



**Swimming**  
NORTHLAND

**BOARD MANUAL  
AND POLICIES**

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# Charter

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On behalf of the members, Swimming Northland is responsible for the stewardship and future well-being of the organisation.

## **Governance defined – the role of the Board**

*The exercise of leadership through the establishment and monitoring of necessary controls and strategic direction setting so that the organisation is equipped to respond to the changing circumstances and situations in the external and internal environments in order to meet its requirements in law and the expectations and requirements of members and other key stakeholders.*

## **Responsibilities of the Board of Board Members**

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### **1. Meeting legal requirements**

The Board's first duty is to the legal entity. In meeting this duty the Board must ensure that all legal requirements under the relevant Acts are met and that the entity is protected from harmful situations and circumstances in the interests of current and future stakeholders.

In particular Board Members have the following legal obligations:

- a. To act in good faith in the interests of all members of Swimming Northland
- b. To exercise their powers for a proper purpose
- c. To act honestly
- d. To act with reasonable care and diligence
- e. To not make commitments that cannot reasonably be met
- f. Not to make improper use of either their position on the Board or information gained while in that role.
- g. Ensure that the organisation does not trade while insolvent

Board Members, either individually or collectively, are potentially liable if they act illegally or negligently.

### **2. Governance philosophy and approach**

The Board shall govern Swimming Northland with an emphasis on:

- a. serving the legitimate collective interests of the present members of Swimming Northland and accounting to them fully for the performance of Swimming Northland and for the Board's stewardship of that performance;

- b. remaining up to date in terms of members' concerns, needs and aspirations;
- c. developing a future focus rather than being preoccupied with the present or past;
- d. providing leadership in the exploration of strategic issues rather than becoming distracted by administrative detail;
- e. behaving proactively rather than reacting to events and others' initiatives
- f. bringing a diversity of opinions and views to bear on its decisions;
- g. the development and expression of a collective responsibility for all aspects of the Boards performance

### **3. Interaction with the media**

In all contact with the media the Chairperson shall be sole spokesperson on all operating and governance related matters relating to Swimming Northland. The Chairperson may delegate aspects of this responsibility as appropriate.

### **4. Other**

The Board will perform such other functions as a prescribed by law or assigned to the Board under Swimming New Zealand's governing documents.

## **Expectations of Board Members**

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To execute these governance responsibilities, Board Members must, so far as possible, possess certain characteristics, abilities and understandings:

### **1. Fiduciary duties**

Board Members must fulfil their fiduciary duty to act in Swimming Northland's best interest at all times regardless of personal position, circumstances or affiliation.

### **2. Strategic orientation**

Board Members should be future oriented, demonstrating vision and foresight. Their focus should be on strategic goals and policy implications rather than operational detail.

### **3. Integrity and accountability**

Board Members must demonstrate high ethical standards and integrity in their personal and professional dealings, and be willing to act on - and remain collectively accountable for all Board decisions even if these are unpopular or if individual members disagree with them. Board Members must be committed to speaking with one voice on all policy and directional matters.

### **4. Informed and independent judgement**

Each member of the Board must have the ability to provide wise, thoughtful counsel on a broad range of issues.

### **5. Financial literacy**

Because the Board should be able to read financial statements and understand the use of financial ratios and other indices used for evaluating Swimming Northland's performance.

### **6. Sector knowledge**

Each Board Member is expected to bring a level of sector knowledge sufficient to contribute to the board's deliberations and considerations on behalf of the organisation and its Members.

## **7. Participation**

Each Board Member is expected to enhance the Board's deliberations by actively offering questions and comments that add value to the discussion.

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## **Governance Process Policies**

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*The Board is committed to the adoption of ethical conduct in all areas of its responsibilities and authority.*

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### **Procedures:**

Board Members shall:

1. Act honestly and in good faith and honesty at all times in the best interests of Swimming Northland as a whole.
2. Declare all interests that could result in a conflict between personal and organisational priorities.
3. Exercise diligence and care in fulfilling the functions of office.
4. Make reasonable enquiries to ensure that Swimming Northland is operating efficiently, effectively, legally and ethically in the pursuit of its organisation goals and strategies.
5. Maintain sufficient knowledge of Swimming Northland's business and performance to make informed decisions.
6. Not agree to Swimming Northland incurring obligations unless he or she believes that such obligations can be met when required.
7. Attend Board meetings and devote sufficient time to preparation for Board meetings to allow for full and appropriate participation in the Board's decision making. Refer Swimming Northland Constitution section 3 Governance 8.9(f) regarding absences.
8. Ensure scrupulous avoidance of deception, unethical practice or any other behaviour that is, or might be construed as, less than honourable in the pursuit of Swimming Northland's business.
9. Not disclose to any other person confidential information other than as agreed by the Board or as required under law.
10. Act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role.
11. Abide by Board decisions once reached notwithstanding a Board Member's right to pursue a review or reversal of a Board decision.
12. Not to make, comment, issue, authorise, offer or endorse any public criticism or statement having or designed to have an effect prejudicial to the best interests of Swimming Northland.

The Board shall:

13. Make every reasonable effort to ensure that Swimming Northland does not raise community, supplier or member expectations that cannot be fulfilled.
14. Meet regularly to monitor the performance of Swimming Northland. To do this the board will ensure that appropriate monitoring and reporting systems are in place and that these are maintained and utilised to provide accurate and timely information to the board.
15. Ensure that there is an appropriate separation of duties and responsibilities between itself and sub-committees and that no one has unfettered powers of decision making.

16. Ensure that the independent views of board members are given due consideration and weight within the Board room but that personal views will not be expressed outside of the Board room.
17. Ensure that members are provided with an accurate and balanced view of the organisation's performance including financial.
18. Regularly review its own performance as the basis for its own development and quality assurance. Individual board members should also review their own performance with a view to ensuring a suitable contribution to board deliberations and decision making and, if found lacking, should either pursue training or assistance to improve their performance or resign.
19. Carry out its meetings in such a manner as to ensure fair and full participation of all board members.
20. Ensure that the organisation's assets are protected via a suitable risk management strategy.

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| Date adopted: 20 August 2017 (reviewed every 2 years) |                                    |
| Date last reviewed: November 2021                     | Date of next review: December 2023 |

## Strategic Direction and Planning Policy

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*An essential element in the board's leadership role is its responsibility to set the strategic direction for Swimming Northland. Accompanying this is an ongoing responsibility to identify organisation priorities, stakeholder agreements and expectations, monitor progress against the strategic goals and objectives and view and approve annual business plans and the annual budget.*

*The Board shall:*

- 1. Tri-annually establish and review Swimming Northland's Purpose, vision, organisation strategies and priorities.*
  - 2. Annually review annual plan to ensure alignment with the strategic direction, priorities and strategies.*
  - 3. Schedule a programme of strategic dialogue at board meetings that reflects the priorities as defined by the board and that creates opportunities for the board and management to think strategically about future issues of strategic importance to Swimming Northland's wellbeing and success.*
  - 4. Create a 3 Year Board Work Plan in September of that cycle.*
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### **Procedures – Board-level policies:**

1. All board-level policies will be approved by the board at a formally constituted board meeting.
2. The need for new policies can be notified by individual board members or members of the organisation.
3. Whenever possible, policies should be developed in response to the potential for future use or in advance of an event rather than in response to an event, crisis or problem.
4. Except in unique circumstances, a policy cannot be introduced and approved by the board at the same board meeting.
5. Typically a subcommittee or board working party may research and draft new policies. These will then be circulated to all board members and other interested parties for comment prior to presentation to the board for approval.
6. All policies shall follow the same format as follows:
  - a. Policy name (and file reference as appropriate)
  - b. Policy statement
  - c. Procedures
  - d. Split of responsibilities (as appropriate)
  - e. Review date
7. All policies will be programmed for review to be carried out as per annual work plan.
8. All board-level policies shall be available to all board members.

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| Date adopted: 20 August 2017 (reviewed every 2 years) |                                    |
| Date last reviewed: November 2021                     | Date of next review: December 2023 |

## Financial Governance Policy

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*The Board has a core duty to ensure the financial integrity and viability of Swimming Northland. This entails oversight of all financial processes and systems, regular review of financial results and, annually, approving Swimming Northland's financial plan and budget and financial announcements.*

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### Procedures:

The Board shall:

1. Develop, review and monitor the implementation of governance level financial policies.
2. Provide guidance on budget parameters and priorities and approve the annual budget and financial plan including capital expenditure.
3. Approve expenditure outside budget parameters.
4. Review and approve the full year financial statements, reports and outcomes.
5. Review and approve regularly scheduled financial statements and reports, i.e. for each board meeting or at the Board's request.
6. Ensure the Financial results are audited as per Swimming Northland Constitution, and a report is received.

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| Date adopted: 20 August 2017 (reviewed every year) |                                 |
| Date last reviewed: March 2022                     | Date of next review: March 2023 |

## Conflict of Interests Policy

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*The Board places great importance on making clear any existing or potential conflicts of interest for Board Members.*

*Conflicts of interest may occur:*

- 1. When a Board Member, or his/her immediate family or business interests, stands to gain financially from any business dealings, programmes or services provided Swimming Northland.*
  - 2. When a Board Member offers a professional service to Swimming Northland.*
  - 3. When a Board Member stands to gain personally or professionally from any insider knowledge if that knowledge is used for personal or professional advantage.*
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### Procedures:

1. Any business or personal matter which could lead to a conflict of interest of a material nature involving a Board Member and his role and relationship with Swimming Northland, must be declared and registered in the Register of Interest.
2. All such entries in the Register shall be presented to the Board and minuted at the first Board meeting following entry in the records.
3. All conflicts of interest must be declared by the Board Member concerned at the earliest time after the conflict is identified. Normally there will be the opportunity at the commencement of each board meeting for conflicts of interest to be declared.
4. The Board shall determine whether or not the conflict is of a material nature and shall advise the individual accordingly.
5. Where a conflict of interest is identified and/or registered, and the Board has declared that it is of material benefit to the individual or material significance to the organisation, the Board Member concerned shall not vote on any resolution relating to that conflict or issue.
6. The Board Member shall only remain in the room during any related discussion with Board approval.
7. The Board will determine what records and other documentation relating to the matter will be available to the Board Member.
8. All such occurrences will be minuted.
9. Individual Board Members, aware of a real or potential conflict of interest of another Board Member, have a responsibility to bring this to the notice of the Board.
10. Where a Board Member has an ongoing material conflict of interest, this Board Member must consider resignation from the Board. However, resignation should not occur where this will result in serious detriment to the Board or to Swimming Northland.

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| Date adopted: 20 August 2017 (reviewed every 3 years) |                                    |
| Date last reviewed: Feb 2022                          | Date of next review: February 2025 |

## Risk Management Policy

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*The Board will identify and evaluate the principal risks faced by Swimming Northland and ensure that appropriate systems are in place to avoid or mitigate these risks.*

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### Procedures:

The Board shall:

1. Ensure that suitable internal controls are in place and are enacted and monitored to ensure effective and efficient operation and management of the organisation's resources.
2. Ensure that proper accounting records are kept.
3. Ensure prompt investigation of any material shortfalls or breaches in compliance or risk management standards.

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| Date adopted: 20 August 2017 (reviewed every 2 years) |                                 |
| Date last reviewed: 8 March 2021                      | Date of next review: March 2023 |

## Board Committees Policy

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*The Board will establish committees and working parties only to support it in its governance work.*

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### Procedures:

1. Committees and working parties shall have Terms of Reference defining their role, life span, procedures and functions, and the boundaries of their authority, reviewed annually.
2. Committees and working parties may co-opt outside members from time to time in order to bring additional skills, experience or networks.
3. Unless explicitly empowered by the Board, committees or working parties cannot make binding Board decisions or speak for the Board. For the most part the function of committees and working parties, in fulfilling their role, is to make recommendations to the Board.
4. Management Sub-Committees must submit a written report to the Board to report on their progress adhering to the following timeframes:
  - a. Events committee: following each event
  - b. Publicity, Funding and Technical committees: annually at the end of each season
  - c. All committees: as requested

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| Date adopted: 20 August 2017 (reviewed every 3 years) |                                    |
| Date last reviewed: March 2020                        | Date of next review: February 2023 |

## Board Meetings Policy

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*The Board is committed to the achievement of effective and efficient meetings. The majority of Board business will be conducted in Board meetings.*

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### Procedures:

1. The Board will make the best possible use of its meetings by dealing only with matters that have governance-level significance, by focusing primarily on the future and, within a defined policy framework.
2. The Board will develop a work plan covering the next 36 months that (1) ensures the Board regularly reviews progress towards the achievement of the strategic direction/strategic plan and relevant strategic issues (2) provides assurance that all relevant compliance requirements are addressed, and (3) improves Board performance through education and continuous focus on its governance effectiveness.
3. The Administrator will establish the agenda for each Board meeting in conjunction with the Chairperson, although each Board member is free to suggest the inclusion of item(s) on the agenda. The focus of the meeting will be a topic(s) drawn from the work plan.
4. The Board will normally meet once every month; however, board meetings may be scheduled at other times or at other frequencies as determined by the Board.
5. Board members will receive their Board papers at least 5 working days prior to the meeting.
6. Others can attend Board Meetings but if they wish to speak they must apply to the Administrator 5 working days prior to the meeting and it will be granted at the Board's discretion. Such attendees will respect the Boards' integrity and accountability and will thus accept any constraints imposed by the Board or the Chairperson on their participation and presence.
7. The Board may hold 'Board only' sessions at its discretion.
8. The Board has the right to go 'in committee' at any time it chooses but in doing so will:
  - a. make the reasons for this clear
  - b. reserve the right to include or exclude any board member it so chooses
  - c. make all efforts to look ahead and signal any such 'in committee' session in the agenda or at the beginning of the meeting.
9. The meeting will be held with the expectation that members have prepared for them and will participate in all discussions at all times within the boundaries of behaviour considered acceptable by the board.
10. The Board will keep written minutes, copies of which go to Board members

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| Date adopted: 20 August 2017 (reviewed every 3 years) |                                 |
| Date last reviewed: April 2020                        | Date of next review: April 2023 |

## Board Succession Planning Policy

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*The Board will ensure that a succession planning process is in place that will result in the range of skills, knowledge and experience necessary for the Board to effectively govern.*

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### Procedures:

The Board shall:

1. Ensure that current Board members notify the Board of their intentions at the first Board meeting after the AGM. This includes the role of Chair and Vice-Chair so that there is sufficient time to mentor a hand over.
2. Identify the required knowledge, experience and skills needed to achieve a balanced Board.
3. Initiate the recruitment process 5 months prior to the AGM.
4. Adhere to Section 8 of the SN constitution when acquiring new members.
5. Maintain a register of Board members' terms.

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| Date adopted: November 20, 2019 (reviewed every 2 years) |                                    |
| Date last reviewed: November 2021                        | Date of next review: November 2023 |

## Board Member Induction Policy

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*The Board will provide to all new Board Members a thorough induction into the affairs of both the Board and Swimming Northland at large.*

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### Procedures:

1. All new members will receive written correspondence to confirm their appointment.
2. All prospective Board Members will be provided with all relevant information. Eg Annual Work Plan, Financial Statement, Calendar of Events, Annual Report, Meeting Dates
3. Upon appointment/election and prior to attendance at their first Board meeting, new Board Members will receive a copy of the Board Manual including Governance policies, Articles/Constitution and other relevant legal governance documentation, current and recent meeting papers, an organisational chart, contact details for other Board Members and key staff, a glossary of key terms, definitions and acronyms, the current year's meeting schedule and the annual agenda.
4. All new members will meet with the Chairperson for a governance familiarisation.
5. At the first Board meeting attended by new members, introductions will be held with all members, new and old, exchanging information about background, special responsibilities and special contributions to the board's proceedings and general business.
6. All Board members will sign the Board Charter and Swimming NZ Code of Conduct in front of their Board colleagues as a symbol of their commitment to act at all times in the best interests of Swimming Northland.

