

A. CRITERIA FOR SAL/ ASCTA MEMBERSHIP

The criteria for the SAL/ASCTA Membership are predicated on the premise that **Professionalism** is based on the concept of credentials that demonstrate the most current training.

The SAL/ASCTA Coach's Code of Conduct for the Coaches and Teachers in the swimming profession is based on...

- Respect of talent
- Assistance in achieving potential
- Ethical conduct
- Abstention from using performance-enhancing drugs

Such a Code of Conduct for coaching and teaching would relate directly to the expectations athletes have of their Coaches/Teachers.

MEMBERSHIP to SAL/ASCTA will consist of those Coaches/Teachers who meet the following criteria. (Associate Memberships will be available to all others who fulfil the Associate Membership Criteria.)

1.0 TECHNICAL PROFICIENCY

- 1.1 All new SAL /ASCTA Members shall have completed the Accreditation Course work **Level 1** through **Level 3 or SAL Green Licence to SAL Platinum Licence**, as outlined by the National Coaching Accreditation Scheme. The Australian Sports Commission places the responsibility for the accreditation of coaches in the hands of Swimming Australia Ltd. ASCTA administer the Accreditation procedure for SAL and processes all documentation with ASC.

Swimming Coaches and Teachers identify themselves as a member of the relevant "PROFESSIONAL MEMBERSHIP ORGANISATION" by possessing SAL/ ASCTA membership.

Part of the rationale for adopting this policy was to link continuing Education and improving Professionalism to the Accreditation Scheme ... i.e. ASCTA Educational Journals; Home Study Courses; Conferences; Coaches Training Camps; Scholarships; SAL/ASCTA Coach's Code of Conduct; State/Territory Swimming Associations and ASCTA Branches Coach Professional Development Activities.

2.0 PROFESSIONAL BEHAVIOUR

A SAL/ASCTA Member shall meet the following requirements in regard to Professional Behaviour.

- 2.1 Agree to abide by the SAL/ASCTA Coach's Code of Conduct by written signature which will constitute informed consent.
- 2.2 Follow the procedures involved in enforcement of the SAL/ASCTA Coach's Code of Conduct.
- 2.3 Accept the Due Process of its enforcement.
- 2.4 Uphold the integrity of the SAL/ASCTA Coach's Code of Conduct through exemplary conduct.
- 2.5 Support and promote ASCTA/SAL in a favourable way by reflecting the ideals and philosophy of the entire Association in the most appropriate manner.
- 2.6 Not use Membership as a means to obtain unwarranted favours (monetary or otherwise).
- 2.7 Not use material presented through journals, sanctioned clinics or conventions under false pretences; nor misrepresent information gained.
- 2.8 Abide by the policies stated in the By-laws of SAL and ASCTA.
- 2.9 Become proponents of training methods advocated by SAL/ASCTA.
- 2.10 Promote the values of SWIMMING and FITNESS as a lifelong goal.

B. CODE OF CONDUCT FOR ASCTA/SAL MEMBERS

The Code is to provide a means of assisting Members in identifying ethical conduct and to encourage those involved pursuing actions, which are appropriate.

The conduct and professional behaviour of a Coach/Teacher is determined by the degree of respect with which he/she interacts with the public that he serves. This public consists of Swimmers/Parents/Supporters.

The intent of the SAL/ASCTA Coach's Code of Conduct is to define the parameters of that interaction, and to provide for adherence to the following components.

Compliance with this Code, as with all law in an open society, depends primarily upon understanding and voluntary compliance, secondarily upon reinforcement by peer and public opinion, and finally, when necessary, upon enforcement through disciplinary proceedings.

The SAL/ASCTA Coach's Code of Conduct provides a framework for the professional coaching/teaching of the sport of swimming.

1.0 PERSONAL CONDUCT

- 1.1 A Coach/Teacher Member of the SAL /ASCTA shall not use alcohol in the presence of athletes.
- 1.2 A Coach/Teacher Member of SAL/ASCTA shall not use illegal or recreational drugs. A legal conviction for possession or sale of any illegal substance shall be an automatic violation of this rule.
- 1.3 All professional communications shall be conducted in an honest, open manner consistent with the best interests of the sport, and the profession. Integrity is a basic part of coaching, whether financial or dealing with swimming events and entries.

