swim down must be appropriate and respectful to other users at all times.

- Swimmers must follow rules of the games at all times.
- They must give their best at all times.
- Never argue with an official on the deck. Use the appropriate rules and guide lines to resolve a dispute.
- Treat all swimming participants, as you would like to be treated. Do not bully or take unfair advantage of another competitor.
- Swimmers must co-operate with their coaches, team mates, opponents, management, staff and officials.
- Swimmer should participate in the competitions for their own enjoyment and benefit, not to satisfy the expectations of others.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, ethnicity, cultural background or religion.
- Any Violation of the above conducts will be strictly dealt with by the Association.

PARENT / GUARDIAN CODES OF CONDUCT

- Abide by the general codes of conduct.
- Parents must encourage their child's effort to develop the skills of swimming.
- Encourage the child to play by the rules and to respect coaches, officials, administrators, and other swimmers.
- Respect valuable coaching time by discussing concerns with the coach outside of practice time.
- Parents of competitive swimmers must teach them that honest effort is as important as victory so that the results of each event are accepted without undue disappointment.
- Parents must turn defeat into victory by helping the child work towards skill improvement and good sportsmanship.
- Remember that children learn best by example and applaud performances of all competitors and teams.
- Recognise the value and importance of coaches/officials and administrators and others who give up their time to support the swimmers and the sport of swimming.
- Parents should ensure that their swimmer attends all practice sessions and competitions until the end of the registration period (April – March)
- They must ensure that swimmer is on time for all practices and competitions with proper equipment.
- They must arrange family schedule to allow swimmers to manage their academic and their sport, have leisure time and get sufficient rest.

- They must recognise and respect the authority of the coaches and officials by not going on deck during competitions.
- In case of any clarification on their swimmer's result they must go through the team manager and shall not directly approach the officials of the competitions.
- They must not use inappropriate language with the officials of the meet at the venue of the competitions.
- They must behave responsibly as a spectator at meets and treat swimmers, coaches, administrators and parents of the clubs/state with due respects meeting the KSA's commitment to equality.
- They should support the team coach and committee members appropriately and raise any concerns in the appropriate manner to the officials of KSA.
- They shall not enter the deck area unless requested to do so or in an emergency.
- Most of all they must help the swimmer to enjoy the sport and achieve to the best of their ability.
- The parent has right to make a complaint to the association or the organisers, if they feel that any official or any member of the association is not acting appropriate to rules & regulations.
- They can make a complaint on behalf of their swimmer to KSA officials through their club secretaries or through the team managers.
- Maintain self-control at all times. Refrain from inappropriate behaviour that detracts from a positive image of the team and is detrimental to the team's performance.
- Any questions about disqualifications, judging etc should be directed to the meet authorities through the team coach or team managers.
- Parents should set right example for swimmers by showing the respect and common courtesies at all times to the team members, coaches, officials and other parents during the training and competitions.

- Respect the integrity of technical officials by assuming decisions are based on honest, objective evaluations of performance.
- Parents should insist that their child refrain from using alcohol, tobacco, drugs, other prohibited substances, violence, abusive or foul language or any other behaviour deemed dishonest, discourteous, offensive or disrespectful of others.
- Any Violation of the above conducts will be strictly dealt with by the Association.

COACHES CODES OF CONDUCT

- Abide by the general codes of conduct.
- Be responsible for matters concerning the coaching, training and development of swimmers
- Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of swimmers.
- Help each swimmer to reach their potential- respect the talent, developmental stage and goals of each person and compliment and encourage with positive support and feedback.
- Support the coaching staff of a training camp of a state team or national team.
- Provide swimmers (and parents/guardians of minors) with information necessary to be involved in the decisions that affect the swimmer.
- Act in the best interest of swimmer's development as a whole person.
- Meet the highest standards of credentials, integrity, dignity and suitability, including that not limited to such considerations established by the association policy.
- Under no circumstances provide, promote, or condone the use of drugs or performance enhancing substances and alcohol and tobacco.
- Shall not engage in intimate relationship with any swimmers or parents.
- Dress professionally, neatly and inoffensively.