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| Date adopted: 20 August 2017 (reviewed every 3 years) |                                 |
| Date last reviewed: April 2020                        | Date of next review: April 2023 |

## Board and Board Member Performance Assessment and Training Policy

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*The Board's value-adding role requires that the board as a whole and all Board Members regularly review their performance. Where relevant to the role and duties of Board Membership training may be offered.*

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### Procedures:

1. The Board will undertake ongoing assessment of its performance and of the performance of individual board members.
2. An independent person may be used to assist the Board in this process.
3. The Board will make every reasonable effort to facilitate training for all Board Members and for the Board as a whole to maximise its value-adding contribution to the organisation.

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| Date adopted: 20 August 2017 (reviewed every 3 years) |                               |
| Date last reviewed: May 2020                          | Date of next review: May 2023 |

## Chairperson Role Policy

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*The Chairperson provides leadership to the Board, ensuring that the Board's processes and actions are consistent with its policies. As appropriate, the Chairperson represents the Board and the organisation to outside parties. It is expected that the Chairperson will promote a culture of stewardship, collaboration and co-operation.*

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### Procedures:

1. The Chairperson will chair Board meetings ensuring that:
  - a. Meeting discussion content is confined to governance matters as defined in the Board's policies.
  - b. All Board Members are treated even-handedly and fairly.
  - c. All Board Members are encouraged and enabled to make a contribution to the Board's deliberations.
2. The Chairperson has no authority to unilaterally change any aspect of Board policy.
3. The Chairperson will ensure that the Board develops and implements processes and systems that result in board effectiveness including:
  - a. The development, review and monitoring of Swimming Northland's strategic plan and risk management.
  - b. Board member and office holder succession planning.
  - c. Board training.
  - d. Board review evaluation.
4. The Chairperson will ensure that Board meetings are properly planned including the development and distribution of Board papers in a timely manner and that the minutes accurately reflect the deliberations and decisions of the Board.
5. The Chairperson will ensure that all Board decisions are understood by trustees and accurately recorded
6. The Chairperson may delegate aspects of the authority accompanying the position but remains accountable for the overall role.

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| Date adopted: 20 August 2017 (reviewed every 3 years) |                               |
| Date last reviewed: May 2020                          | Date of next review: May 2023 |

## Reimbursement of Chairperson Expenses Policy

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*Swimming Northland will reimburse all reasonable expenses incurred by the Chairperson in carrying out their role, as passed for payment at a Board Meeting.*

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### Procedures:

1. Chairperson to present list of expenses to Treasurer with receipts if applicable.
2. The Chairperson has a fund available to them to cover expenses incurred related to carrying out their role on behalf of Swimming Northland. The amount of this fund is set at the AGM annually.

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| Date adopted: 20 August 2017 (reviewed every 3 years) |                               |
| Date last reviewed: May 2020                          | Date of next review: May 2023 |

## Remuneration Policy

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*The Board members will each receive remuneration for attendance at meetings.*

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### **Procedures:**

The Board shall:

1. Prior to the annual budget being finalized, the remuneration for the board for the upcoming season should be ratified
2. Set the regularity of these payments

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| Date adopted: 20 August 2017 (reviewed every 2 years) |                                     |
| Date last reviewed: September 2021                    | Date of next review: September 2023 |

## Stakeholder Relations Policy

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*The Board must ensure that sound relations are maintained with all key stakeholders, especially those with whom the organisation has a funding relationship.*

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### **Procedures:**

The Board shall:

1. Ensure that there is a formal process for addressing stakeholders expectations and contractual relationships.
2. Review the Stakeholder Plan annually
3. Must meet all compliance requirements relating to stakeholder/funder contracts.
4. Gather Stakeholder feedback on an annual basis.

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| Date adopted: 20 August 2017 (reviewed every 2 years) |                                    |
| Date last reviewed: November 2021                     | Date of next review: November 2023 |

## Public Affairs Policy

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*The Board and contractors shall not undertake, approve or in any way support any action that is directly demeaning or derogatory or in any way damaging to Swimming Northland.*

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### **Procedures:**

In all contact with the media the Chairperson shall be sole spokesperson on all operating and governance related matters relating to Swimming Northland. The Chairperson may delegate aspects of this responsibility as appropriate.

|   |                                    |
|---|------------------------------------|
| Date adopted: 20 August 2017 (reviewed every 2 years) |                                    |
| Date last reviewed: November 2021                     | Date of next review: November 2023 |

## Privacy Policy

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*Swimming Northland will ensure that all member information is kept secure and what is used and shared will be done so carefully and sensibly. We will ensure your privacy is protected. Swimming Northland has adopted this policy from Swimming New Zealand.*

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### Procedures:

1. Swimming Northland will collect the following Personal information:
  - a. **Becoming a member:** when you become a member of Swimming New Zealand we ask that you complete an online form which asks for information about you, such as your name, personal details (including your email address) and swimming history. This information is held on our membership database.
  - b. **Purchasing products from this website or paying subscriptions online:** this website also offers an e-commerce facility which allows you to pay your subscription or pay for merchandise using a credit card. When you use that facility, we collect information regarding your credit card in order that we can process your payment. Use of our e-commerce facilities is subject to additional terms and conditions which you can view by clicking here.
  - c. **Information from other sources:** we may also collect information about you from the swimming club to which you belong, the swimming regional association to which your club belongs, other organisations which are affiliated to us, the NZOC, and Drug Free Sport NZ. Otherwise, we do not collect information about you from other sources unless it is in the public domain, or you have authorised us to do so.
2. Swimming Northland may use your personal information for a number of reasons, namely:
  - a. To personalise and improve your experience with Swimming Northland or with Swimming New Zealand;
  - b. To communicate with you in relation to any matter relevant to Swimming Northland, your club, Swimming New Zealand and swimming generally;
  - c. To monitor website usage;
  - d. To provide you with information from third parties (e.g. sponsors) which we think would be of interest to you.
3. Where SN communicate with you for marketing purposes, we will comply with the Unsolicited Electronic Messages Act 2007. This means that we will provide you with instructions for unsubscribing from such messages if you choose.
4. Swimming Northland Access to Personal Information:
  - a. SN will never sell your personal information.
  - b. **Employees and appointed officials:** employees and appointed officials of Swimming New Zealand have access to your personal information in order to carry out their roles within our organisation. Their access to your personal information is limited depending on the nature of their role.
  - c. **Clubs, regional associations, affiliated organisations and other sporting bodies:** SN are sometimes required to share your personal information with the swimming club to which you belong or have applied for membership, the

regional association to which your club belongs, other organisations which are affiliated to us to which you belong or have applied for membership, Drug Free Sport NZ, Sport New Zealand High Performance Sport New Zealand, the NZOC and FINA. You consent to your personal details being disclosed to these organisations. Where SN disclose your personal information with these bodies, SN shall use our discretion to only share such personal information as is necessary.

- d. **Agents and subcontractors:** SN sometimes employ other companies and individuals to perform functions on our behalf. Examples include fulfilling orders, delivering packages, sending postal mail and e-mail, analysing data, processing credit card and payments. They have access to personal information needed to perform their functions but may not use it for other purposes.
- e. **Sponsors:** SN do not share your personal information with our sponsors except with your consent.
- f. **You:** you have rights of access to and correction of your personal information in accordance with the Privacy Act 2020. If you wish to update your information, please email: [admin@swimmingnorthland.co.nz](mailto:admin@swimmingnorthland.co.nz)
- g. **Releasing information to third parties:** SN release account and other personal information when we believe release is appropriate to comply with the law; or protect our rights, property, or safety, or that of our users, or others. This includes exchanging information with other companies and organisations for fraud protection and credit risk reduction. Obviously, however, this does not include selling, renting, sharing, or otherwise disclosing personally identifiable information from clients for commercial purposes in violation of the commitments in this Privacy Policy. Otherwise, you will receive notice if SN intend to share your personal information with third parties and will have the right to choose not to share your information.

5. Use of **Cookies:**

- a. A cookie is recorded on your computer when you visit this website.
- b. The Help portion of the toolbar on most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. However, SN recommend you allow cookies because it helps you to access features that you may not have access to otherwise.

6. The Swimming Northland Board shall protect your information:

- a. we have put in place various security measures as set out in this policy:
  - **Firewalls:** Our membership database and website is protected by a firewall.
  - **Password protection:** Access to our membership database can only be made with a password.

7. **Your consent:**

By submitting your information to our website or database, you consent to the use of that information in accordance with this Privacy Policy. If SN change our Privacy policy, SN will post the changes on this page and may place notices on other pages of this website. Continued use of the website and our services signify that you agree to any such changes.

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|--|------------------------------------|
| Date adopted: October 2021 (reviewed every year) |                                    |
| Date last reviewed:                              | Date of next review: November 2022 |

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## **Financial Policies**

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## Budget and Financial Planning Policy

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*It is the responsibility of the Treasurer to research and develop Swimming Northland's overall annual operating budget. The annual budget and financial forecast should be soundly prepared reflecting a mix of ongoing operational requirements and Swimming Northland's critical strategic issues as identified in the strategic plan. The budget should reflect both expenditure and revenue projections.*

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### **Procedures:**

The Treasurer shall:

1. Prepare and present a yearly budget and supporting information which shall allow approval by the Board.
2. Present the annual draft budget to the Board two months prior to the start of the financial year.
3. Present the final budget for approval to the Board meeting one month prior to the start of the financial year.
4. Ensure that the budget shall comply with the Boards stated objectives, priorities and presentation format.
5. Ensure that the budget shall contain sufficient detail to allow an accurate projection of revenues and expenditures and present a true cashflow projection/forecast (including capital budget projections where applicable).
6. Regularly review the budget variance at each meeting.

|  |                                 |
|--|---------------------------------|
| Date adopted: 20 August 2017 (reviewed every year) |                                 |
| Date last reviewed: March 2022                     | Date of next review: March 2023 |

## Financial Management Policy

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*It is the policy of Swimming Northland to maintain financial viability at all times. A contracted treasurer will be responsible to adhere to and implement the following policies:*

- 1. Ensure that Swimming Northland does not incur unauthorised indebtedness.*
  - 2. Not utilise funds or make any payments unless approved by the Board.*
  - 3. Ensure that accounts are paid on time.*
  - 4. Not allow for any one person alone to have complete authority over any of Swimming Northland's financial transactions.*
  - 5. At all times operate within a financial environment as defined by the Swimming Northland approved budget and within Swimming Northland policy.*
  - 6. Ensure appropriate financial reporting.*
  - 7. Ensure all financial transactions shall be recorded using standard accounting practices*
- 

### Procedures

The Board shall:

1. Have a contracted Treasurer
2. Require that all payments authorised by 1 of 2 Board Members as well as the Treasurer
3. Require the Treasurer to present at each Board Meeting
  - a. A monthly Income and Expenditure Report
  - b. Budget vs Actual Report
  - c. A bank reconciliation with a copy of monthly bank statements for previous month
  - d. A list of payments to be made (which includes those already made but not presented at a previous meeting)
4. Require that the accounts are reviewed yearly by an approved accountant and approved by the AGM
5. Require that the accountant writes a letter to the Board following the review to ascertain if the accountant should meet with the Board.

|  |                                 |
|--|---------------------------------|
| Date adopted: 20 August 2017 (reviewed every year) |                                 |
| Date last reviewed: March 2022                     | Date of next review: March 2023 |

*Financial reporting to the Board is to be presented in such a way as to enable Board members to understand the meaning of the reports and that all reports are a true and accurate record of the financial affairs of Swimming Northland.*

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### **Procedures:**

All financial reports shall:

1. Be a complete representation of the accounts presented.
2. Reflect a true and accurate picture of the financial position of the organisation including, where appropriate, comparison to budget and/or prior period results.
3. Utilise standard financial reporting formats which present the data in such a way as to make it easy to interpret or understand and comply with all legal and standard accounting requirements.
4. Comply with the agreed Board reporting procedures.
5. Contain comment on trends and variances.

### **6. Monthly Financial Statements**

- a. Financial reports shall be produced monthly and are as follows:
  - i. A monthly Income and Expenditure Report
  - ii. Budget vs Actual Report
  - iii. A bank reconciliation with a copy of monthly bank balances for previous month generated by the bank
  - iv. A list of payments to be made (which includes those already made but not presented at a previous meeting)
- b. The full financial statements should be made available to the Board members five working days prior to the Board meeting. If a Board meeting is not held in any month, financial statements for that month shall be emailed to board members for review.

### **7. Annual General Meeting**

- a. The AGM must be held once every year no later than 4 months after the financial year as per 10.2 of the Swimming Northland constitution.
- b. An independent reviewed set of financial statements will be presented to the AGM, which shall be prepared in accordance with generally accepted accounting practices.

|   |                                 |
|---|---------------------------------|
| Date adopted: 20 August 2017 (reviewed every 2 years) |                                 |
| Date last reviewed: 8 March 2021                      | Date of next review: March 2023 |

## Protection of Assets Policy

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*The Board must take all prudent and reasonable actions to ensure that Swimming Northland's assets, physical and intellectual, are protected against all foreseeable damaging circumstances.*

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### Procedures:

The Board shall:

1. Ensure the assets are not insured for less than is considered necessary for prudent risk management.
2. Protect the organisation and its Board Members against claims of liability.
3. Not make any purchase of goods or services without protection against conflict of interest.
4. Protect intellectual property, information, and files from loss, improper use, improper purposes, or significant damage.
5. Ensure that there are appropriate and effective security systems in place to adequately safeguard against loss, common damage or theft of organisation property.
6. Keep a maintained Asset register.
7. Not allow insurances to expire without Board notification.
8. Ensure replacement and upgrading of equipment be budgeted for within the particular item's lifespan.
9. Ensure an inventory of Swimming Northland's property be maintained and reviewed regularly with a view to monitoring the lifespan and usability of these items.
10. Apply annual depreciation based on past records for asset expenditure.

|   |                                   |
|---|-----------------------------------|
| Date adopted: 20 August 2017 (reviewed every 2 years) |                                   |
| Date last reviewed: September 2021                    | Date of next review: October 2023 |

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## **Operational Policies**

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## Record Keeping Policy

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*Swimming Northland requires an effective system of records management to be in place to ensure efficient operation, maintenance, security, and preservation of the organisation's current and historical records.*

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### Procedures:

1. An annual review of all office files, and publications is to be made to separate archival and current records.
2. All records of a personal and confidential nature are to be kept in a secure place and will be destroyed when no longer relevant or required to be kept by law.
3. The computerised filing system will be backed on a regular basis using a suitable backup method. All Swimming Northland computers to be backed up.
4. All archival material will be kept in a secure location.
5. The Board will be responsible for operation, maintenance, security and preservation of the organisation's current and historical records.
6. The collection, use and retention of such information is to comply with the provisions of the Privacy Act 2020.

|   |                                   |
|---|-----------------------------------|
| Date adopted: 20 August 2017 (reviewed every 2 years) |                                   |
| Date last reviewed: October 2021                      | Date of next review: October 2023 |

## Sponsors as Priority Suppliers Policy

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*Swimming Northland's family of sponsors are critical to the organisation's revenue. It is therefore our policy to give our sponsors priority for any service/product required by us.*

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### Procedures:

The Board shall:

1. In the first instance, request a quote from the relevant sponsor (if there is one) for any service or product required by Swimming Northland.
2. Use the services/product of the relevant sponsor if, in his/her opinion, the price is deemed competitive.
3. Obtain other quotes, if, in his/her opinion, the price is not deemed competitive
4. Request a decision from the board if he/she believes any provider/supplier other than the sponsor should be used
5. Take into consideration the level of sponsorship in relation to the level of work/product required

|   |                                     |
|---|-------------------------------------|
| Date adopted: 20 August 2017 (reviewed every 2 years) |                                     |
| Date last reviewed: September 2021                    | Date of next review: September 2023 |

## Legal Compliance Policy

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*It is the policy of Swimming Northland to comply with all relevant statutory and regulatory obligations at all times.*

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### **Procedures:**

The Board shall:

1. Develop appropriate health and safety policies and procedures which comply with the provisions of the Health and Safety at Work 2015, the Employment Relations Act 2016 and the Injury Prevention, Rehabilitation and Compensation Act 2001
2. Ensure compliance with any other relevant legislation and statutory regulations
3. Comply with any statutory or regulatory obligations or if a personal grievance (or any other grievance or case) is brought against the organisation

|   |                                     |
|---|-------------------------------------|
| Date adopted: 20 August 2017 (reviewed every 2 years) |                                     |
| Date last reviewed: September 2019                    | Date of next review: September 2021 |

## Contractors Policy

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*It is the policy of Swimming Northland to contract the services of an Administrator and Treasurer.*

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### **Procedures:**

The Board shall:

1. Find a suitable contractor to carry out the above positions.
2. Draw up a contract to cover duties required which will be signed by the Chairperson and the contractor prior to commencement
3. Set a suitable remuneration
4. The contract will be reviewed annually in February with an appraisal to be carried out by the Chairperson.

