



EASTERN GAUTENG AQUATICS  
BEHAVIOUR MANAGEMENT POLICY

APPENDIX VI:

01 SEPTEMBER 2020

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PRESIDENT  
C.A. KNIGHT



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## **BEHAVIOUR MANAGEMENT POLICY**

### **1. Introduction**

Eastern Gauteng Aquatics has a responsibility to ensure that all participants in Aquatics are provided with a safe and appropriate environment, services and facilities for optimal development in Aquatics. This Behaviour Management Policy is the framework on which to base all aspects relating to providing and managing the total code of aquatics within Eastern Gauteng (hereinafter “EGA”) in a fair, dignified and respectful manner. It is informed by the value that all Aquatics activities should be managed in a transparent manner for the benefit of all stakeholders and participants.

This Policy and the Codes of Conduct and Disciplinary Procedures serves as a guideline to ensure that the Aquatics environment at Eastern Gauteng Aquatics supports the emotional, social and physical health and well-being of all participants and promotes the best quality of life and achievement possible for all stakeholders. In addition, the Disciplinary Procedures of dealing with transgressions through disciplinary hearings, enforcement of sanctions and appealing procedures are also introduced.

The Policy and Code of Conduct relates to the conduct and actions of all Elected Officials, Coaches, Officials, Swimmers, Capitated Members, Affiliates, Parents, Spectators and all Volunteers associated with the Eastern Gauteng Aquatics programmes in their determination to promote professional conduct and responsible behaviour from the relevant stakeholders.

It is the responsibility of each Affiliate (Clubs) to ensure that elected Executive Committees, Officials, Coaches, Swimmers, Members and Volunteers adhere to these principles and procedures as set out herein. All violations of these principles will be dealt with as prescribed in this Policy, after which the policies and procedures of Eastern Gauteng Aquatics will apply.

Rationale leading and managing Eastern Gauteng Aquatics involves many challenging situations and liabilities. An ethical approach to the management of and interaction with participants will protect Eastern Gauteng Aquatics, full-time staff and all participants including its volunteers, and will promote a safe environment in which to engage in Aquatics. Therefore, it is important for all role players and participants to be treated in a respectful and sensitive manner that typifies democracy in its most positive sense.

As a Federation, Eastern Gauteng Aquatics is committed to working professionally to entrench this Policy and the Code of Conduct, and where necessary, deal with transgressions transparently in accordance to the procedures laid therein. Eastern Gauteng Aquatics will ensure that all participants and all role players in the programme enjoy themselves in a safe and secure environment.

# Eastern Gauteng Aquatics



## 2. Objectives

The Policy and the EGA Code of Conduct is aimed at achieving the following objectives:

- 2.1 To establish standards of behaviour/conduct expected of all members and affiliates;
- 2.2 To establish procedures for dealing with breaches of the Policy and the Code of Conduct and to ensure compliance therewith;
- 2.3 To provide all members and affiliates with the best possible Aquatics experiences regardless of race, age, gender, creed and ability;
- 2.4 To provide a supportive environment for enjoyable Aquatics activity and participation with open pathways for potential high performers to reach their best;
- 2.5 To provide the safest and friendliest possible environment for all members;
- 2.6 To provide equitable opportunities for all scholars to participate in the various Aquatics programmes;
- 2.7 To equip Coaches, Team Managers and Technical Officials with guidelines to utilise in planning, managing and implementing appropriate Aquatics programmes by way of workshops, conferences and courses;
- 2.8 To ensure transparency in the running of the various Development programmes;
- 2.9 To safeguard the rights of all Members (Staff, Coaches, Officials, Swimmers, Parents, Spectators, and other Volunteers)
- 2.10 To prevent bringing the name of Eastern Gauteng Aquatics into disrepute;
- 2.11 To protect and provide guidelines to all participants in situations in which decisions regarding improper conduct have to be made.

# Eastern Gauteng Aquatics



## 3. Definitions

In this Policy and Code of Conduct, unless the context indicates otherwise:

Misconduct means a transgression in respect of Eastern Gauteng Aquatics..