- Refrain from use of offensive language to swimmers, parents, and other members of the club or administrators and volunteers.
- Promote swimming in the most constructive and positive manner possible
- Recognise the power inherent in the position of coach and respect and promote the rights of all participants in sport.
- Consistently demonstrate the spirit of sportsmanship, sports leadership and ethical conduct.
- Ensure that the rules of swimming and the spirit of such rules are adhered to.
- Comply at all times with a constitutions, bylaws, policies, rules and regulations of Karnataka Swimming Association as adopted and amended from time to time.
- Respect the responsibilities and preferences of other coaches and interact in a professional manner.
- Refrain from public criticism of fellow coach.
- Refrain from intervening inappropriately in personal affairs that are outside the jurisdiction of a coach.
- Refrain from the use of power or authority in an attempt to coerce another person to engage in any inappropriate activities.
- Maintain and enhance the dignity and self esteem of all swimmers by demonstrating respect to all individuals regardless of physical characteristics, athletic ability, gender, ancestry, nationality, religion, disability, economic status or any other reason.

- Shall not associate with any person for the purpose of coaching, training, competitions, instructions, administrations, management and athletic development of the sport of competitive swimming, who has incurred anti doping rule violation and serving a sanction period enforced by WADA/NADA.
- Shall improve the coaching knowledge as an ongoing activity through education and clinics.
- Any Violation of the above conducts will be strictly dealt with by the Association.

TEAM MANAGERS CODES OF CONDUCT

- Abide by the general codes of conduct
- Shall be responsible for the overall welfare and well being of team members and officials during National & International competitions.
- Maintain a 'duty of care' towards team members and accountability for the management of the team.
- Shall have sound knowledge of Karnataka swimming rules and regulations.
- Shall foster a collaborative approach to the management of the team.
- Act in good faith and in the best interest of the sport as a whole.
- Able to resolve conflicts fairly and promptly through established procedures.
- During the competition manager must be with the state team and motivate and encourage the swimmers to perform well in their races.
- Shall take attendance of all swimmers daily during National championship period.
- Shall submit detail report to the association after the meet.
- Shall attend Manager's meeting during National / International competitions and inform coaches and swimmers the proceeds of the meeting.

- Encourage all swimmers to obey the spirit of the rules and regulations both in and out of the pool.
- Never encourage or condone swimmers, officials, or parents to violate the rules of the association and report any violations appropriately.
- Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
- Adhere fully to the role and job description as outlined by the association and never use that role to gain favour for self or any individual swimmer.
- Shall consistently display high standards of behaviour and appearance.
- Shall treat everyone equally regardless of gender, disability, religion
- Shall ensure the Safety and health of all swimmers and coaches during competitions.
- Any Violation of the above conducts will be strictly dealt with by the Association

TECHNICAL OFFICIALS CODES OF CONDUCT

- Agree to abide by the general codes of conduct.
- Be consistent, objective and courteous in making decisions.
- Do not participate in or benefit from, sports betting or gambling activity associated swimming events and/or swimming suits in which you are participating.
- Condemn unsporting behaviour and give respect for all fellow officials and swimmers.
- Emphasise the spirit of competition.
- Report to the venue of the competition well in time and participate in technical officials meetings as and when the Referee calls for the meeting.
- Keep up to date with the latest trends in officiating and the rules of the sport.
- Your behaviour and comments should be positive and supportive.
- 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 FINA rules & regulations.
- Commit to ongoing professional development.
- Any Violation of the above conducts will be strictly dealt with by the Association

TEAMS CODES OF CONDUCT

Karnataka Swimming team shall 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 Karnataka Swim Team should abide by the following responsibilities. These apply from the point of departure until returning home.

- Agree to abide by the general code of conduct.
- Responsible, appropriate and orderly behaviour is expected by all members at all times; unacceptable behaviour includes:
 - Failure to comply with rules and instructions.
 - Any misbehaviour at your hotel or accommodation venue.
- Hotel etiquette of the highest calibre is mandatory; respect other guests of the hotel.
- Male & female swimmers must at no time be in each other's rooms with the door closed.
- Athletes from other teams shall not be allowed in our state swimmer's hotel rooms, unless explicit approval has been given by the team manager or coaches.
- Cell phones may be used minimally to call immediate family members; if a swimmer uses a cell phone inappropriately during a meet, his/her cell phone will be confiscated until after the trip is over.
- All team members must respect each individual's need for rest and study times.