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|---|-----------------------------------|
| Date adopted: 20 August 2017 (reviewed every 2 years) |                                   |
| Date last reviewed: September 2021                    | Date of next review: October 2023 |

## SN Recorder Policy

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*Swimming Northland will have in place an Honorarium to the maximum of \$1000 per season that can be used to give to the person known as the Swimming Northland Recorder.*

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### Procedures:

The Board shall:

1. At the May Board Meeting have a discussion with Treasurer, Administrator and Board Liaison on Events Committee to establish how much time the Recorder has spent on the job and how thorough the job has been done as per the SN Recorder Duties Description document (Appendix 1)
2. Based on the discussion above approve the payment of an Honorarium up to the value of \$1000 in any one season (1 July - 30 June)
3. Pay out the amount before the end of the Financial year
4. Ensure that this is a gratuitous reward for the job done and not a payment for the work

|  |                                 |
|--|---------------------------------|
| Date adopted: 20 August 2017 (reviewed every year) |                                 |
| Date last reviewed: April 2021                     | Date of next review: April 2022 |

## Service, Honours and Life Membership Policy

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*The Awards Committee has the responsibility for evaluating nominations for Swimming Northland Service, Honours and Life Membership Awards and making recommendations for awarding them to the Board.*

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### Procedures:

1. Nominations may be made by Swimming Northland, a club or a member using the appropriate nomination forms which shall set out the background of such a nomination.
2. To be considered for any of these awards you must meet the criteria as outlined in Swimming Northland Awards Criteria in Appendix 1
3. The Board shall ratify the Award Committee's recommendations prior to the presentation of any awards.
4. These awards will be presented at the AGM following the close off date of nominations.

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|---|--------------------------------|
| Date adopted: 20 August 2017 (reviewed every 3 years) |                                |
| Date last reviewed: July 22 2019                      | Date of next review: July 2022 |

## Awards Presentation Policy

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*An independent committee appointed by the SN Board will be responsible for nominating winners for the SN Annual Awards as per the Awards Criteria.*

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### Procedures:

The Board shall:

1. Appoint a minimum of two independent people to the Awards Committee, one of who is the Swimming Northland Recorder. The other member(s) should hold Swimming Northland Honours and at least one committee person should hold Swimming New Zealand Service.
2. Receive from the committee a list of nominated persons to be ratified prior to the Presentation event (4 weeks).
3. Ask the committee to establish a set of guidelines to include the Awards Criteria (attached) and the processes to be in place for the Presentation event (including a bio for the SN Swimmer of the Year)
4. Expect the committee to run the Presentation event
5. Expect the committee to inform the Administrator of award winners so clubs can be notified to enable winners to attend
6. Any trophy donor who attends the Swimming Northland Presentation event should present their donated trophy to the recipient where feasible.

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|--|-----------------------------------|
| Date adopted: 15 October 2018 (reviewed 3 years) |                                   |
| Date last reviewed: September 2021               | Date of next review: October 2024 |

## Police Vetting Policy

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*It is the policy of Swimming Northland to comply with the Police vetting obligations set down by Swimming New Zealand. All individuals in a role (paid or voluntary) who are in charge of children or vulnerable people at a club, regional, or national level will be required to undergo a police vetting check.*

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### Procedures:

The Board shall:

1. Comply with all police vetting regulations and obligations.
2. Ensure all clubs are made aware of the Police Vetting Policy and Process by Swimming New Zealand (refer to Member Protection Policy in Appendix)
3. Ensure that all clubs keep a register of approved police vets of all their volunteers.
4. The board shall support any club in dealing with a failed police vet.

|  |                                 |
|--|---------------------------------|
| Date adopted: April 19 2021 (reviewed every 2 years) |                                 |
| Date last reviewed:                                  | Date of next review: April 2023 |

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## **Athlete Policies**

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## Swimming Northland Representative Policy

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*A Northland Representative swimmer is recognised by qualifying and competing in a National Meet.*

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|  |                                    |
|--|------------------------------------|
| Date adopted: 14 May 2014 (reviewed every 3 years) |                                    |
| Date last reviewed: November 2020                  | Date of next review: November 2023 |

## Eligibility for Swimming Northland Swimmers Awards Policy

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*To be eligible for a swimming award a swimmer must:*

- 1. Be a New Zealand resident for the full season*
  - 2. Be a Northland registered competitive swimmer for the full season*
  - 3. Participate in club and regional carnivals*
  - 4. Have competed in Northland Age Groups Championship for that season (not including SN Long Distance or Sprint Champs)*
  - 5. Exception to this would be if a swimmer who is attached to SNZ High Performance Squad is unable to attend due to their commitments with SNZHP.*
  - 6. Be compliant with SNZ code of conduct*
- 

### **Procedures:**

The Board shall:

1. Ensure the Awards Sub-committee ensure that eligibility criteria is met for all award recipients
2. Define a full season as 1 July to 30 June

|  |                                |
|--|--------------------------------|
| Date adopted: 19 April 2017 (reviewed every 3 years) |                                |
| Date last reviewed: 22 July 2019                     | Date of next review: July 2022 |

## Eligibility to Hold a Northland Record Policy

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*To be eligible to hold a Northland record a swimmer must:*

- 1. Have been registered with Swimming NZ for 6 months*
  - 2. Be a New Zealand resident*
  - 3. Be a registered competitive swimmer of Swimming Northland*
- 

### **Procedures:**

The Board shall:

1. Ensure record criteria is met when ratifying records and notify the recorder of any non-eligibility

|  |                                    |
|--|------------------------------------|
| Date adopted: 19 April 2017 (reviewed every 3 years) |                                    |
| Date last reviewed: March 2020                       | Date of next review: February 2023 |

## Northland Shirts Policy

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*Each swimmer who competes in their first national meet will be gifted a Swimming Northland shirt.*

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### **Procedures:**

The Board shall:

1. Appoint an appropriate person to organise and co-ordinate embroidery of shirts at the Board meeting following the AGM.
2. Organise to collect names and sizes of shirts prior to event. Appropriate embroidery relating to National events will be added to the shirt free of charge and for all future National events qualified for and attended by the swimmer.
3. If additional shirts are required, they can be purchased at swimmer's expense

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|--|------------------------------------|
| Date adopted: 19 April 2012 (reviewed every 3 years) |                                    |
| Date last reviewed: November 2020                    | Date of next review: November 2023 |

## Northland Caps Policy

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*Every Northland swimmer who competes in any national meet will be given one Swimming Northland branded cap per event.*

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### Procedures:

The Board shall:

- Monitor cap stocks and order as required
- Ensure they are available for distribution at event

|  |                                 |
|--|---------------------------------|
| Date adopted: March 21 2019 (reviewed every 3 years) |                                 |
| Date last reviewed: March 2022                       | Date of next review: March 2025 |

## Swimming out of Region Policy

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*It is the expectation of the Board that swimmers give preference to Northland carnivals over out of region meets.*

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### **Procedures:**

Swimmers shall:

1. Only need to notify Swimming Northland of their intent to swim out of region. Permission is no longer required.
2. Need to ensure that one club notification per meet listing all swimmers attending is forwarded to Swimming Northland 3 weeks prior to that event.

|  |                                    |
|--|------------------------------------|
| Date adopted: 13 October 2007 (reviewed every 3 years) |                                    |
| Date last reviewed: November 2020                      | Date of next review: November 2023 |

## International New Zealand Selection Grant Policy

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*For a swimmer who is selected by Swimming NZ to represent NZ at an international meet, a one-off \$250 grant will be given per swimmer per season (1 July to 30 June).*

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### **Procedures:**

The Board shall:

1. Ensure that to qualify for the grant that the swimmer is a current registered Northland swimmer and that the swimmer attends the event selected

|  |                                 |
|--|---------------------------------|
| Date adopted: 13 October 2016 (reviewed every 3 years) |                                 |
| Date last reviewed: April 2020                         | Date of next review: April 2023 |

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**Team Manager/Technical Officials  
Policies**

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## Regional Team Managers Remuneration Policy

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*A remuneration of \$50 per day will be paid to the appointed Regional Team Manager.*

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### **Procedures:**

If Swimming Northland has to appoint a Regional Team Manager who does not have a swimmer(s) attending the named National Meet the following will apply:

1. Managers accommodation of up to \$125.00 per day incl of GST will be paid
2. For Meets in Wellington and south a daily hire for a small rental car which is to be used for the sole purpose of transportation to and from the pool and return flights (at the cheapest airfare available at the time) will be paid
3. For Meets north of Wellington a petrol reimbursement will be made on the presentation of receipts
4. Where practical Swimming Northland will organise travel arrangements
5. Reimbursement will only be issued on Swimming Northland receiving receipts for costs incurred and a Regional Managers Report

|   |                               |
|---|-------------------------------|
| Date adopted: 13 October 2016 (reviewed every year) |                               |
| Date last reviewed: May 2021                        | Date of next review: May 2022 |

## Technical Official Funding Policy

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*Funding will be distributed to Technical Officials at National Meets when available.*

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### **Procedures:**

Funding will be distributed in the following priority order:

1. Swimming Northland technical officials travel and accommodation to those who travel more than 50km to an event
2. Nationally appointed Swimming New Zealand technical officials
3. Internationally appointed Swimming New Zealand technical officials

Other things to consider prior to funding distribution are:

4. Our funding priority is event costs such as lane hire
5. All funding applications must be approved by the board prior to submitting application to ensure our funding priorities are met
6. Prioritisation of all funding must be considered prior to approving funding applications. Prioritization of event costs over officials costs must be considered and must be the key focus for all funding applications in order to create more opportunities for swimmers.

|   |                               |
|---|-------------------------------|
| Date adopted: 13 October 2016 (reviewed every year) |                               |
| Date last reviewed: January 2021                    | Date of next review: May 2022 |

## Appointed Official Remuneration Policy

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*Swimming NZ appointed Northland Technical Officials will receive remuneration for each meet they are appointed to and attend as per the Funding Policy.*

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### Procedures:

Funding will be distributed in the following priority order:

1. Funding will be distributed as agreed prior to the event
2. Funding will support both up and coming officials and long-standing officials with development and travel remuneration when available. However, this is not always guaranteed as the board may have other funding priorities
3. Distribution of funding is to the board's discretion and only distributed if funding has been secured

|   |                               |
|---|-------------------------------|
| Date adopted: 15 September 2016 (reviewed every year) |                               |
| Date last reviewed: Jan 2021                          | Date of next review: May 2022 |

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## **APPENDIX**

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## **APPENDIX 1 : Awards Criteria**

### **ELIGABILITY FOR SWIMMER AWARDS**

- a. Will be a New Zealand resident for the full season.
- b. Will be Northland registered competitive for the full season.
- c. Will participate in club/regional carnivals and Northland Age Group Championships.

Exception to this would be if a swimmer who is attached to SNZ High performance Squad is unable to attend due to their commitments with SNZHP

- d. Will be compliant with Swimming New Zealand Code of Conduct.

### **SWIMMER AWARDS CRITERIA**

**1. Champion of Champions Trophy:** Points from Individual finals at the Northland Age and Northland Long Distance Championships. 1st = 5 points. 2nd = 3 points. 3rd = 1 point. Breaking Race Record = 1 point. Breaking Age Group record = 2 points. Maximum points per swim is 8. The 400m Individual Medley, 400m Freestyle and 200m Butterfly points are only awarded to the fastest three swimmers regardless of age.

**2. Martin Wilson Trophy:** For the swimmer who breaks a race record by the greatest percentage margin at the Northland Age Group Championships. If no record is broken the closest % margin to a race record (in a final) in 50m or 100m any stroke or the 200m Individual Medley wins.

**3. Michael Bond Memorial Cup:** For the fastest male swimmer in the Open 100m LC Butterfly for the season.

**4. M + B Cameron Trophy:** For the fastest female swimmer in the Open 100m LC Butterfly for the season.

**5. Lorraine Holmes Cup:** For the swimmer 12 yrs and under who gains most points in 50m & 100m Finals at Northland Age group Champs  
Points allocated 1st =5, 2nd =3, 3rd =1. Race Record 1 point. Northland Record 2 points.  
Total points possible per swim = 8

**6. Schon Cup:** For the fastest male swimmer in the Open 200m LC Freestyle for the season.

**7. A.J.Stentiford Cup:** For the fastest female swimmer in the Open 200m LC Freestyle for the season.

**8. Sub 4 Trophy Male:** For the fastest male swimmer in the Open 400m LC Freestyle for the season.

**9. Sub 4 Trophy Female:** For the fastest female swimmer in the Open 400m LC Freestyle for the season.

**10. The Monica Cooper Life Membership Trophy:** For the fastest male swimmer in the Open 200m LC Backstroke for the season.

- 11.** The Janet Froggatt Life Membership Trophy: For the fastest female swimmer in the Open 200m LC Backstroke for the season.
- 12.** The Maurice Fitchett Life Membership Trophy: For the fastest male swimmer in the Open 200m LC Individual Medley for the season.
- 13.** The Myra Larcombe Life Membership Trophy: For the fastest female swimmer in the Open 200m LC Individual Medley for the season.
- 14.** H. F. Crane Trophy: For the fastest female swimmer in the Open 200m LC Butterfly for the season.
- 15.** Marty Hampton Trophy: For the fastest male swimmer in the Open 200m LC Butterfly for the season.
- 16.** R & C Gillespie Family Dargaville Trophy: For the fastest female swimmer in the Open 200m LC Breaststroke for the season.
- 17.** R & C Gillespie Family Dargaville Trophy: For the fastest male swimmer in the Open 200m LC Breaststroke for the season.
- 18.** The Richard Dunkerton Life Membership Trophy: For the swimmer who earns the highest FINA points for an event at the New Zealand Age Group Championships.
- 19.** Mick Parr Memorial Trophy (nominated award): For the swimmer who not only competes but also contributes to club activities. eg Teaching-Timekeeping-Administration etc.
- 20.** Mark Cooper Trophy: For the swimmer who has the closest % margin to a New Zealand Age Group record at a National Meet.
- 21.** Gladys Bouma Life Membership Trophy: For the fastest male swimmer in the Open 400m LC Individual Medley for the season.
- 22.** Gaylene Martin Life Membership Trophy: For the fastest female swimmer in the Open 400m LC Individual Medley for the season.
- 23.** Dot Palmer Life Membership Trophy: For the fastest female swimmer in the Open 200m LC Butterfly for the season.
- 24.** Ann Bailie Life Member Trophy: For the fastest male swimmer in the Open 200m SC Butterfly for the season.
- 25.** Open Water Trophy. Female: For the fastest female swimmer in the Northland Open Water event. If not held the NZ Open Water Championships may be used.
- 26.** Open Water Trophy. Male: For the fastest male swimmer in the Northland Open Water event. If not held the NZ Open Water Championships may be used.
- 27.** Bruce Cooper Life Membership Trophy: For the fastest male swimmer in the Open 100m LC Backstroke for the season.
- 28.** Swimming Northland Trophy: For the fastest female swimmer in the Open 100m LC Backstroke for the season.
- 29.** Skip Peyman Life Membership Trophy: For the fastest male swimmer in the Open 100m LC Breaststroke for the season.