2.0 COACH TO COACH

- 2.1 In all professional matters regarding the changing of coaches by the athletes, the initial discussion of any such change in affiliation should be initiated by the athlete, and not by the coach, or direct agent acting on behalf of the coach.
- 2.2 To refuse to accept athletes' approaches for coaching unless the athlete's former/present coach has first been informed of their intention to change coaches.
- 2.3 To direct observations, recommendations and criticisms to the appropriate person or persons.
- 2.4 To direct these observations, recommendations and criticisms according to professionally acceptable procedures.
- 2.5 To solve problems by direct negotiation, even through a mediator rather than through gossip.

3.0 COACH TO ATHLETE

- 3.1 A Coach Member of SAL/ASCTA will always make decisions based on the best interest of the athlete.
- 3.2 A Coach/Teacher Member of SAL/ASCTA shall not engage in sexual relations with any minor. Sexual misconduct consists of any behaviour that utilises the influence of the coaching position to encourage inappropriate intimacy between coach and athlete.
 - 3.2.1 Coaches/Teachers of age athletes shall not engage in sexual relations with athletes that they coach, even of legal age.
- 3.3 To recognise that an athlete has only one career and that anything less than a full commitment by the coach is a betrayal of trust.
- 3.4 To forego all forms of overt and covert approaches to athletes.
- 3.5 To reject the use by athletes of performance-enhancing drugs.
- 3.6 Encourage research and understanding of training methods that will offer an alternative to the use of illegal substances, and provide accurate educational information concerning their effects.

4.0 COACH TO COMMUNITY

- 4.1 Any legal felony conviction will constitute a violation of the SAL/ASCTA Coach's Code of Conduct.
- 4.2 To honour the responsibilities of accepting public positions

5.0 PROFESSIONAL CONDUCT

- 5.1 Be a resource to all athletes and coaches seeking to develop athletic potential.
- 5.2 Recognise individual differences in athletes and always think of the athlete's long-term best interest.
- 5.3 Lead by example. Teach and practice cooperation, self-discipline, self-motivation and proper attitudes about training.
- 5.4 Keep abreast of the latest scientific information in the field of swimming, conditioning and be able to implement these findings into programs to best help the athletes.
- 5.5 Realise that athletes are students, and support their educational goals.
- 5.6 Assure that training practices and environment provide every measure of safety for all athletes and be aware of conditions that may lead to an athlete's harm, reporting such conditions so that correction, treatment or modification can be made.
- 5.7 Be committed to quality in providing services to athletes through instruction and supervision.
- 5.8 Use consistent and fair criteria in the testing of athletes, based upon the ASADA guidelines.
- 5.9 Maintain an uncompromising adherence to standards, rules, conduct and etiquette.
- 5.10 Teach swimmers to understand and adhere to these rules.
- 5.11 Be responsible for upholding the club organisational policies with regard to establishing and conducting a quality swimming program.
- 5.12 Be responsible to the athlete by treating athletes with respect, equality and courtesy.
- 5.13 Promote the exchange of training practices in an effort to broaden the perspectives in the field of swimming development.

C. ENFORCEMENT OF THE CODE OF CONDUCT

- 1.0 The ASCTA Board shall elect the Judiciary Committee.
 - 1.1 Five positions shall be elected for a four (4) year term.
 - 1.2 The ASCTA Chairman shall appoint a sixth, to chair this committee.
 - 1.3 The first five positions may be Board Members or non-Board Members.
 - 1.4 Each candidate for a position on the Judiciary Committee must have a minimum five (5) years' experience as an ASCTA Member.
- 2.0 Responsibilities of the Ethics Committee shall be...
 - 2.1 Receive and investigate complaints pertaining to matters of ethical behaviour among the members of the Association.
 - 2.2 Develop procedures to ensure the individual's right to due process is protected at all times.
 - 2.3 Develop within the Due Process system, a series of potential penalties for those Members found in violation of our SAL/ ASCTA Coach's Code of Conduct. These will be of varying degrees of severity and may include temporary or permanent revocation of membership or Coaching Licence.
 - 2.4 To deliver said penalties in such cases as may be necessary to protect the integrity of our Membership.