1. Policies;
2. Rules;
3. Procedures;
4. Regulations;
5. Generally accepted standards or processes regulating conduct;
6. Lawful instruction;
7. Any law;
8. Participation

'Members' means:

1. Administrators;
2. Affiliates
3. Associate Members
4. Executive Committees;
5. Coaches;
6. Officials;
7. Swimmers;
8. Volunteers;
9. Parents.

## 4. Scope

The Policy and Code of Conduct provide a framework that extends to all persons associated with Eastern Gauteng Aquatics and its Affiliates. Therefore, its scope spreads across the following constituencies:

1. Affiliates
2. Associate Members
3. Committees
4. Coaches
5. Technical officials
6. Swimmers
7. Parents and
8. Spectators



## 5. Roles and Responsibilities Of all Members in EGA

All persons associated with Eastern Gauteng Aquatics shall:

- 5.1 Follow the Policy and Codes of Conduct and agree that any breach of the Policy and/or the Code of Conduct may result in disciplinary action taken by the Club and/or Eastern Gauteng Aquatics.
- 5.2 Carry themselves with honesty and integrity, and exhibit true Sportsmanship at all times and represent the honour and dignity of fair play and the normally recognised high standards of behaviour expected in Aquatics.
- 5.3 Comply with the Policy, Codes of Conduct, and shall not act in a manner injurious to any member, whether physically, mentally or emotionally.
- 5.4 Respect the integrity and role of each of the other members and shall refrain from any activity that would demean or be injurious to another member, thereby bringing Eastern Gauteng Aquatics into disrepute.
- 5.5 Manage anger in a healthy way, without being abusive (verbally or in written form) and shall discourage abusive behaviour (sexual harassment, discrimination – gender, culture, race, religion, etc.) both on and off pool deck
- 5.6 Conform to the applicable guiding documents (e.g., Constitutions, Bye-laws, Rules and Regulations of Aquatics Governing Bodies to which EGA are affiliated).
- 5.7 Ensure that activities and programmes provide opportunities that emphasise access, diversity and equity; and encourage participants to reach their goals.
- 5.8 Directly or by implication, not use the name of Eastern Gauteng Aquatics or any affiliate in the endorsement of any product or service without prior approval.



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## 6. Role & Responsibilities of the EGA Executive Committee

### 6.1 Role

The role of the EGA Executive Committee is the overall management and daily running of the District and its activities and is accountable to the Provincial and National Federations.

### 6.2 Responsibilities

The responsibilities of the EGA Executive Committee are defined in job descriptions approved by Eastern Gauteng Aquatics Executive. In broader terms, the EGA Executive Committees responsibilities are:

- a. Governance and functioning of the District
- b. Daily operations of the District
- c. Participation and management
- d. Performance operations & support
- e. High performance support
- f. Affiliate support
- g. Associate Member support



## 7. Role & Responsibilities Affiliates Committees

### 7.1 Role

Affiliate Committees, where applicable, provide a platform through which the needs of the members are presented to Eastern Gauteng Aquatics.

### 7.2 Responsibilities

The responsibilities of the Affiliates Committee are stipulated in the Affiliates Constitution and any other Eastern Gauteng Aquatics policy as the case maybe. In broader terms, the Affiliates Committee's responsibilities are:

- 7.2.1 Participate in the Strategic Planning of club matters on a regular basis.
- 7.2.2 Give support to the Club on administrative matters relating to or participate actively in the organisation of participation in running of various programmes and projects (fundraising, etc.).
- 7.2.3 Identifying gaps, problems, challenges and opportunities to make the Club more responsive to the reasonable needs of the members, and bring these to the attention of the Eastern Gauteng Aquatics Executive should the need arise
- 7.2.4 Meet on a regular basis and ensure that Minutes of such meetings are taken
- 7.2.5 Call and hold an Annual General Meeting at the end of each season where a Chairperson, Secretary/Treasurer or any other relevant reports are submitted.
- 7.2.6 Establish any sub-committee as may be needed from time to time, with each sub-committee submitting its report at the end of the season.
- 7.2.7 Encourage members to pay registration fees
- 7.2.8 Abide by all policies of Eastern Gauteng Aquatics



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## 8. Role & Responsibilities of Coaches

### 8.1. Role

The Club Coach/Coaches' role is to provide a coaching philosophy and to ensure that all coaching is scientifically and developmentally appropriate.