30. Swimming Northland Trophy: For the fastest female swimmer in the Open 100m LC Breaststroke for the season.
31. Swimming Northland Trophy: For the fastest male swimmer in the Open 100m LC Freestyle for the season.
32. Swimming Northland Trophy: For the fastest female swimmer in the Open 100m LC Freestyle for the season.
33. Swimming Northland Trophy: For the fastest male swimmer in the Open 100m Individual Medley for the season.
34. Swimming Northland Trophy: For the fastest female swimmer in the Open 100m Individual Medley for the season.
35. Swimming Northland Trophy: For the swimmer who earns the highest XLR8 points for an event at the New Zealand Junior Festival.
36. Swimming Northland Cup: For the swimmer who breaks a Northland S.C. record by the largest percentage margin for the season.
37. Swimming Northland Cup: For the swimmer who breaks a Northland LC record by the largest percentage margin for the season.
38. Jurisich Family Trophy – for the Fastest Female swimmer in the open 50m LC Freestyle for the season
39. Honiss Family Trophy – for the Fastest Male swimmer in the Open 50m LC freestyle for the season
40. Swimming Northland Trophy – for the Fastest Female swimmer on the open 50m LC Backstroke for the season
41. Swimming Northland trophy – for the Fastest Male swimmer in the Open 50m LC Backstroke for the season
42. Swimming Northland trophy – for the Fastest Female swimmer on the Open 50m LC Breaststroke for the season
43. Swimming Northland trophy - for the Fastest male Swimmer in the Open 50m LC Breaststroke for the season
44. McCahon Family Trophy – for the Fastest Female Swimmer in the Open 50m LC Butterfly for the season
45. McCahon Family Trophy – for the Fastest Male Swimmer in the Open 50m LC Butterfly for the season
46. Swimming Northland Award - for Emerging official of the year. (as chosen by the Technical Committee)
47. **Community Trust Foundation Shield: For the Administrator of the year (nominated award):** This recognises the contributions made by sports club members who

strive selflessly for the betterment of the sport they love. They are the quiet "grafters", the ones who get things done on time and in an efficient manner.

- In general terms this award will cover "office bearers" of clubs or organisations, i.e. secretary, treasurer, club captain, committee but does not include coaches.
- Will have demonstrated a commitment and dedication to the sport of their choice for a period of 12 months or more.
- Has shown some initiative or been innovative.

**48. Community Trust Foundation Shield: For the Coach of the Year (nominated award).** For outstanding performance/contribution by a coach over the past twelve months

- Has made outstanding contribution to a club working on development opportunities and programmes.
- Has coached a successful club team.
- Has coached in a club that has seen development of swimmer skills.
- Has worked on attaining coaching accreditation.
- Achieved results at the highest possible level with a swimmer or club team.

**49. Community Trust Foundation Shield: For the Official of the Year (nominated award).** Officials are deemed to be referees, timekeepers, judges of stroke etc.

- Has officiated willingly on a regular basis at Regional and/or National meets.
- Has mentored other officials at Regional level.
- Has worked on attaining recognition at Regional and/or National level.
- Has achieved the highest possible qualification and/or is an outstanding official.

**50. PARA Swimmer of the Year:** Swimmers with physical, visual or intellectual disabilities and who comply with Regulation 17.4 will be eligible. Nominations to Swimming Northland prior to April 15th. Where necessary the Awards Committee will be guided by PARA specialist officials.

**51. Junior Swimmer of the Year:** Achievement at the highest performance level for a swimmer of 12 yrs or under.

XLR8 points will be allocated over 3 events covering at least 2 strokes listed below that are swum during the current season.

Events are:

1 x compulsory 200m or 400m swim any stroke

1 x 100m any stroke

1 x any distance

**52. Swimmer of the Year:** Criteria – For the highest overall performance throughout the season at a Regional, National or International level. Consideration will be given to all relevant achievements. Sportsmanship and contribution to Swimming Northland will also be considered.

## **CLUB AWARDS CRITERIA**

**1. Crawford Woodman Relay Cup:** Clubs must enter a relay team consisting of one male and one female in each of the following age groupings, under 12yrs, 12 and 13yrs, 14 and 15yrs, and 16yrs or over. To be contested at the Northland Age Group Championships.

**2. O.W.Wright Shield:** For the Northland Club who gains the highest aggregate points from finals at the Northland Age Group and Long Distance Championships. Points for 1<sup>st</sup> = 5, 2<sup>nd</sup> = 3 and 3<sup>rd</sup> = 1. Points to be divided by the number of their entries for both meets

The FINA points system will be used to rank any other awards. eg Sport Northland Secondary School Sports Awards or Northland, Kaipara or Far North Sports Awards. (Note LC means Long Course and SC means Short Course.)

## **SERVICE, HONOURS AND LIFE AWARDS**

### **SERVICE AWARDS:**

7 years of outstanding continuous service or alternatively 9 years collective service for which they must have been registered members of the Association - not just long service.

### **HONOURS AWARDS:**

5 years after Service Award according to service given to Association. Provided that the holder has continued throughout that period to give service of the quality that earned the Service Award in the first place. In exceptional circumstances the Awards Committee may recommend both Service and Honours Awards in the same year.

### **LIFE MEMBERSHIP:**

Outstanding continuous service over a long period of time - not just long service. Must already hold both the Association Service and Honours Awards.

## **APPENDIX 2: SN Recorder Officer Duties**

### **Database & Records**

Maintain database of Northland swimmer results, uploading results after each carnival  
Maintain database of Northland records  
Prepare records report for Board after each carnival  
Prepare records certificates for swimmers breaking records  
Provide up to date records for SN website and end of season publications  
Maintain Team Manager and Meet Manager in up to date versions with current license and appropriate backup

### **Northland Meet preparation**

Create scheduled meet on SNZ database  
Create package of events for meet in Meet Manager program  
Load Meet Manager package into SNZ database for online entries  
Publicize Meet to Northland clubs  
Transfer entries to Meet Manager after close date  
Enter any manual entries through Team Manager  
Send out psych sheets for review  
Collect lists of available officials from clubs to provide to technical organizer  
Seed and create Meet program after any changes  
Insure all office equipment ready and operational  
Record on the day  
Send out results post Meet  
Prepare Meet approval documents in conjunction with referee and have Meet approved via SNZ  
Provide results to Take Your Marks database  
Provide entry report to SN treasurer

### **National Events**

Provide eligibility reports  
Enter any regional relays  
Collect information and produce regional team paperwork  
Provide entry lists pre and results post to Publicity Officer

### **Other**

Monitor out of region and national swims so that all results can be on Northland database  
Monitor SN Events email  
Answer email queries from clubs and swimmers

### **Events Committee Role**

Help to create Northland calendar  
Help to create Meet programs  
Help to organise Meet logistics for each Northland carnival  
Liase with clubs running carnivals to do the same

### **Awards Committee Role**

Help with winners of end of year SN awards by providing times, records, etc  
Help with external awards throughout the year by same



# **MEMBER PROTECTION POLICY MANUAL**

Code of Conduct Policy

Membership Protection Guidelines

Diversity and Inclusion Policy

Police Vetting Policy

Complaints & Discipline Policy

VERSION 2 - 25 FEBRUARY 2021

## SWIMMING NEW ZEALAND MEMBER PROTECTION POLICY MANUAL

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### 1.1. INTRODUCTION:

Swimming is a sport that values teamwork, co-operation, diversity, inclusion and leadership, and one that can be enjoyed by people of all ages and abilities. Swimming New Zealand (Swimming NZ) is committed to ensuring that a diverse range of participants continue to enjoy our sport for years to come and to providing a safe environment in which to do so.

Swimming NZ has developed the Membership Protection Policy Manual (the Policy) to reinforce its commitment to providing an environment for participants of all ages and backgrounds that is safe, free from harassment and abuse, and promotes respectful and positive behaviour and values.

This Policy includes a Code of Conduct that forms the basis of appropriate, ethical and acceptable conduct, which all members must abide by. It also includes a number of position guidelines that clearly set out Swimming NZ's expectations in relation to behaviour and conduct, including the protection of our members under the age of 18, and a series of policies that guide members through the complaints, disputes, disciplinary and appeals processes.

*The document is intended for the use of and to be applied to the members of Swimming NZ. For example, individual members, clubs and their committees, regions and their Boards, technical officials, and coaches.*

### 1.2. PURPOSE OF THE MEMBERSHIP PROTECTION POLICY MANUAL:

This is an essential part of Swimming NZ's proactive and preventative approach to tackling inappropriate behaviour within our sport. Swimming NZ expect all administrators, coaches, athletes, and support staff to assist it to promote and deliver a safe and responsible environment for all participants.

The policies herein will provide a resource for all members that clearly articulates the type of behaviour that is expected from members and to provide a clear process that can be followed should expected behaviours be not be adhered to.

The position statements and policies that follow aim to ensure Swimming NZ core values, good reputation and positive behaviours and attitudes are always maintained. The goal of the Policy is to assist Swimming NZ in ensuring that every person involved in swimming is treated with respect and dignity and is safe and protected from abuse. The policy statements will inform everyone involved in swimming of their legal and ethical rights and responsibilities and the standards of behaviour that are required and expected.

Swimming NZ is committed to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, Swimming NZ will appoint a Membership Protection Advisor (MPA) who will work with Swimming NZ, regions and clubs to help enforce the policies contained in this manual and offer skilled advice and support in the event that disciplinary action against any person or organisation bound by this manual be required.

This Policy Manual:

- 1.1. Has been made pursuant to the Constitution of Swimming NZ and has been endorsed by the Swimming NZ Board.
- 1.2. Will operate until replaced or rescinded.
- 1.3. May be amended from time to time by resolution of the Swimming NZ Board. The current version of the Membership Protection Manual will be always available on the Swimming NZ website [www.swimming.org.nz](http://www.swimming.org.nz)

### **1.3. WHO DO THESE POLICIES APPLY TO:**

The policies, position statements and information contained within this manual apply to the following people, unless they have varied their agreement with Swimming NZ by consenting to be bound by a policy which complements or supersedes this information contained within this manual, whether they are in a paid or unpaid/voluntary capacity:

- a) Any person or organisation that is a member of, or affiliated to, Swimming NZ
- b) Persons appointed or elected to Swimming NZ's Board, committees, and sub-committees
- c) Employees and volunteers of Swimming NZ and organisations affiliated to Swimming NZ
- d) Support personnel appointed or elected to Swimming NZ teams and squads (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers, etc);
- e) National coaches and assistant coaches
- f) Athletes, including national representative athletes
- g) Technical Officials and other officials involved in the regulation of the sport
- h) Athletes, coaches, officials, and other personnel participating in events and activities, including camps and training sessions, held, or sanctioned by clubs, regions, and Swimming NZ; and
- i) Parents, guardians, spectators and sponsors to the full extent that is possible, including where spectators, parents/guardians and sponsors, who or which agree in writing (whether on a ticket, entry form or otherwise) to be bound by this policy.

The policies, position statements and information contained within this manual also apply to and shall be adopted by Swimming NZ's Regions, members clubs and associated organisations (referred to herein as 'affiliate organisations') and furthermore shall apply to members, athletes and officials from those affiliated organisations.

Member associations are required to adopt and implement this Policy and to provide proof to Swimming NZ of the approval of the Policy by the relevant Board in accordance with their Constitution. Member Associations must also undertake to ensure that affiliated clubs and individual members are bound by this policy and are made aware of this policy and of its contents.

The policies, position statements and information contained within this manual will continue to apply to a person even after they have stopped their association or employment with Swimming NZ if disciplinary action, relating to an allegation against that person, has commenced prior to that person ceasing their association with Swimming NZ.

### **1.4. RESPONSIBILITIES OF SWIMMING NZ, REGIONS, AND MEMBER CLUBS:**

Swimming NZ, its regional associations and member clubs must:

- a) Adopt, implement, and comply with the policies, guidelines, and information (including any updates) contained within this manual
- b) Publish, distribute, and promote this manual and the consequences of breaches
- c) Always promote and model appropriate standards of behaviour
- d) Promptly deal with any breaches or complaints made under these policies in a sensitive, fair, timely and confidential manner
- e) Apply these policies consistently
- f) Recognise and enforce any penalty imposed under these policies
- g) Ensure that a copy of this manual is available or accessible to the persons and associations to whom these policies apply
- h) Appoint appropriately qualified people to receive and manage complaints and allegations
- i) Monitor, review and update these policies from time to time as appropriate.

### **1.5. RESPONSIBILITIES OF THE INDIVIDUAL:**

Individuals bound by these policies are responsible for:

- a) Making themselves aware of these policies and complying with their standards of behaviour
- b) Placing the safety and welfare of children and vulnerable people above other considerations
- c) Being accountable for their own behaviour
- d) Following the procedures outlined in these policies regarding child protection concerns
- e) Co-operating in providing a discrimination, abuse and harassment free sporting environment
- f) Understanding the possible consequences of breaching these policies; and
- g) Complying with any decisions and/or disciplinary measures imposed pursuant to these policies.

#### 1.6. DEFINITIONS OF ABUSE & HARASSMENT:

Swimming NZ considers the following definitions and examples of abuse and harassment applicable to all its members.

##### ***Physical Abuse:***

Physical abuse is any act that results in inflicted injury to a person. Injuries caused through abuse/neglect are known as non-accidental injury. They may include, but are not restricted to:

- a) Shaking, hitting, kicking, pushing, throwing, or, training methods that are inappropriate for the age and physiological development of the athlete.
- b) Any strength training should be used with extreme caution as it can be harmful if not conducted appropriately.

##### ***Sexual Abuse:***

Sexual abuse is any act or acts that result in the sexual exploitation of a person whether consensual or not. It may be perpetrated by an adult, older child, or similar-aged athlete. It may include, but is not restricted to:

- a) Non-contact abuse such as: exhibitionism, suggestive behaviours, or comments; exposing children or vulnerable people to any obscene or inappropriate material or images; and
- b) Contact abuse such as: touching breasts, genital areas, or any inappropriate contact

##### ***Emotional/Psychological Abuse:***

Emotional abuse is any act or omission that results in impaired psychological, social, intellectual and/or emotional functioning and development of a person. It may include, but is not restricted to:

- a) Rejection or isolation; inappropriate or continued criticism, threats, humiliation or accusations of the child or young person; exposing children to, or involvement in anti-social or illegal activities; bullying actions such as sarcasm, persistent teasing, tormenting.

##### ***Neglect:***

Neglect is any act or omission that results in impaired psychological functioning, injury and/or development of a person. It may include, but is not restricted to:

- a) Failing to provide medical care when necessary; neglectful supervision, defined by failure to provide developmentally appropriate supervision of the child or young person or athlete, leading to increased risk of harm; abandonment – leaving a child or young person in a situation without arranging necessary care for them and with no intention of returning.