D. DUE PROCESS FOR CASES OF CONDUCT MISCONDUCT

Definitions: Due Process is the procedure that ensures that if you are charged with a SAL/ASCTA Coach's Code of Conduct violation; your rights are protected in this following manner.

- You receive notice, in writing, of those specific offences with which you are charged.
- You have an opportunity to defend yourself, and
- Reasonable period of time to prepare that defence.
- You have the right to be represented by a legal counsel.
- You have a right to a hearing before an objective body, (ASCTA Judiciary Committee) at a specific time that will allow you full opportunity to present your defence.
- You have notice of how to appeal the decision, if the judgement is against you.

- **PROCEDURE**

The following are the general procedures involved in the SAL/ASCTA Coach's Code of Conduct Due Process proceedings.

- 1.0 Any Individuals or Organisations wishing to make a complaint against a swimming coach within the context of this SAL/ASCTA Coach's Code of Conduct should contact the ASCTA Office (see attached Complaints Procedures form).
- 2.0 In the case of criminally charged offences, the Association itself will be considered the complainant.
- 3.0 Conduct complaints brought by one coach against another that are found to be essentially of a spurious nature, will be considered to be a very serious breach of the SAL/ASCTA Coach's Code of Conduct, and will be an automatic complaint. This is meant specifically to prevent "nuisance" complaints, or issues arising from personal animosities.
- 4.0 A conduct complaint is brought to the attention of the Chairman of the Judiciary Committee, in writing by the complainant.
- 5.0 A preliminary evaluation of the nature of the complaint will be conducted by the Chairman of the Judiciary Committee, the Chairman of the Association, and the Executive Director.
- 6.0 If the complaint is found to represent a potential conduct violation, it is immediately sent to the full Judiciary Committee, and notification by certified mail of the action and specific charges are sent in writing to the coach so accused.
- 7.0 An invitation to respond is included, with a reasonable time frame for the accused to send a written response. It is possible that the initial screening process may decide that no conduct violation has occurred. If so, the Chairman of the Judiciary Committee will so inform the complainant, immediately following such a decision.
- 8.0 Following a reasonable opportunity for written response, the committee may choose to...
 - 8.1 Accept the response.
 - 8.2 No further action. Notification of the complainant.
 - 8.3 Propose simple disciplinary action, (likely to be accepted by the accused).
 - 8.4 Accused is notified, and may accept proposal, or may insist upon a full hearing.

- 8.5 Schedule a full hearing for the complaint. In this case, a full written explanation of the hearing process and place, time, etc., will be mailed to the accused within fifteen (15) days of receipt of the complaint.
- 9.0 Should the accused party wish to appeal, such appeal request must be submitted to the Chairman of ASCTA, and the Appeal Board will be the Board of Directors of the ASCTA.
- 9.1 The appeal will be heard at a special meeting called for that purpose. The Judiciary Committee will then follow the same procedures as for the formal hearing. Any Member of the Judiciary Committee, who is also a Member of the ASCTA Board of Directors, shall be excused from this appeal process.
- 10.0 The Judiciary Committee should make an annual summary report to the Board of Directors of all disciplinary matters for each six-month period. Such report shall include the following information.
- 10.1 Number of members complained against.
- 10.2 The general nature of the complaints.
- 10.3 The disposition or status thereof.

AUTHORITY OF THE JUDICIARY COMMITTEE TO IMPOSE PENALTIES

In the case of a decision that a Conduct Violation has occurred, the Judiciary Committee may impose penalty(s) from among the following options...

- A letter of reminder of the SAL/ASCTA Coach's Code of Conduct to the coach.
- A letter of reprimand directly to the offending coach.
- A letter of reprimand to the offending coach, with copies to the employer of the coach.
- Permanent letter in the file of the offending coach, to become a part of that coach's permanent certification record.
- Temporary suspension of SAL/ASCTA Membership for a defined period of time.
- Censure and reprimand by the Association.
- Probation by the Association in lieu of suspension, on such terms as the Association may designate.
- Indefinite suspension of SAL/ASCTA Membership, to be reviewed at a future time by the Judiciary Committee.

