

## PROFESSIONAL CONDUCT FOR ascta MEMBERS 'ascta Code'

### Preamble: Swimming in Australia

Australians should be proud of their sporting ability in general and swimming prowess in particular. Our society expects high standards of behaviour from all persons involved in swimming; in this way the integrity of the swimming industry is maintained. At every level of swimming the principles of fairness, respect, responsibility, and safety must be maintained. The Australian Swimming Coaches and Teachers Association (ascta) is committed to upholding the principles of:

**Fairness** – Operating within the spirit of the rules, making informed and honourable decisions.

**Respect** – Recognising the contribution that people make to swimming, treating everyone with dignity and consideration, as well as respecting the use of any property and equipment.

**Responsibility** – Being accountable for one's actions.

**Safety** – Encouraging healthy and safe practices, preventing and reporting dangerous behaviour while demonstrating concern for the personal safety of all members of the swimming community.

### Accepted 'Swimming Coach' Behaviour and Knowledge

Behaviour and knowledge relevant to persons involved in the sport of swimming, particularly those responsible for planning and implementing activities involving persons under the age of 18 years, highlight the principles and values expected from a 'Coach' member of **ascta**.

1. Be aware of Swimming Australia's and **ascta**'s standards, rules and policies.
2. Operate within the rules and spirit of our sport, including the national and international guidelines that govern Swimming Australia.
3. Understand how Swimming Australia's Member Welfare and Child Welfare Policies are implemented and report any breaches to the appropriate authority.
4. Provide a safe environment for the conduct of activities in accordance with any relevant **ascta** and Swimming Australia policies.
5. Reject the use of performance enhancing drugs or doping methods in sport and report any known offence to the proper authority.
6. Show concern and caution toward others that may be sick or injured.
7. In all matters regarding the changing of organisational affiliation by an athlete; action should be initiated by the athlete; not by the swimming coach or an agent acting on behalf of the coach.
8. When accepting an athlete for training, a swimming coach should (where practicable) inform any immediate past coach of the athlete's intention to change coach affiliation.

## **Accepted Behaviour and Knowledge by all Professional Members of ascta**

Behaviour and knowledge that is relevant to professional duties of swimming coaches and swimming teachers may determine the suitability of an individual to be a member of the Australian Swimming Coaches and Teachers Association. These guidelines highlight the principles and values expected from any member of **ascta** holding a recognised qualification as a coach of swimming or a teacher of swimming.

1. Respect the rights, dignity and worth of others.
2. Be ethical, considerate, fair and honest in all dealings with other people and organisations.
3. Be professional in your duties and accept responsibility for your actions.
4. Refrain from any form of abuse towards others.
5. Refrain from any form of harassment toward others.
6. Refrain from any form of discrimination toward others.
7. Refrain from any form of victimisation toward others.
8. Refrain from intimate relations with individuals whom the coach or teacher has a supervisory role or authority over.
9. Be responsible for matters concerning the teaching, coaching, training and development of students or athletes.
10. To the best of one's ability, be aware of, and have respect for, the individual needs of students or athletes.
11. Do not allow your qualifications to be misrepresented.
12. Maintain a 'duty of care' towards students or athletes under your supervision.
13. Maintain the required standard of accreditation and/or licensing of professional competencies.
14. Have a working knowledge of relevant Child Protection legislation, as well as accepted teaching and coaching practices.
15. Ensure that any physical contact with a student or athlete is appropriate to the situation and necessary for the person's skill development.
16. A teacher or coach member must direct any criticism of another member directly to that individual or to an appropriate organisational representative (ascta or an ascta State Branch) for mediation and resolution.
17. A teacher or coach member will represent various swimming organisations (i.e. 'Swim Schools', Club, State and/or National Sporting Bodies) in a manner that brings credit to that organisation.
18. A teacher or coach member will maintain professional standards of confidentiality when in possession of information that may be considered of a personal nature by a student or athlete, or their parents/guardian.
19. A teacher or coach member employed by a business entity operating within the aquatics industry will respect the 'commercial ownership' of all information acquired during such employment.

## **Complaint's Procedure**

Behaviour by an ascta member that is contrary to the accepted standards may be brought to the attention of the Association. Any complaint must be lodged in writing, brought to the attention of **ascta's** Chief Executive Officer. A preliminary evaluation of the nature of a complaint will be conducted by the CEO and may be resolved immediately. If necessary the CEO will refer the complaint to a Committee. In all cases due process must be followed. Complaints brought against an **ascta** member under Swimming Australia's 'Member Welfare Policy' may be referred to the appropriate Swimming Australia stakeholder to handle the complaint under the existing procedure.

When required, the **ascta** Board will appoint a Committee of three suitably qualified persons to resolve a complaint. At least one Committee member must be a current **ascta** member with voting privileges.

Responsibilities of the Committee shall be:

1. Receive and investigate complaints pertaining to the conduct of **ascta** members.
2. Follow procedures to ensure the right to due process\* is protected at all times.
3. Develop within the due process system, a series of outcomes for those members found in breach of the **ascta** Code. Outcomes may vary in degree, from a letter of caution to permanent revocation of **ascta** membership.
4. Recommend another course of action that maintains the integrity of **ascta** membership.

In any case involving a criminal offence, **ascta** itself may be considered the complainant against a member. The acquittal of a member on criminal charges, or a verdict or judgment in civil litigation involving material allegations similar in substance to a breach of the **ascta** Code, shall not in and of itself justify termination of action by **ascta**.

A complaint brought by one ascta member against another that is found to be essentially of a spurious nature, will itself be considered a very serious breach of the **ascta** Code.

Should a member wish to appeal the decision of the CEO or a Committee, such appeal must be submitted to **ascta** in writing. An appeal board will consist of three members of the **ascta** Board of Directors who were not part of the Committee. The appeal will be heard at the next regularly scheduled Board of Directors meeting of **ascta**, or the appeal may be heard at a special meeting of the **ascta** Board called for that purpose.

The **ascta** CEO will present an annual summary report to the Board of Directors, outlining all disciplinary matters.

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\* Due process is the procedure that ensures that if a member is charged with a breach of the ascta Code, that person's rights are protected by:

1. notice, in writing, of the complaint;
2. allowing a reasonable period of time to prepare a response to any enquiry;
3. allowing the right to legal counsel if desired;
4. allowing representation before the Committee;
5. notice, in writing, of any decision by the Committee;
6. allowing an appeal of any decision by the Committee.