##### ***Sexual Harassment:***

Sexual harassment is described as 'unwanted, unwelcome or uninvited sexual attention'. Some of the behaviours that lead to sexual harassment are, but not limited to:

- a) Someone who draws another person into emotional intimacy through developing inappropriate friendships; someone who is coercive about their rights to demand favours from children; inappropriate flattery; someone who is coerced into divulging personal information; jokes; display of offensive material; or propositions.

***Discrimination:***

Discrimination is defined as the unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, or sex.

**1.7. MEMBERSHIP PROTECTION ADVISOR (MPA):**

Swimming NZ has a Membership Protection Advisor (MPA). The MPA will work with regions and clubs to help them enforce the policies contained in this manual and offer expert advice and support should disciplinary action against any person or organisation bound by these policies be required.

The MPA is someone who has a professional background or experience in child/membership protection issues and is the point of contact for anyone who has concerns or would like to discuss an issue around child/member safety.

The MPA can be contacted (in confidence) at [mpa@swimming.org.nz](mailto:mpa@swimming.org.nz). Noting however, that all complaints should be dealt with at the lowest possible level, therefore any complaint made to the MPA may be directed to a more appropriate authority.

*Anyone who has a child safety concern can bypass the MPA and go directly to the Police at any time.*

## SECTION TWO: CODE OF CONDUCT

Swimming NZ expects all members, supporters, advisors, staff, and associates of Swimming NZ, to abide by a Code of Conduct that upholds the principles and values of the organisation.

|  |  |
|--|--|
| Respect the rights, dignity and worth of others  | <ul style="list-style-type: none"> <li>• Be fair, considerate, and honest in dealings with others</li> <li>• Refrain from any form of abuse, harassment, discrimination, or victimisation towards others</li> <li>• Be professional in, and accept responsibility for, your actions</li> </ul>   |
| Maintain high standards of integrity   | <ul style="list-style-type: none"> <li>• Operate within the rules of Swimming NZ and maintain an uncompromising adherence to standards, regulations, and policies</li> <li>• Advocate a sporting environment free of drugs and other performance enhancing substances within the guidelines of Drug Free Sport New Zealand and the World Anti-Doping Code</li> <li>• Advocate a sporting environment free of match-fixing</li> <li>• Be a positive role model</li> <li>• To not provide comment to any media on behalf of Swimming NZ</li> <li>• To not speak to any media in a negative way regarding Swimming NZ or its members</li> <li>• Never act in a way that may bring disrepute or disgrace to Swimming NZ members, its stakeholders and/or sponsors, potential sponsors and/or partners</li> </ul> |
| Provide a safe and fair environment for athletes, spectators, event staff and anyone else involved with the event and the sport at large | <ul style="list-style-type: none"> <li>• Make a commitment to providing a quality service</li> <li>• Operate within the Constitution, Rules, Policies and Procedures on Swimming NZ</li> <li>• Adopt appropriate risk management strategies to ensure that the event is safe</li> <li>• Ensure equipment and facilities meet safety standards</li> <li>• Ensure equipment, rules, training, and the environment are appropriate for the age, physical and emotional maturity, experience, and ability of the participants</li> <li>• Seek advice and assistance from professionals when additional expertise is required</li> <li>• Maintain appropriate records</li> </ul>  |

Any breach of the Code of Conduct may result in disciplinary action taken under the Swimming NZ Complaints and Discipline Policy and Process that forms part of Swimming NZ's Membership Protection Policy Manual.

The code of conduct agreement form and appendix can be found [here](#).

## SECTION THREE: MEMBERSHIP PROTECTION GUIDELINES

### 3.1. CHILD PROTECTION:

Swimming NZ, its regional associations and member clubs have a responsibility to ensure that appropriate policies and procedures are established to safeguard all members, and in particular, children from any threat of or form of abuse or harassment while participating in any aspect of our sport. In this Child Protection Position Statement, children are defined as under 18 years of age.

The responsibility for safeguarding children lies with all adults who play a role in their lives. This refers to all people who work directly and indirectly with children, including those responsible for the administration and coordinating of the swimming environment.

Swimming NZ aims to foster an environment within the sport that ensures the safety and wellbeing of all members. An awareness of this Child Protection Position Statement amongst all people who are involved with children and young people in swimming also assists in reducing risk to swimming organisations, coaches, officials, volunteers, parents, and supporters.

Adults should always establish and maintain appropriate professional boundaries in their relationships with athletes.

#### a) GOOD PRACTICE GUIDELINES:

*Good practice amongst adult coaches, officials and volunteers means:*

- The safety and wellbeing of children/young people must always be paramount.
- Athletes are treated with dignity and respect.
- Good practice is promoted to reduce the possibility of abusive situations.
- Always working in an open environment avoiding private or unobserved situations.
- Always encouraging open communication.
- At camps or 'away/out of town' meets, adults must not enter the room of children / young people or invite children / young people into their room unless:
  - The adult is the parent or assigned caregiver of the child / young person; or
  - The adult and the children / young people are attending a team meeting in the room and more than 5 people are present: or
  - A child / young person needs urgent medical attention, in which case an adult will do everything possible to ensure that another adult is in the same room at the same time.
- Concerns regarding safeguarding children/young people are referred and dealt with according to the steps within this Position Statement.
- Securing parental consent in writing to act *in loco parentis* if the need arises to administer emergency first aid and/or other medical treatment.
- Ensuring any form of abuse or sexual harassment directed at a child from others, whether this is from another child or adult, is challenged and reported to the Membership Protection Advisor.
- Knowing and understanding the Child Protection Position Statement.
- Where a coach believes it is necessary to touch an athlete to correct technique, it is important that they:
  - Consult with the parent/caregiver first if present; and/or
  - Ensure the child is made aware of the purpose of the contact and gives consent; and/or
  - Consider the appropriateness of the ways in which technique is corrected involving touch

*All coaches, officials and volunteers must ensure:*

- They never take, or are in the presence of, children/young people in secluded places where they will be alone, irrespective of gender (this includes room sharing)
- Wherever possible an adult should not share a room with a child other than their own
- They never deliberately reduce a child/young person to tears as a form of control
- They never deliberately do something to make someone feel diminished or embarrassed
- They never use inappropriate language, or allow other children to use inappropriate language unchallenged (e.g. swearing, name calling/put downs, sarcasm, innuendo, sexualised connotations, culturally or racially offensive comments)
- They never leave a pool or training venue before all swimmers have been collected or are continuing to be supervised by appropriate adults
- They never cause a swimmer to lose self-esteem by embarrassing, humiliating or undermining the individual
- They never yell or shout at swimmers as a reprimand or in response to anger
- They never make sexually suggestive comments or actions to, or in the vicinity of a child/young person, even in fun
- They never touch a child / young person, unless they have the approval of a parent (for the purposes of technique or stroke correction), or in the case that the swimmer is 18 years or over, approval of the swimmer themselves; except in the case of a medical emergency, in which case they shall do everything possible to ensure that another adult is present at the same time.
- They never engage in rough, physically or sexually provocative games; and
- They never engage in, or allow unchallenged, any form of abuse or sexual harassment as described in this Position Statement

The relationship between coaches/club officials who hold a position of trust and responsibility with athletes, particularly, but not limited to those under 18 years, must always be professional and appropriate.

**b) HANDLING CONCERNS/DISCLOSURES:**

Disclosures of abuse or sexual harassment may be made to an individual by the person affected or another person or, an individual may directly observe concerning behaviour. The following is a guide to handling disclosures or concerning observations:

- If someone observes behaviour by another person to a child that causes concern, the individual does not have to discuss this with the child/young person but can contact the Membership Protection Advisor to seek advice. The name of the person reporting the behaviour will be kept confidential.
- At any time, individuals can bypass the Membership Protection Advisor and report concerns directly to Oranga Tamariki or the Police. Individuals are not required to provide their name or details should these be provided; however, they will be kept confidential by these agencies.

**c) LEGAL/PRIVACY ISSUES:**

When disclosures or observations of child abuse are made that fall in the remit of this Child Protection Policy, those to whom disclosure is made are required in all circumstances to follow the procedures outlined. All those involved in dealing with issues of Child Protection are required to respect the provisions of confidentiality which relate to their responsibility. The Privacy Act 1993 and the Health Information Privacy Code 1994 authorises disclosure of information necessary to prevent or lessen serious and imminent harm to any individual (to the extent necessary) to statutory social workers or the Police.

The Children, Young Persons and their Families Act 1989 also gives way to privacy under certain circumstances. These deal with the reporting of child abuse (Section 15) and protection of an individual from proceedings (disciplinary, civil, and criminal) when disclosing child abuse to either an Oranga Tamariki social worker or the Police (Section 16).

Upon request, information can or must be released to an Oranga Tamariki social worker, police officer or care and protection coordinator (Section 66 CYF Act 1989).

**d) WORKING WITH CHILDREN CHECKING REQUIREMENTS:**

Child abuse is illegal and all complaints to the Police and/or Oranga Tamariki could result in an investigation which could result in criminal charges.

New Zealand is currently making significant changes to improve the safeguarding of children through legislation and policy. Standard screening and vetting procedures to safeguard children from those who wish to access children through sport is best practice.

**e) SCREENING AND VETTING REQUIREMENTS:**

**Refer to Section Five – Swimming NZ Police Vetting Policy and Process**

### **3.2. TAKING IMAGES/VIDEOS OF CHILDREN:**

**General:**

There is the potential for images or videos of children to be used inappropriately or illegally. Any devices that can take/record images or videos are included in this Position Statement, including the use of telescopic or zoom lens.

It is possible for images or video to be taken with any device without the knowledge of the subject. Swimming NZ requires all its members to be vigilant in changing rooms and other areas of the pool and to report immediately to facility management any concerns arising from the taking or recording of images or video. Swimming NZ prohibit the use of camera phones, videos and cameras inside changing areas, showers, and toilets.

Swimming NZ encourages that all individuals and associations, wherever practicable, obtain the permission from a child's parent/guardian before taking an image or video of a child that is not their own. Taking an image or video of a medal or award presentation or a team photo are exceptions to this requirement to seek permission. Similarly, videoing or livestreaming for broadcasting events, and the taking of media photographs, by approved agencies are also exceptions to this requirement to seek permission.

**Parent or guardian Photography:**

Parental photography forms an enduring part of each family's record or their child's progress, celebration of success and achievement and is an established social practice.

In the interest of protection of your child, while Swimming NZ recognises parents/caregivers may want to take images or video of their son/daughter, spectators wishing to do this must be aware that:

- They may be asked to cease using photographic or video devices by an official; and
- They may be required to seek consent directly with their club for photographic/video use outside of swimming meets, e.g. training sessions, camps

The athlete of the parent/caregiver wishing to record images/video must be the main subject in the images/video. No images or videos are to be taken of other children as the main subject without appropriate consent.

No images or videos of children should be uploaded onto any electronic device or website by any person without the consent of the parent/caregiver if the child is less than 18 years.

#### **Swimming NZ Photography:**

If Swimming NZ or its Regions or Member Clubs use an image of a child, they will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. They will not display any information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by paedophiles or other persons. They will only use appropriate images/videos of a child relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc. where possible they will seek permission to use these images.

#### **Official Photographers/Video Operators:**

Official event photographers wishing to take either photographs or video at Swimming NZ events must seek accreditation and produce their professional identification for their details to be recorded.

Official event photographers wishing to take either photographs or video at Regional swimming events must seek accreditation with the Region and produce their professional identification for their details to be recorded.

Ideally this should be requested at least five working days before an event. Parental consent must still be given for use of images for promotional purposes and these images/video must be stored securely.

#### **Regions and Member Clubs:**

For anyone wishing to take photographic or video images of a regional or club swimmer (not intended for personal use only) the following must occur:

- Consent must be gained from the athlete and/or the parent/caregiver if the subject is under 18 years
- State clearly the intended purpose/use of the images
- Confirm whether you intend to publish the athletes' names alongside the image; and
- Securely store the photography or video and annotate them with the date they were taken.

It is important to note that an athlete may be under an external agency's protection order that may not be known to another parent, coach, volunteer, or official photographer. This may compromise the safety of the person the images are of.

### **3.3. ELECTRONIC & SOCIAL MEDIA/NETWORKING:**

Swimming NZ acknowledges the enormous value of social networking websites, such as (but not limited to) Facebook and Twitter, to promote our sport and celebrate the achievements and success of the people involved in our sport.

We expect all people bound by this policy to conduct themselves appropriately when using social networking sites to share information related to our sport.

Social media postings, blogs, status updates and tweets:

- must not use offensive, provocative, or hateful language.
- must not be misleading, false or injure the reputation of another person.
- should respect and maintain the privacy of others.

#### **a) Children and Electronic & Social Media/Networking:**

Many children communicate using one or more of the electronic and social networking

platforms, which are available to them. Ideally, communication should be conducted between the coach/another adult and the parent of the child, however, if you need to communicate directly with the child/athlete, you need to observe the cautions stated below.

Swimming NZ recommends the following cautions:

- If coaches use text messages or any other social networking means to communicate directly with athletes of any age, content remains brief and functionally related to swimming and avoids any social comment
- Do not include personal information of yourself or others in social media channels
- Do not use offensive, provocative, or hateful language or images
- Use your best judgement – do not publish something that makes you feel the slightest bit uncomfortable and, never write/publish if you are feeling emotional or upset (or are intoxicated)
- Never comment on rumours, do not deny, or affirm them or speculate about rumours; and
- Always use electronic and social network forums to add value and promote the sport in a positive way.

#### **3.4. CYBER BULLYING/SAFETY:**

Swimming NZ regards bullying and harassment in all forms as unacceptable in our sport. Bullying has the potential to cause great anxiety and distress to the person targeted by hurtful or derogatory comments or statements.

The introduction over recent years of technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied though the electronic delivery of unwanted and inappropriate comments. Swimming NZ will not tolerate abusive, discriminatory, intimidating, or offensive statements being made online. In some cases, such bullying is a criminal offence.

Frustration at a referee, teammate, coach, or sporting body should never be communicated on social networking websites.

*If children are involved in suspected Cyber Bullying/Safety issues, either as the perpetrator or victim, please refer to 3.1 in this Membership Protection Policy for the appropriate follow up and management.*

#### **3.5. DISCRIMINATION AND HARASSMENT:**

Swimming NZ aims to provide a safe sporting environment where all those involved in its activities are treated with dignity and respect and, without harassment or discrimination.

Swimming NZ recognises that all those involved in its activities cannot enjoy themselves, perform to their best or be effective or fully productive if they are being treated unfairly, discriminated against or harassed because of factors such as their age, disability, family responsibilities, gender identity, homosexuality or sexual orientation, medical, marital status, political belief, pregnancy or breastfeeding, race, religion, gender or social origin.

Swimming NZ opposes all forms of harassment, discrimination, and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic, imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal, disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phones, tablets and computers.

*If children are involved in your concerns around discrimination or harassment as either the*

*perpetrator or victim, please refer to 3.1 in this Membership Protection Policy for the appropriate follow up and management.*

### **3.6. SEXUAL RELATIONSHIPS:**

Swimming NZ takes the position that consensual intimate relationships (whether or not of a sexual nature) between coaches and the adult athletes they coach, should be avoided as they can have harmful effects on the athlete involved, on other athletes and coaches and on the sport's public image. These relationships can also be perceived to be exploitative due to the differences in authority, power, maturity, status, influence and dependence between the coach and the athlete.

If an athlete attempts to initiate an intimate sexual relationship with a coach, it is the coach's responsibility to discourage the approach and to explain why such a relationship is not appropriate.