RELATED CIVIL OR CRIMINAL LITIGATION

- (a) Similarity of the substance of a complaint to the material allegations of pending criminal or civil litigation shall prevent or delay disciplinary proceedings against the Member involved in such litigation.
- (b) The acquittal of the Member on criminal charges, or a verdict or judgment in his favour in civil litigation involving material allegations similar in substance to a complaint, shall not in and of itself justify termination of disciplinary proceedings predicated upon the same or substantially the same material allegations.

COMPLAINTS PROCEDURE

(EXAMPLE ONLY)

Any individual or organisation wishing to make a complaint against a swimming coach within the context of this SAL/ASCTA Coach's Code of Conduct should, in the first instance, contact...

The Chief Executive Officer

The Australian Swimming Coaches & Teachers Association

Phone: (03) 9556 5854

Fax: (03) 9556 5882

Email: ceo@ascta.com

PO Box 2175, Moorabbin VIC 3189

...or...

17 Taylor St

Moorabbin Victoria

Detailed procedural guidelines will be issued thereafter to all parties concerned in the complaint.

Name: _____ ASCTA ID No.: (if applicable) _____

Signature: _____ Date: _____

BEHAVIOURS OF “WORST SWIMMING COACHES”

COGNITIVE BEHAVIOURS	AFFECTIVE BEHAVIOURS	PHYSICAL BEHAVIOURS
<ul style="list-style-type: none"> • No knowledge of sport • No communication • Seldom a word of praise • Always contradicted himself • Did not teach or motivate us • Was confusing • Did not know how to condition us • Did not enforce his own rules • Lack of experience • Unprofessional • Poor communication skills • Poor listener • Uninformed and inconsistent • Did not develop skills 	<ul style="list-style-type: none"> • Used negative comments or motivation • No positive reinforcement for things done well • Showed favouritism • Very impersonal • No respect for swimmers • Selfish • Not dedicated • No self control • Inconsistent • Lacked motivation • Poor sportsmanship • Non-caring • Bad temper • Inconsistent • Let personal factors influence his judgement • Too much joking at practice • Only best swimmers received praise • Did not care about us as individuals • His goals were way out of wack with ours • No emotion 	<ul style="list-style-type: none"> • Did not take responsibility when things went wrong • Always my swimmers ... never our swimmers • Stressed winning at any cost • Overworked swimmers • Screamed degrading comments • Treated swimmers as objects • Did not know when to quit • Too dominant • Very critical • Just wanted the money • Showed up late for practice • Would not tolerate opinions or questions • Cut swimmers down • Was not dedicated • Lied to swimmers • Abused younger/smaller swimmers • Demanded respect without earning it

BEHAVIOURS OF “BEST SWIMMING COACHES”

COGNITIVE BEHAVIOURS	AFFECTIVE BEHAVIOURS	PHYSICAL BEHAVIOURS
<ul style="list-style-type: none"> • Good Teacher • Taught every swimmer, every aspect of the sport • Taught sportsmanship and respect for opponent • Stressed fundamentals • Knew the sport • Set weekly goals for swimmers • Great knowledge, communication and motivational skills • Good training techniques • Practices were intense, but fun ... arranged routines and used new drills • Set goals • Organised, calm, but in control 	<ul style="list-style-type: none"> • Good motivator • Made the sport fun • Could talk to and trust him • Cared about the swimmers • Very positive • Patient, supportive and interested in swimmers as people • Practice was fun • Cared about me off the pool • Was honest • Could always go to coach about anything • A great friend • Knew how it felt to have a bad performance • Always believed in swimmers ability • Warm, compassionate, understanding and honest • Cared for the development of the swimmer • Good personality traits • Built confidence in swimmers • Sparked pride in swimmers • Was enthusiastic • Was honest • Encouraged swimmers • Friend FIRST ... coach SECOND • Showed and earned respect 	<ul style="list-style-type: none"> • Never humiliated swimmers • Seldom yelled and showed confidence in swimmers • Was a creative and exciting • A role model • Was fair and consistent • Easy to talk to • Treated all swimmers fairly • Listened to swimmers • Fair and consistent • Was more than a coach ... a friend • Was there for swimmers, on and off the field • Participated with swimmers • Stressed improvement • Let swimmers make some decisions • Used swimmers' input • Did not scream or yell at you • Did not dwell on mistakes • Never criticised or belittled • Made us feel important by working one-to-one with us • Fair ... gave everyone a chance