

FOOTHILLS MASTERS SWIM CLUB CODE OF CONDUCT AND ETHICS

Definitions

1. The following terms will have these meanings in this Policy:
 - a) “Club” – Foothills Masters Swim Club (“FMSC”)
 - b) “*Individuals*” – All categories of membership defined in the Club Bylaws, as well as all individuals engaged in activities with Club, including but not limited to, directors, officers, committee members, swimmers, coaches, officials, referees, volunteers, administrators and spectators.
 - c) “*Sportsmanship*” – Respect for one’s opponent and graciousness in playing, training, competing, winning or losing.
 - d) “Membership List” – A list of Individuals who have consented to have their contact information on a list.
 - e) “Executive Committee” – The Executive Committee of the Club, as defined in the Club’s Bylaws.

Preamble

2. Membership in the Club and participation in its activities brings with it many benefits and privileges that are balanced by an Individual’s responsibilities and obligations. This Policy defines the parameters for these responsibilities and obligations, and thus identifies a standard of behavior that is expected of all Individuals.

Purpose

3. The purpose of this Code of Conduct and Ethics policy is to ensure a safe and positive environment within the Club’s programs, activities and events, by making all Individuals aware that there is an expectation of appropriate behavior, consistent with the values of the Club, at all times.
4. Conduct that violates this Code of Conduct and Ethics policy may be subject to sanctions pursuant to the Club’s Discipline and Complaints Policy.

Application of this Policy

5. This policy applies to an Individual’s conduct that may arise during the course of the Club’s business, activities and events, including but not limited to, office environment, competitions, practices, training camps, travel, and any meetings.
6. This policy applies to conduct that may occur outside of the Club’s business and events when such conduct adversely affects relationships within the Club’s work and sport environment and is detrimental to the image and reputation of the Club.

Responsibilities

7. The Club is committed to providing an environment in which all individuals are treated with respect. All Individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of all Individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, economic status or any other reason;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of Individuals;
 - iii. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
 - iv. Caring and respecting the property and assets of FMSC and all Individuals;
 - v. Consistently treating individuals fairly, reasonably and with respect;
 - vi. Ensuring that the rules of masters swimming, and the spirit of such rules, are adhered to; and
 - vii. Not misuse FMSC information, including but not limited to, the Membership List.

- b) Refrain from any behavior 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 behavior 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;
 - iii. Unwelcome remarks, jokes, comments, innuendos or taunts;
 - iv. Leering or other suggestive or obscene gestures;
 - v. Condescending or patronizing behavior 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;
 - viii. Unwanted physical contact; or
 - ix. Retaliation or threats of retaliation against an individual who reports harassment.
- c) Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior 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; or
 - vii. Sexual assault.
- d) Refrain from the use of power or authority in an attempt to coerce another person to engage in any inappropriate activities.
- e) Take reasonable steps to manage the responsible consumption of alcoholic beverages and/or tobacco products in social situations associated with Club events.
- f) Abstain from the non-medical use, control or possession of drugs or performance-enhancing drugs or methods.
- g) Comply at all times with the Constitution, Bylaws, policies, rules and regulations of the Club, as adopted and amended from time to time, with any contracts or agreements executed with or by the Club, and any directives or sanctions imposed by the Club.

Coaches

- 8. In addition to paragraph 7 above, **Coaches** have additional responsibilities. Coaches will at all times:
 - a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment.
 - b) 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.
 - c) 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 problems.
 - d) Under no circumstances provide, promote or condone the use of drugs or performance-enhancing substances or methods.
 - e) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise.
 - f) Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach.
 - g) Act in the best interest of the athlete's development as a whole person.

- h) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport.

Executive Members:

- 9. In addition to paragraph 7 above, the FMSC Executive Committee Members will have additional responsibilities to:
 - a) Always hold the betterment of the membership of FMSC as a priority, including during all participation in discussions and voting matters;
 - b) Contribute to the Executive Committee any suggestions of ways to improve FMSC's policies, standards, practices or ethics;
 - c) Not abuse their position as an Executive Committee Member by suggesting that they are entitled to expect any special treatment beyond regular members of FMSC;
 - d) Declare any conflict of interest, be it real, potential, or apparent, which is not immediately obvious with regard to any matter being discussed in their presence during a meeting;
 - e) Accept a request by the Executive Committee to refrain from participating in a discussion, should they decide at any time that there may be a conflict, and to leave the meeting if asked. The conflict would be recorded in the minutes;
 - f) Understand that the following activities are considered by FMSC to be conflicts of interest, and that conflicts of interests are not limited to the following situations:
 - i. Where an Executive Committee Member makes a decision or does an act motivated by other or additional considerations than the best interests of FMSC.
 - ii. Where an Executive Committee Member learns of an opportunity for profit which may be valuable to him/her personally.
 - iii. Where an Executive Committee Member, in any circumstance as related to FMSC, puts his/her personal interests ahead of the best interests of FMSC; and
 - g) Not disclose any confidential information obtained during their term on the Executive or after, without the consent of the Member and the FMSC Executive Committee.

Referees and Officials

- 10. In addition to paragraph 7 above, **Referees and Officials** will have additional responsibilities to:
 - a. Adhere to the rules of the Club;
 - b. Be fair and objective;
 - c. Avoid situations which a conflict of interest may arise; and
 - d. Make independent judgments.