The coach or athlete may wish to seek advice or support from another adult if they feel harassed. Our complaints process is outlined in 8.1 of this policy.

*If children under the age of 18 are involved in your concerns around sexual relationships as either the perpetrator or victim, please refer to 3.1 in this Membership Protection Policy for the appropriate follow up and management.*

### **3.7. PREGNANCY:**

Pregnant women should be treated with respect and any unreasonable barriers to their full participation in our sport should be removed.

Swimming NZ recommends that pregnant women wanting to participate in our sport consult with their medical advisors to ensure they make informed decisions about participation. Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of the utmost importance in their decision making about the way they participate in our sport.

### **3.8. GENDER IDENTITY:**

Everyone bound by this policy must treat people who identify as transgender fairly and with dignity and respect. This includes acting with sensitivity and respect where a person is undergoing gender transition. Swimming NZ will not tolerate any unlawful discrimination or harassment of a person who identifies as or as thought to be transgender or transsexual.

Swimming NZ recognises there is debate over whether a male to female transgender person obtains any physical advantage over other female participants. If issues of performance advantages arise, Swimming NZ will seek advice on the application of those laws in the circumstances.

Swimming NZ is aware that the International Olympic Committee (IOC) has established criteria for selection and participation in the Olympic Games. Where a transgender person intends to compete at an elite level, we will encourage them to obtain advice about the IOC's criteria, which may differ from the position taken by Swimming NZ.

### **3.9. RESPONSIBLE SERVICE AND CONSUMPTION OF ALCOHOL:**

Swimming NZ is committed to conducting sporting and social events in a manner that promotes the responsible service and consumption of alcohol. In general, our position that:

- Event hosts must always comply with the law, including the Sale of Liquor Act.
- Event hosts must prevent drunkenness, minors accessing liquor, and understand that irresponsible liquor practices lead to problems both on and off the premises.
- At events held or endorsed by Swimming NZ where alcohol is served, food and low-alcohol and non-alcoholic drinks should also be available; and
- Safe transport options should be considered as part of any event held where alcohol is served.
- Alcohol-free social events should be provided for young people and families.

### **3.10. SMOKE-FREE AND VAPE-FREE ENVIRONMENT:**

Swimming NZ is committed to conducting sporting and social events in a manner that promotes a smoke-free and vape-free environment. The following policies should be applied to sporting and social events:

- No smoking or vaping shall occur at or near any sporting event or competition involving persons under the age of 18 years. This policy shall apply to coaches, athletes, officials, and volunteers; and
- Social functions shall be smoke-free and vape-free.

### **3.11. ANTI-DOPING AND ILLICIT DRUGS IN SPORT:**

Swimming NZ has adopted the Drug Free Sport New Zealand (DFSNZ) Anti-Doping Rules (as amended from time to time by DFSNZ) and the FINA anti-doping rules as its anti-doping policy.

Swimming NZ is committed to providing a drug-free sport in which members can compete fairly. Breaches of the DFSNZ Anti-Doping Rules shall be dealt with in accordance with those Rules.

This position statement is designed to help prevent the uptake of illicit drug use and reduce the drug-related harm to individuals, families and stakeholders of Swimming NZ and the broader community.

Some illicit drugs may be legitimately used under the supervision of a physician for a clinically justified purpose and then only if approved by Swimming NZ or Drug Free Sport NZ for each specific application. If you are using a prohibited substance for a legitimate reason and wish to compete you should obtain a Therapeutic Use Exemption from Drug Free Sport NZ. The possession and use of illicit drugs are subject to New Zealand laws.

## SECTION FOUR: DIVERSITY AND INCUSION POLICY

Swimming NZ is committed to providing an inclusive culture that fosters and promotes diversity at all levels and values the different experiences and viewpoints that each individual within a diverse group brings, and to treating every individual with respect. Swimming NZ recognises that to deliver outstanding service and breakthrough solutions to our diverse participant community, it too must be diverse.

Swimming NZ recognises and celebrates its diversity and strives to grow to reflect the diversity of its participants. Swimming NZ values and respects the contributions, ideas and experiences of people from all backgrounds and strives to provide a culture where individual diversity is recognised and celebrated.

### **Operating Principles:**

Swimming NZ views diversity as including but not limited to differences in skills, education, race, ethnicity, gender, age, sexual orientation, cultural background, family responsibilities, physical abilities and beliefs.

Swimming NZ recognises inclusion as the organisational means by which diverse individuals are culturally and socially accepted, welcomed, equally treated and enabled to reach and contribute their full talents.

### **Scope:**

This policy applies to every level and aspect of the business including but not limited to the Board and Staff across Swimming NZ.

### **Accountability**

The Chief Executive Officer (and/or their delegates) is accountable to the Swimming NZ Board for the successful implementation of this policy. To ensure this occurs, the Board will monitor and report progress on diversity and inclusion initiatives as appropriate, but at least annually.

### **4.1. POLICY:**

This policy provides a framework for Swimming NZ's current and future diversity and inclusion initiatives. Swimming NZ strives for a culture of inclusion in which the unique contributions of all are recognised and valued, where people are free to be themselves. Diversity is embraced, and we promote a work environment that is encouraging of difference and free from harassment and discrimination. Swimming NZ is committed to providing opportunities and initiatives that assist all to reach their potential and will regularly benchmark and report on its diversity progress, policy and objectives.

### **Policy Objectives:**

Each year Swimming NZ's Board will set measurable objectives to promote diversity and inclusion, including gender and pay equity. The Board will require that for each paid and unpaid position e.g. national coaching positions, at least will be considered and interviewed.

The Board will review and disclose annually in its annual report a diversity statement on the composition of the Swimming NZ Board and staff.

## SECTION FIVE: POLICE VETTING POLICY AND PROCESS

The Swimming NZ Police Vetting policy is an essential part of its proactive and preventative approach to ensuring that every person involved in swimming is treated with respect, dignity and is protected from abuse. Swimming NZ is committed to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport.

Swimming NZ will take all practicable steps to verify the suitability of individuals wishing to be involved in national events and other events or activities as identified by Swimming NZ, the regions, and clubs.

### 5.1 POLICY:

Swimming NZ requires individuals who operate at a club, regional or national level who wish to act in a role (paid or voluntary) that will have sole or joint responsibility for children or vulnerable people, to undergo a police vetting check (police vet) prior to being approved. Following the initial satisfactory police vet, coaches are to be vetted every two years and technical officials, managers, and others every three years thereafter.

Participation at Swimming NZ events by any coach, team manager or technical official is subject to:

- the individual returning a police vet report stating 'no result' **or**
- the individual returning a police vet report stating 'released with results', excluding an offence(s) specified under the [Vulnerable Children Act 2014 – schedule 2](#)

If the returned police vet report **does contain** an offence(s) specified under the Vulnerable Children Act 2014 – schedule 2, then the individuals membership of Swimming NZ will be suspended immediately pending further enquiry by Swimming NZ. If the returned police vet report **does not contain** an offence(s) specified under the Vulnerable Children Act 2014 – schedule 2, then in most cases, participation at Swimming NZ events will be approved subject to prior review by the Swimming NZ Membership Protection Advisor, who may recommend to Swimming NZ that participation at Swimming NZ events be denied pending further review of the result.

By agreeing to go through the police vetting process, individuals grant Swimming NZ the right to inform the relevant club/s that the police vet report has been released 'with results'. Swimming NZ will not provide any details that are contained within the 'with results' report. Swimming NZ will strongly recommend the club and individual discuss these results.

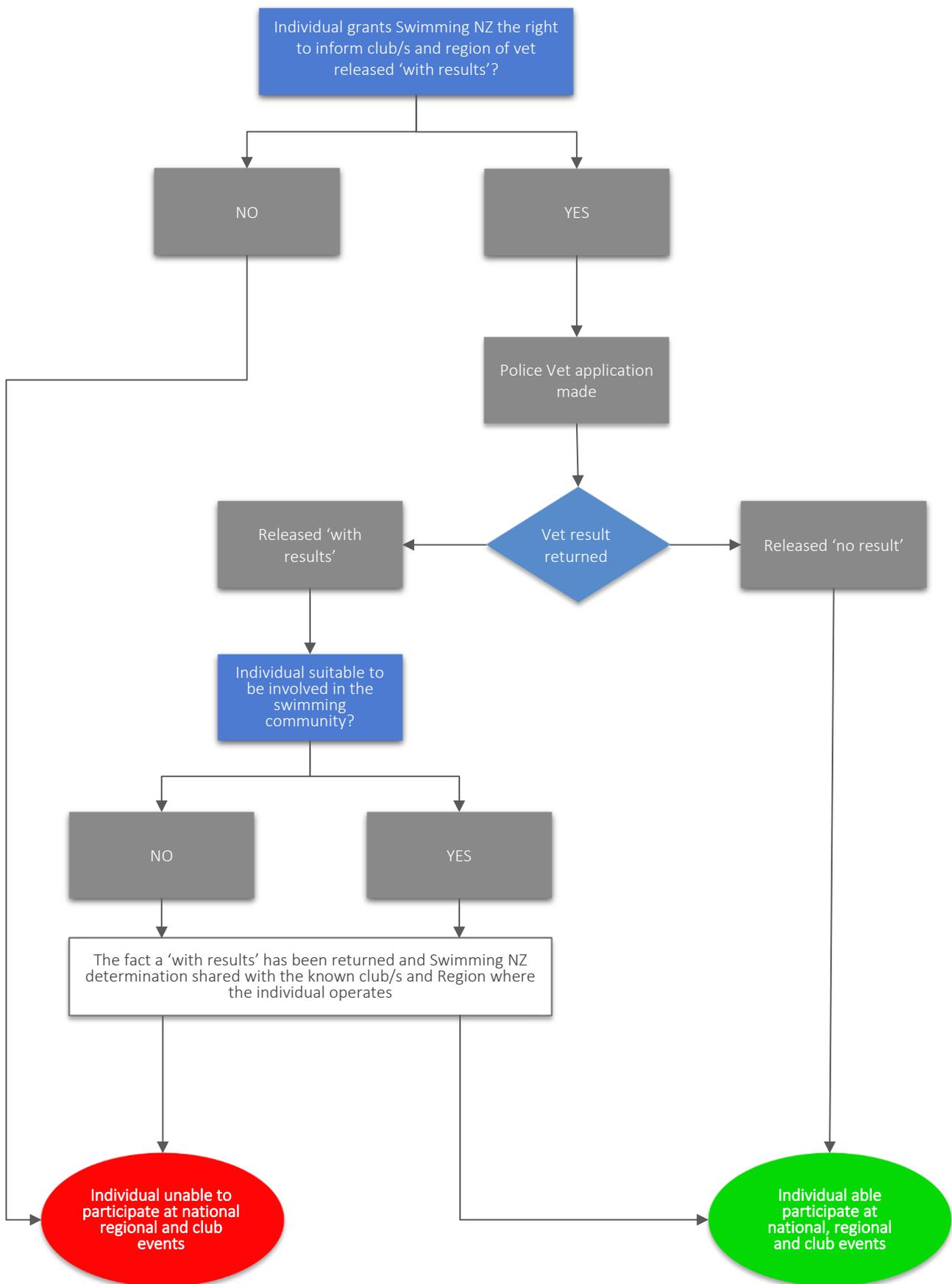
If the individual does not grant Swimming NZ the right to inform the relevant club/s that the police vet report has been released 'with results', then application for participation at Swimming NZ events will be denied.

Notwithstanding the standard two- or three-year cycle Swimming NZ may undertake further police vetting of an individual at any time it considers appropriate, (subject to fresh consent by the individual). If the procedure reports a previously undisclosed incident or behaviour relevant to this policy, the future of the individual's continued involvement with Swimming NZ will be reviewed and may, if appropriate, be terminated.

Swimming NZ will appoint a Membership Protection Advisor (MPA) who will work with Swimming NZ, New Zealand Swim Coaches and Teachers Association (NZSCTA), regions and clubs to help enforce the policy and offer skilled advice and support in the event that any 'released with results' reports are returned.

Swimming NZ nor Regions, nor clubs have any obligations under the Vulnerable Children Act 2014.

5.2 PROCESS:



1. A police vetting report will provide information regarding any convictions, dates of those convictions, types of offences and the sentence imposed. The report will also advise whether the police recommend that an individual does not have access to children, young people or vulnerable members of society due to behaviour of a violent or sexual nature (that may not, for whatever reason, have resulted in a conviction).
2. Swimming NZ require individuals to authorise the request of a police vetting report by completing the official Consent to Disclose Information form. As part of this process the individual will be required to agree to authorise Swimming NZ to have the right to immediately advise any club/s or regions that engage the services of the individual if a 'released with results' report is returned (the details of the report will not be shared).
3. In some cases, it will be necessary to obtain the equivalent of a police vetting report or a copy of criminal conviction record from another country where the individual concerned has resided.
4. The Head of Participation and Events has oversight of the Swimming NZ police vetting policy. NZSCTA is responsible for administering the process and loading completed police vetting checks into the Swimming NZ database. The Swimming NZ Membership Protection Advisor (MPA) will be responsible for dealing with any police vet reports that are returned with results.
5. The individual concerned is entitled to request a copy of the Police vetting report obtained by Swimming NZ.
6. If the Police vetting report is returned 'released with results' NZSCTA will send the report to the MPA who will decide the suitability of the individual to be involved with swimming in New Zealand. When making this decision the MPA may consider the following when assessing the results of a vetting report:
  - o The offence is listed as one of the 'Specified Offences' as listed in the Vulnerable Children Act
  - o The nature of the offence and relevance to involvement with Swimming NZ
  - o Length of time since the crime was committed
  - o Age and maturity now as compared to when the crime was committed, the seriousness of the crime e.g. length of sentence, use of a weapon, the circumstances at the time of violent behaviour
  - o Pattern of offending, e.g. a short spate may indicate a 'phase', but a regular pattern may indicate continued inappropriate behaviour
  - o Any other factors deemed relevant
7. If the Membership Protection Advisor (MPA) deems the results **do not** meet the threshold to exclude the individual from participating in national events they will:
  - o advise the individual of this outcome
  - o inform the club/s that engage the individual that the police vet has been released 'with results' (report details will not be shared)
  - o inform local region and any other relevant parties of the 'with results' report if deemed necessary or required.
  - o Inform NZSCTA to record on the Swimming NZ database that the police vet has been completed.
8. If the Membership Protection Advisor deems the results **do** meet the threshold to exclude the individual from participating in national events, or maintaining Swimming NZ membership they will pass on the information to the Swimming NZ CEO who will:

- advise the individual of this outcome
  - work in conjunction with the individual to understand the full circumstances of the details contained within the report
  - inform the club/s that engage the individual that the police vet has been released 'with results' (report details will not be shared) with a recommendation that could include immediate suspension of the member pending a further investigation
  - inform local region and any other relevant parties of the 'with results' report if deemed necessary
  - make a recommendation to the Swimming NZ Board as to the suitability of continued Swimming NZ membership
9. If Swimming NZ already engages the individual, they may suspend the individual pending the decision to either cease or continue their involvement with Swimming NZ. If the individual is applying to take part in a national event for the first time their application for accreditation will be placed on hold pending the outcome of the police vet report.

## SECTION SIX: COMPLAINTS AND DISCIPLINE POLICY AND PROCESS

### 6.1 POLICY:

Swimming NZ believes that all members (athletes, coaches, clubs, and regions) deserve, and should always show, respect and understanding for each other.

A member may wish to make a formal complaint about a wide variety of actions, decisions or processes that affect them or another member. When people involved in swimming get into disagreements or disputes it can become a significant issue. Responding quickly, fairly, and thoughtfully to address complaints and disputes is important to everyone involved.