- Swimmers should take responsibility to report any behaviour that does not adhere to the code of conduct to the coaches or managers.
- Swimmers must always wear the state colours given by the state association, during the National competitions and during victory ceremonies.
- Swimmers must report to the victory ceremonies as soon as their name is called by the announcers at the National meets.
- Any Violation of the above conducts will be strictly dealt with by the Association

COMMITTEE MEMBERS CODES OF CONDUCT

Committee members must undertake the following responsibilities to lead and manage Karnataka Swimming to the best of their ability for the benefit of all swimmers. These codes apply to both association and its member clubs.

- Agree to abide by the general code of conduct.
- Carry out your required duties for Karnataka Swimming, understanding that the welfare & safety of children are paramount.
- Be fair, considerate and honest with others.
- Be professional in all actions; ensure language, presentation; manner and punctuality reflect high standards.
- Resolve conflicts fairly and promptly through established procedures.
- Maintain strict impartiality.
- Follow Karnataka Swimming policies and procedures so that all activities are in accordance with constitution & byelaws of the association.
- Understand and implement complaints and disciplinary procedures; ensure complaints including rumours are not ignored and are dealt with appropriately by the relevant procedures.
- 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 Karnataka swimming; these rules must be communicated to the relevant members.

- Ensure effective communications with member clubs through recognised means e.g. email, web-posting etc.
- Ensure that other activities follow procedures e.g. National selection, etc.
- 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 Karnataka swimming.
- Retain confidential/sensitive information which you are made 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.
- Attend meeting regularly.
- Encourage team building efforts in all the activities of the association.
- Be professional in the management of the aquatic sport.
- Any Violation of the above conducts will be strictly dealt with by the Association.

VOLUNTEERS CODES OF CONDUCT

Remember that throughout the entire volunteer experience, you are representing yourself and Karnataka Swimming. All volunteers of Karnataka Swimming are expected to conduct themselves in a friendly, courteous and professional manner.

- Agree to abide by the general 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, Karnataka Swimming staff 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 Karnataka Swimming, other volunteers and the public.
- No illegal drugs or substances are to be consumed during any volunteering event or activity.
- Refrain from public criticism, direct or indirect of other members of Karnataka Swimming.
- Retain confidential/sensitive information which you are made aware of as your role.

- Treat all representatives of other clubs/regions with respect and encourage swimmers and coaches to act in a similar way.
- Understand and comply with Karnataka Swimming Association's rules and regulations.
- Any Violation of the above conducts will be strictly dealt with by the Association.

AFFILIATED CLUBS CODES OF CONDUCT

- To affiliate as an affiliated club in accordance with the Byelaws of Karnataka Swimming Association.
- To comply with the Constitution of KSA.
- To comply with the Code of Conduct of Karnataka Swimming in relation to swimming activities.
- Comply with all constitutional requirements, regulations and responsibilities imposed by Karnataka Swimming as a condition of affiliation.
- Ensure the Club has a Health & Safety Management Plan that ensures Safety of children.
- Promote and encourage maximum club participation in the Karnataka Swimming Championships, Short Course Championships, National and zone competitions, and all other relevant events including development camps.
- Contribute and be up to date with Karnataka Swimming website and newsletters.
- Maintain up to date records and promote the training of technical officials.
- Clubs will provide the correct number of officials and volunteers to all swim meets.
- Ensure that accurate data regarding swimmers' registration which has been delivered to Karnataka Swimming Association.

- Provide opportunities for club coaches and officials to attend Swimming training & clinics.
- Attend the Karnataka Swimming Annual General Body Meetings, functions and Special meetings as requested by Karnataka Swimming Association.
- Pay affiliation fees owing to Karnataka Swimming Association within the time period.
- Be professional in the management of swimming sport in the clubs.
- Any Violation of the above conducts will be strictly dealt with by the Association.