



CODE OF CONDUCT & PROFESSIONAL ETHICS POLICY

Definitions

The following terms have meanings in this document:

“Individual”: All categories of membership defined by the Guyana Amateur Swimming Association (hereafter referred to as GASA), as well as all individuals registered or not, engaged in activities with GASA and its member organizations or registrants, including but not limited to athletes, coaches, officials, employees, volunteers, directors, officers, committee members, managers, administrators, contractors, and participating non-members.

“Participating non-member”: any person having contact with an Individual.

“Penalties”: All individuals, participating non-members, and prospective members of GASA, Special interest group members or Clubs therein, may be denied membership, censured, placed on probation, suspended for a definite or indefinite period without probation, fined or expelled from GASA, Club or Event if behaviour is not within the General Code of Conduct.

Purpose

The purpose of this Code of Conduct and Professional Ethics Policy is to ensure that a safe and positive environment is always possible within GASA programs, activities, and events, by making all individuals aware that there is an expectation of appropriate behaviour consistent with the GASA’s core values of Excellence & Professionalism, Respect, Integrity, Commitment, and Accountability. Where there is inappropriate behaviour Penalties may apply.

Application

All Individuals and Participating Non-members, as defined above, shall be bound by this Code of Conduct and Professional Ethics Policy and the attached General Code of Conduct. Individuals and Participating Non-members can and typically will be subject to the provisions of more than one code simultaneously (GOA, athlete club, NSC, etc.). Although other organizations may have their conduct standards this is the minimum expectation of GASA.

The Code of Conduct and Professional Ethics Policy is related to conduct that may arise during GASA and/or member business, activities, and events, including but not limited to swim training workouts, training camps, team travel, office environment, club activities, competitions and events, and any work-related meetings or social media.

This policy also applies to conduct that occurs outside of GASA business and events when such conduct adversely affects relationships within GASA and its work and sports environment and is detrimental to the image and reputation of the organization. Conduct that violates this Code of Conduct and Professional Ethics Policy is subject to actions identified in other GASA Policies and Procedures, including but not limited to the Harassment Policy, the Equity, Diversity & Inclusion Policy, and the Complaints, Disciplinary Action and Dispute Resolution Policy, and the resulting penalty imposed under those policies.



Responsibilities

Body

GASA Executive Body

Action

1. Establishes policy and evaluates it on a bi-annual basis.

GASA Council Body

1. Ensures that all members are aware of the policy.

2. Provide suggestions for the policy and its updates.

3. Ensure the policy is readily available to GASA members.

Individuals and Participating non-members 1. Monitor their own behavior regarding this policy

Review

This policy will be reviewed at least once every two years, or as decided by the GASA Executives.

Approval

Reviewed: date

Approved: date

Reviewed and Approved: date

DRAFT



GENERAL CODE OF CONDUCT

All Individuals agree to:

1. Adhere to all International (where applicable), National, Regional, District or host country laws.
2. Treat all individuals with dignity by:
 - a. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, nationality, national origin, religion, religious belief, political belief, economic status, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender, gender identity, gender expression, age, marital status, family status or disability.
 - b. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct including:
 - i. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members.
 - ii. Acting to prevent or correct practices that are unjustly discriminatory.
 - iii. Consistently treating individuals fairly and reasonably.
 - iv. Show concern, empathy and caution towards others that may be sick or injured.
3. Act with integrity and professionalism by:
 - a. Being ethical, considerate, fair, courteous and honest in all dealings with people and organizations
 - b. Accepting responsibility for your actions
4. Operate within the rules and spirit of the Sport including.
 - a. Following the national and international guidelines that govern GASA.
 - b. Being aware of and complying, always, with GASA's Constitution, policies, procedures and rules and regulations, as adopted and amended.
5. Refrain from any form of abuse, harassment or discrimination towards others.
 - a. Harassment: comment or conduct, directed towards an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive
 - b. Sexual Harassment: unwelcomed sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature.
 - c. Abuse: A misuse of power which uses the bonds of intimacy, trust and dependency to make the victim vulnerable.
 - d. Discrimination is an action or a decision that treats a person or a group negatively for reasons such as their race, age or disability.
6. Abstain from the use, possession, and the supply of banned substances and practices.
 - a. GASA adopts and adheres to the World Anti-Doping Program. Infractions under this Program shall be considered an infraction of this Code.
 - b. GASA will respect any penalty enacted pursuant to a breach of the WADA Program, whether imposed by GASA or any other sport organization.
7. Refrain from the use of power or authority to coerce another person to engage in inappropriate activities.



8. Refrain from consuming alcohol or tobacco products while participating in GASA programs or events and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with GASA events.
9. Use of all form of media responsibly including but not limited to social media, modeling appropriate behaviour that is expected of representatives of GASA.
 - a. Any statement in which the whole, part or essence is made public. Such a statement may be in the newspapers, magazine, periodical or by any electronic (internet, E-Mail, etc.) or other means through the medium of television, radio or in any other manner whatsoever, regardless of the circumstances in which the statement is made.
 - b. public statements must be fair, constructive and reasonable and must not involve a personal attack on another athlete, coach, official, administrator, council member or executive.
10. Respect the property of others and not willfully cause damage.
11. Report any alleged infractions of this code of conduct.

COACH CODE OF CONDUCT

In addition to the above General Code of Conduct all registered coaches of GASA are bound by the “Coaches Code of Professional Conduct” produced by the GASA Coaches and Teachers Association. Any breach of the “Coaches Code of Professional Conduct” shall be considered a breach of this Code of Conduct.

In addition, coaches who represent GASA during National Team activities, including but not limited to training camps and national team appearances are bound by their Staff Agreement.

ATHLETE CODE OF CONDUCT (NATIONAL TEAM)

In addition to the above General Code of Conduct, National Team Athletes are bound by their Athlete Agreement.

CLUB AND PROVINCIAL CODES OF CONDUCT

In addition to the above General Code of Conduct, all individuals are bound by the Code of Conduct in effect at the club with which they are registered or affiliated. Any breach of these Codes of Conduct shall be considered a breach of this Code of Conduct.