The purpose of the *Complaints and Discipline Policy and Process* is to:

- provide processes to resolve disputes that arise between people involved in swimming in New Zealand that cannot in the first instance be resolved between parties
- provide processes to deal with alleged breaches of the Swimming NZ Code of Conduct and serious breaches of Swimming NZ policies
- provide a process to determine appeals against a decision involving suspension, expulsion, penalty, or material detriment to an individual

Any person who considers that a member has engaged in harassment, discrimination or abuse may make a complaint. A complaint may be in relation to an act, behaviour, omission, situation, or decision that the complainant considers unfair, unjustified, unlawful and / or a breach of the Swimming NZ Code of Conduct.

Every effort will be made to resolve any complaint at the lowest level possible. Therefore, if a complaint or issue of concern is related to behaviour or an incident that occurred at a club or regional level then this should be reported to and handled by the relevant club or regional association. Where a complaint cannot be resolved at club or regional association level, it should be directed to Swimming NZ through its Membership Protection Advisor.

#### **Improper Complaints**

Swimming NZ aims for any complaints to have integrity and be free of unfair repercussions or victimisation against the person making the complaint. If at any point in the complaints process a complainant has knowingly made an untrue complaint or the complaint is malicious or intended to cause distress to the person complained of, the matter may be dealt with as a disciplinary matter.

#### **Disputes between Members**

Disputes that are sufficiently serious that they are escalated to Swimming NZ will be subject to this policy.

#### **Relationship to the Swimming NZ Constitution**

This Policy must not be interpreted as restricting or limiting the powers of Swimming NZ, the Board, or the CEO as provided for in the Constitution or the powers of a Region under its rules.

#### **Relationship to law**

Any action taken under this Policy will be without prejudice to any right or remedy a member, Swimming NZ or a Region may have in law.

#### **Doping**

This Policy does not apply to violations of Drug Free Sport New Zealand's Anti-Doping Rules. Members will be bound by the provisions of the Drug Free Sport New Zealand Anti-Doping Rules.

## Selection appeals

This Policy does not apply to appeals against:

- A Member's non-selection to a New Zealand swimming team
- A Member's non-nomination to a New Zealand Olympic or Commonwealth Games Team.

Any appeal relating to the non-selection of athletes needs to be made directly to the Swimming NZ CEO within 7 days of notification of non-selection/nomination

If unsure whether the **Complaints and Disputes Policy** applies to your situation, the Swimming NZ Membership Protection Advisor can provide guidance and can be contacted on [mpa@swimming.org.nz](mailto:mpa@swimming.org.nz)

## 6.2 PROCESS:

### 6.2.1 Lodging a complaint

A complaint or issue of concern is constituted when submitted in writing. It is recognised that when complaints are of a highly sensitive nature, it may be required to preserve the anonymity of the complainant. The complaint form and any accompanying notes must be kept in a confidential and safe place. Complaints must be made in writing within 14 days of the event(s). Use the attached Complaint Form where possible.

Generally, if a complaint or issue of concern is related to behaviour or an incident that occurred at a club or regional association level then this should be reported to and resolved by the **relevant club or region**.

Where a complaint or issue of concern cannot be resolved at club or regional association level, or it specifically relates to an occurrence at a national event it should be directed to Swimming NZ through its **Membership Protection Advisor (MPA)**.

The **Membership Protection Advisor** has the right to forward a complaint to any party they deem appropriate to assess and resolve the issue.

### Complaints involving children

If the complaint involves children, the Swimming NZ *Child Protection Guidelines* must be followed, and the Membership Protection Advisor must be informed at [mpa@swimming.org.nz](mailto:mpa@swimming.org.nz). If the complaint involves serious risk to the safety of children, then the Police or Oranga Tamariki (Ministry for Children) should be contacted immediately.

### 6.2.2 Club Resolution

- a. Where there is an alleged breach of the *Code of Conduct* or breach of a Swimming NZ policy, the incident should initially be raised with the relevant club. The club may be able to resolve the issue by taking informal steps such as holding a meeting, reviewing a process or decision, or requesting an apology is given.
- b. Where the club has no rules that deal with disciplinary matters, the club will determine the matter in accordance with this Complaints and Discipline Policy. In such situations:
  - i. The club committee will choose the members of the panel (taking into consideration independence and experience) to consider the matter
  - ii. In relation to breaches of the *Code of Conduct* and Swimming NZ policies, there will be a right of appeal to Swimming NZ only in accordance with Rule 4 (Appeals).

- c. Where a satisfactory resolution cannot be reached by the club, the issue is too serious to be addressed informally or the club is unable to run a proper process (e.g. where the club is involved in the alleged breach), the matter will be dealt with by the Region whose Member is allegedly in breach.
- d. Where a satisfactory resolution cannot be reached by either the club or regional association, the alleged breach may be escalated to Swimming NZ.

### 6.2.3 Region Resolution

- a) Where any breach or dispute is to be determined by a Region it will be determined in accordance with the rules of that Region.
- b) Where a Region has no rules that deal with disciplinary matters, the Region will determine the matter in accordance with this ***Complaints and Discipline Policy***. In such situations:
  - i. The board (or executive committee) of the Region will choose the members of the panel (taking into consideration independence and experience) to consider the matter
  - ii. In relation to breaches of the *Code of Conduct* and Swimming NZ policies, there will be a right of appeal to Swimming NZ only in accordance with 6.2.5.

### 6.2.4 Process for club and Region Resolutions:

- i. A process for resolving an alleged breach of the *Code of Conduct* or significant breach of a Swimming NZ policy may be simple and straightforward, or it may be more formal and include reviewing documents, data, and interviewing witnesses.
- ii. All processes for resolving matters must be run in good faith and follow the principles of natural justice. This includes not jumping to conclusions before going through a proper process. A simple test for processes and decisions is ‘what would a fair and reasonable person have done in the circumstances’?
- iii. Key elements of a fair process:
  - The person complained about, or accused of the breach, should be told details of the allegation(s);
  - the person complained about, or accused of the breach, should be given a reasonable opportunity to respond; and
  - any explanations should be fully considered before conclusions are reached
  - the outcome, with a summary of the allegation, the evidence considered, any submissions made and the reasons for the decision should be recorded in writing and given to the people directly involved.

### 6.2.5 Appeals from Regional Members and Member Clubs

- a. A Member may appeal a decision made by a Club or Region only if the outcome is:
  - Suspension
  - Expulsion
  - Penalty; or
  - Any other material detriment
- b. A decision made by a Club or Region can only be appealed to Swimming NZ on the ground that the decision and/or penalty (as listed above) is incorrect, excessive, or manifestly unjust.
- c. Any appeal to Swimming NZ should be provided in writing to the CEO within 28 calendar days of the date of the decision appealed against.
- d. The written notice will:

- i. Include a copy of the decision being appealed against
- ii. Include a summary of the reasons why the Member wishes to appeal against the decision
- iii. Indicate whether the Member wishes to appeal against a part of the decision (and if so the grounds for doing so) or wishes to have a re-hearing of the entire matter
- iv. Be copied to the Region or Member Club which made the decision being appealed against.
- v. Upon receipt of the notice the Swimming NZ CEO may either:
  - (i) Convene a Panel in accordance with Rule 6.2(g) below; or
  - (ii) Require that the Regional Member / Member Club and the Member submit to the jurisdiction of the Sports Tribunal for the hearing of the appeal

#### **6.2.6 Investigation of complaints by Swimming NZ**

- a) Where a formal complaint is made or referred to Swimming NZ, the Chief Executive Officer (CEO) may refer it to the Membership Protection Advisor (MPA) who will assess it and make a recommendation about where the complaint should be directed, what process should be followed, and who the decision maker should be. Options might include an informal process, investigation, facilitation or mediation, or a disciplinary process.
- b) The CEO/MPA will acknowledge receipt of a complaint within 3 working days of receiving it. Details of the complaint will be entered into a Complaints Register.
- c) The complaint will be assessed with the following matters to be considered:
  - what the complaint is about
  - how serious or urgent the complaint is
  - whether there is a prescribed process for the type of complaint
  - whether the matter should be dealt with under the Disciplinary and Appeals Policy
  - whether the complaint may indicate a systemic problem
  - what risks the complaint raises for the Club / organization / Swimming NZ; and
  - the kind of resolution sought by the complainant
- d) After investigating these matters, a recommendation can be made by the MPA to the CEO as to whether:
  - a. there is no clear basis for complaint and no action can be taken (and an explanation given to the complainant); or
  - b. the complaint can be resolved informally and therefore is referred to the club or region for resolution; or
  - c. a formal process is needed; or
  - d. a hearing is needed (see 6.2 (g))
- e) If a formal process is required the CEO may decide at their sole discretion to may appoint a suitably qualified/experienced person) to undertake an investigation, such as the Membership Protection Advisor.
- f) Any investigation of an alleged breach or enforcement may be postponed where there is a separate investigation by an outside agency.

#### **6.2.7 Hearing**

##### *a) Appointment of Panel*

The CEO will appoint a panel of enquiry of three individuals made up as follows:

- An appropriately qualified person (for example, a lawyer, a Justice of the Peace, or HR professional) who will act as the Panel's Chair

- two other people the CEO deems appropriate to hear the matter

*b) Conflict of Interest*

No person may sit on the Panel who has an actual or potential conflict of interest which may affect their impartiality in hearing the matter before them.

*c) Procedures to be adopted*

In hearing any matter under this Policy, the Panel will have the right to determine all procedures to be adopted.

*d) Non-attendance by party at hearing*

Once a hearing date is decided and notified to the people directly involved in the appeal, the Panel can make a determination on the available evidence on or after the date set for the hearing, whether or not any party attends the hearing or makes written submissions.

*e) Documents*

Where a party to the hearing wants to submit document to hearing these must be sent to any other party and the Panel at least five business days before the date convened for the hearing. The Panel can exclude any documents not received in accordance with this rule.

*f) Witnesses*

The Panel can, in relation to any hearing, request the attendance of any person, ask any questions and call any evidence that the Panel, in its absolute discretion, thinks fit. The Panel has no legal power to compel witnesses to attend, other than Members who are contractually required to do so.

*g) Written Submissions*

Any party to a hearing (including the CEO and/or the Child Protection Advisor) may make written submissions to the Panel as long as these are copied to the Panel and the other parties five days before the hearing.

*h) Representation/Support Person*

At any hearing any Member may be represented by a lawyer, advocate, or support person who can make submissions on that Member's behalf. A representative or support person cannot give evidence on that Member's behalf.

*i) Confidentiality*

All hearings before the Panel will be confidential and any matters discussed will be held in the strictest confidence between those in attendance at the hearing.

## **6.2.8 Determination**

*a) General justice and fairness*

The Panel will make its determinations in the following manner:

- Consistent with natural justice
- Consistent with any contractual or employment rules that apply
- Based on the evidence presented to the Panel; and
- Reflective of the seriousness of the breach

*b) Written Reasons*

The Panel will provide a written determination to the parties, which sets out the reasons for the determination, as soon as possible after the hearing.

c) *Determinations final and binding*

Subject only to the right of appeal set out in 6.2(k) all Determinations of the Panel will be final and binding.

d) *Determinations Confidential*

All determinations of the Panel will be confidential between the parties unless the Panel decides that publication of the determination is in the best interests of the sport (for example, name suppression to deter others from similar conduct).

e) *Manifest error*

The Panel may at any time correct, vary or set aside a determination where there is a manifest error in the determination.

f) *What the Panel can determine*

After hearing the evidence, the Panel can make one or more of the following orders:

- a) In relation to alleged breaches of the *Code of Conduct* or Swimming NZ policies:
  - (i) Make an order that the Member is found to have breached the *Code of Conduct* or a Swimming NZ Policy and will commit no further breach
  - (ii) Find the alleged breach of the *Code of Conduct* or Swimming NZ Policy to have been proven and impose a sanction
  - (iii) Find the alleged breach of the *Code of Conduct* or Swimming NZ Policy or any part to be proven, but decline to take any further action in the matter
  - (iv) Find the alleged breach of this *Code of Conduct* or Swimming NZ Policy or any part of it not proven and dismiss the allegation.
  
- b) In relation to an appeal by a Member from a decision of a Region or Member Club:
  - (i) Allow the appeal and set aside the decision being appealed against and substitute its own decision; or
  - (ii) Dismiss the appeal.

## 6.2.9 Sanctions

### *Sanctions Available*

If a Member is found to have breached any part of the *Code of Conduct* or Swimming NZ policies, the Panel can impose one or more of the following sanctions:

- (a) Issue a written warning
- (b) Direct that the Member attend counselling to address their behaviour as a condition of their membership
- (c) Withdrawal of any awards, placings, records, activities or events sanctioned by Swimming NZ
- (d) Suspend the Member's membership rights in Swimming NZ for a stated period
- (e) Suspend the Member from participating in any swimming related activity which is run under the auspices of Swimming NZ, a Region or a Member Club
- (f) Require an apology, or order reparation or compensation to any Member affected by the breach
- (g) Recommend the expulsion of the Member from either Swimming NZ, the Member's Region or Member Club
  
- (h) Enforce any sanction imposed by the IOC, FINA or the Sports Tribunal in addition to any sanction of its own which it thinks appropriate in the circumstances
- (i) Any other form of discipline the Panel considers appropriate
- (j) Where the Member is a Region or Member Club:
  - (i) direct that any funding granted or given to it by Swimming NZ cease from a specified date
  - (ii) Direct that any rights or privileges or benefits provided cease from a certain date
  - (iii) A direction that Swimming NZ cease to sanction events held by or under its auspices.
- (k) Decline to take any further action.

- (l) In determining what sanction to impose the Panel will consider the following factors:
- (a) Nature and seriousness of the breach
  - (b) Whether the person knew or should have known the behaviour was a breach
  - (c) Level of remorse demonstrated
  - (d) The effect of the proposed disciplinary measures on the person including any personal, professional, or financial consequences
  - (e) If there have been relevant prior warnings or disciplinary action
  - (f) Ability to enforce discipline if the person is a parent/guardian or spectator
  - (g) Any mitigating circumstances

#### **6.2.10 Costs**

Each party will be responsible for bearing its own costs in relation to the Hearing.

#### **6.2.11 Appeals to the Sports Tribunal:**

At its sole discretion, Swimming NZ may refer or allow an appeal of a decision of the Board of Swimming NZ to the Sports Tribunal. Any appeal will be decided under the rules of the Sports Tribunal and the outcome will be binding on the Member, Club, Region and/or Swimming NZ.

#### **6.2.12 Communicating the Outcome:**

Once the complaint/investigation process has been concluded, the Decision Maker will advise the person the complaint is made against of the outcome of the complaint verbally within 5 working days of the decision being made, followed by written confirmation. Any applicable appeal right will be outlined in the written outcome.

The panel chair or their delegate will advise the complainant of the outcome. This should be in writing and after the person complained about has been advised of the outcome. The complainant will be advised of:

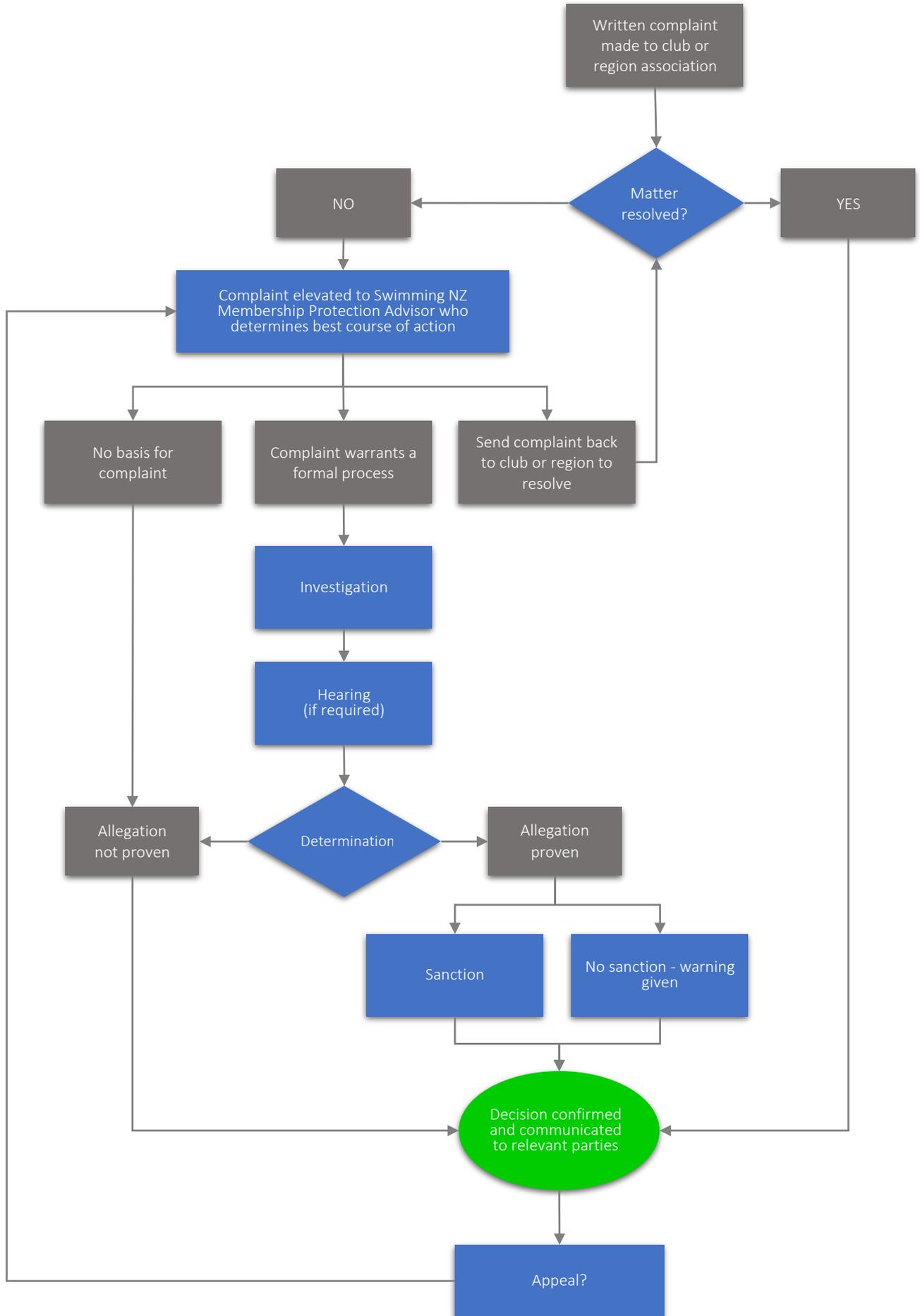
- the outcome of the complaint
- the reasons for any decisions that have been made
- any remedy that is offered, and
- information about any other remedy that might be available, such as to seek a review or appeal.

The club or region is responsible for storing all paperwork relating to the complaint in accordance with the Privacy Act 1993.

The details of all complaints are to be treated as confidential unless otherwise agreed between the parties.

All matters related to a complaint should be recorded in writing and stored in the complaints file including, summaries of phone conversations, witness statements, and supporting documents.

Formal Decision-Making Flowchart:





## OFFICIAL COMPLAINT FORM

Details of person making complaint (Adult to fill in this form if complainant is under 18)

|  |   |  |
|--|---|--|
| Complainant's Name:                                |   | Age:                                       |
| Date:  |   | Time:                                      |
| Phone Number:                                      | Email Address:                            |  |
| Club/Swim School:                                  | Region:                                   |  |
| <b>Complainant's Role</b>                          |   |  |
| <input type="checkbox"/> Administrator             | <input type="checkbox"/> Athlete          | <input type="checkbox"/> Coach             |
| <input type="checkbox"/> Parent                    | <input type="checkbox"/> Spectator        | <input type="checkbox"/> Support Personnel |
|  |   | <input type="checkbox"/> Official          |
| <input type="checkbox"/> Other, please list below: |   |  |
| <b>THE INCIDENT</b>                                |   |  |
| Name of the accused:                               | Role of the accused:                      |  |
| Date and time of alleged incident:                 | Location of alleged incident:             |  |
| Nature of complaint (can tick more than one)       |   |  |
| <input type="checkbox"/> Harassment                | <input type="checkbox"/> Coaching methods | <input type="checkbox"/> Disability        |
| <input type="checkbox"/> Discrimination            | <input type="checkbox"/> Verbal abuse     | <input type="checkbox"/> Child abuse       |
| <input type="checkbox"/> Unfair decision           | <input type="checkbox"/> Racism           | <input type="checkbox"/> Neglect           |
|  | <input type="checkbox"/> Bullying         | <input type="checkbox"/> Religion          |
|  | <input type="checkbox"/> Physical abuse   | <input type="checkbox"/> Other             |
| Description of incident/complaint:                 |   |  |
|  |   |  |
|  |   |  |
| <b>Witnesses</b>                                   |   |  |
| Name:  |   | Contact:                                   |
| Name:  |   | Contact:                                   |
| <b>ACTION TAKEN</b>                                |   |  |
|  |   |  |
|  |   |  |
| Parents/caregivers contacted? yes /no:             | Date:                                     | Other organisation/s contacted? yes/no:    |
|  |   | Date:                                      |

All information contained in this form shall be kept in confidence and will only be shared to relevant parties. Complainant must be aware that the accused parties will be advised of this complaint and be given the opportunity to respond prior to the Membership Protection Advisor making their determination.



## Police Vetting Policy and Process

Version / Date:           Version 2 / 25 February 2021

### **Introduction:**

The Swimming NZ Police Vetting policy is an essential part of its proactive and preventative approach to ensuring that every person involved in swimming is treated with respect and dignity, and protected from abuse. Swimming NZ is committed to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport.

Swimming NZ will take all practicable steps to verify the suitability of individuals wishing to be involved in national events and other events or activities as identified by Swimming NZ, the regions, and clubs.

### **5.1 POLICY:**

Swimming NZ requires individuals who operate at a club, regional or national level who wish to act in a role (paid or voluntary) that will have sole or joint responsibility for children or vulnerable people, to undergo a police vetting check (police vet) prior to being approved. Following the initial satisfactory police vet, coaches are to be vetted every two years and technical officials, managers, and others every three years thereafter.

Participation at Swimming NZ events by any coach, team manager or technical official is subject to:

- the individual returning a police vet report stating 'no result' **or**;
- the individual returning a police vet report stating 'released with results', excluding an offence(s) specified under the Vulnerable Children Act 2014 – schedule 2.
  - If the returned police vet report **does contain** an offence(s) specified under the Vulnerable Children Act 2014 – schedule 2, then the individual's membership of Swimming NZ will be suspended immediately pending further enquiry by Swimming NZ. If the returned police vet report **does not contain** an offence(s) specified under the Vulnerable Children Act 2014 – schedule 2, then in most cases, participation at Swimming NZ events will be approved subject to prior review by the Swimming NZ Membership Protection Advisor, who may recommend to Swimming NZ that participation at Swimming NZ events be denied pending further review of the result.

By agreeing to go through the police vetting process, individuals grant Swimming NZ the right to inform the relevant club/s that the police vet report has been released 'with results'. Swimming NZ will not provide any details that are contained within the 'with results' report. Swimming NZ will strongly recommend the club and individual discuss these results.

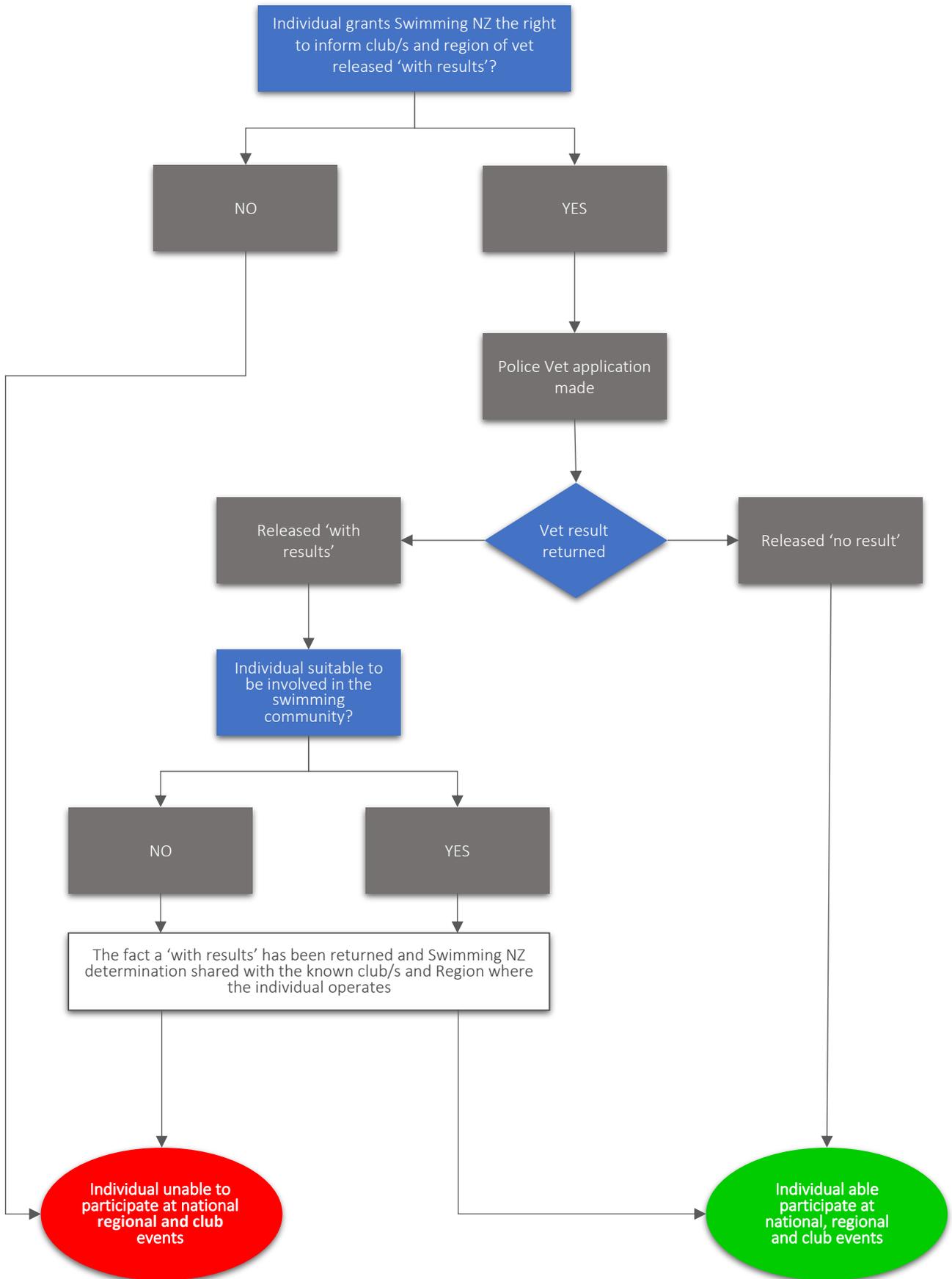
If the individual does not grant Swimming NZ the right to inform the relevant club/s that the police vet report has been released 'with results', then application for participation at Swimming NZ events will be denied.

Notwithstanding the standard two- or three-year cycle Swimming NZ may undertake further police vetting of an individual at any time it considers appropriate, (subject to fresh consent by the individual). If the procedure reports a previously undisclosed incident or behaviour relevant to this policy, the future of the individual's continued involvement with Swimming NZ will be reviewed and may, if appropriate, be terminated.

Swimming NZ will appoint a Membership Protection Advisor (MPA) who will work with Swimming NZ, New Zealand Swim Coaches and Teachers Association (NZSCTA), regions and clubs to help enforce the policy and offer skilled advice and support in the event that any 'released with results' reports are returned.

For the sake of clarity, Swimming NZ nor any Regions, Association nor clubs have any obligations under the Vulnerable Children Act 2014.

**5.2 PROCESS:**



- 5.2.1** A police vetting report will provide information regarding any convictions, dates of those convictions, types of offences and the sentence imposed. The report will also advise whether the police recommend that an individual does not have access to children, young people or vulnerable members of society due to behaviour of a violent or sexual nature (that may not, for whatever reason, have resulted in a conviction).
- 5.2.2** Swimming NZ require individuals to authorise the request of a police vetting report by completing the official Consent to Disclose Information form. As part of this process the individual will be required to agree to authorise Swimming NZ to have the right to immediately advise any club/s or regions that engage the services of the individual if a 'released with results' report is returned (the details of the report will not be shared).
- 5.2.3** In some cases, it will be necessary to obtain the equivalent of a police vetting report or a copy of criminal conviction record from another country where the individual concerned has resided.
- 5.2.4** The Head of Participation and Events has oversight of the Swimming NZ police vetting policy. NZSCTA is responsible for administering the process and loading completed police vetting checks into the Swimming NZ database. The Swimming NZ Membership Protection Advisor (MPA) will be responsible for dealing with any police vet reports that are returned with results.
- 5.2.5** The individual concerned is entitled to request a copy of the Police vetting report obtained by Swimming NZ.
- 5.2.6** If the Police vetting report is returned 'released with results' NZSCTA will send the report to the MPA who will make a determination regarding the suitability of the individual to be involved with swimming in New Zealand. When making this decision the MPA may consider the following when assessing the results of a vetting report:
- a) The offence is listed as one of the 'Specified Offences' as listed in the Vulnerable Children Act
  - b) The nature of the offence and relevance to involvement with Swimming NZ
  - c) Length of time since the crime was committed
  - d) Age and maturity now as compared to when the crime was committed, the seriousness of the crime e.g. length of sentence, use of a weapon, the circumstances at the time of violent behaviour
  - e) Pattern of offending, e.g. a short spate may indicate a 'phase', but a regular pattern may indicate continued inappropriate behaviour
  - f) Any other factors deemed relevant
- 5.2.7** If the Membership Protection Advisor (MPA) deems the results **do not** meet the threshold to exclude the individual from participating in national events they will:
- a) advise the individual of this outcome
  - b) inform the club/s that engage the individual that the police vet has been released 'with results' (report details will not be shared)
  - c) inform local region and any other relevant parties of the 'with results' report if deemed necessary or required.
  - d) Inform NZSCTA to record on the Swimming NZ database that the police vet has been completed.
- 5.2.8** If the Membership Protection Advisor deems the results **do** meet the threshold to exclude the individual from participating in national events, or maintaining Swimming NZ membership they will pass on the information to the Swimming NZ CEO who will:
- a) advise the individual of this outcome

- b) work in conjunction with the individual to understand the full circumstances of the details contained within the report
- c) inform the club/s that engage the individual that the police vet has been released 'with results' (report details will not be shared) with a recommendation that could include immediate suspension of the member pending a further investigation
- d) inform local region and any other relevant parties of the 'with results' report if deemed necessary
- e) make a recommendation to the Swimming NZ Board as to the suitability of continued Swimming NZ membership

**5.2.9** If Swimming NZ already engages the individual, they may suspend the individual pending the decision to either cease or continue their involvement with Swimming NZ. If the individual is applying to take part in a national event for the first time their application for accreditation will be placed on hold pending the outcome of the police vet report.