### 8.2 Responsibilities

In broader terms, the coach/coaches' responsibilities are:

- 8.2.1 Register with Eastern Gauteng Aquatics by completing the prescribed EGA/AG/SSA capitation form and remitting to their Club with the prescribed Capitation Fee
- 8.2.2 Ensure that you have sufficient amount of CPD Points to register with EGA/AG/SSA on an annual basis
- 8.2.3 Possess the minimum qualification/certification that has been set/determined by Eastern Gauteng Aquatics and Swim South Africa
- 8.2.4 Possess a First Aid qualification recognised by Eastern Gauteng Aquatics
- 8.2.5 Provide a safe environment in which training and conditioning take place.
- 8.2.6 Prepare coaching sessions and maintain record thereof
- 8.2.7 Enforce the Policy and Codes of Conduct of Eastern Gauteng Aquatics





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## **9. Role & Responsibilities of Officials**

### **9.1 Role**

The Club officials' role is to ensure that Aquatics is carried out in the spirit of true Sportsmanship.

### **9.2 Responsibilities**

The responsibilities of the officials are defined within the Rules and Regulations of Aquatics Governing Bodies (Federations). In broader terms, the official' responsibilities are:

- 9.2.1 Possess the minimum qualification/certification that has been set/determined by an Aquatics Governing Body (Federation).
- 9.2.2 Apply the rules of Aquatics properly and fairly in a competition situation.
- 9.2.3 Keep abreast of rule changes and modifications, and sound officiating principles
- 9.2.4 Be consistent, fair, courteous and helpful to all participants.
- 9.2.5 Abide by all policies of Eastern Gauteng Aquatics



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## 10. Role & Responsibilities of Swimmers

### 10.1 Role

The role of swimmers is to represent an EGA Affiliate or EGA in a manner that is representative of the image of their Club and Eastern Gauteng Aquatics and their values.

### 10.2. Responsibilities

The responsibilities of the swimmers are defined in the Rules and Regulations of Aquatics Governing Bodies (Federations – Aquatics Gauteng, Swim South Africa and FINA); and within Eastern Gauteng Aquatics. The swimmers responsibilities are:

- 10.2.1 Pay annual registration fees to become a member of a Club
- 10.2.2 Attend all training and coaching planned by the coach/coaches
- 10.2.3 Attend and support competitions as scheduled and set out by EGA
- 10.2.4 Abide by all policies of Eastern Gauteng Aquatics



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## **11. Role & Responsibilities of Volunteers**

### **11.1 Role**

Volunteers are the backbone of all EGA Clubs and are recognised and appreciated for their continued involvement in events, games/matches and projects.

### **11.2 Responsibilities**

The responsibilities of the volunteers are:

1. Make themselves available to serve in various capacities in their Club.
2. Get involved in Club events, competitions and projects in whatever role that the Club may decide or as per needs and interest of the volunteer.
3. Abide by all other policies of Eastern Gauteng Aquatics

## **12. Role & Responsibilities of Parents**

### **12.1 Role**

Parents are central to the existence of Eastern Gauteng Aquatics for making the decision for their children to become members of clubs. As such, parents can also apply for Club membership if they so wish.

### **12.2 Responsibilities**

The responsibilities of parents are:

1. Support and encourage their child to participate in Club & District Aquatics and programmes.
2. Ensure that their child is well and healthy to participate.
3. Promote and abide by the Code of Conduct while their child is involved in Aquatics
4. Refrain from interfering with the work of coaches, team managers and other volunteers carrying out their mandates.
5. Abide by all other policies of Eastern Gauteng Aquatics



## 13. Managing & Monitoring the Codes of Conduct

Eastern Gauteng Aquatics, being a proactive organisation, hereby establishes a transparent system for handling breaches of the Policy and Codes of Conduct to clearly indicate:

1. The management of complaints and Misconduct
2. The responsibility for implementing the disciplinary procedure
3. The responsibility for monitoring the implementation of the disciplinary procedure,
4. The appeals process, and
5. The sanction for minor and major Misconduct

These guidelines, principles and procedures are aimed at providing consistency in how Eastern Gauteng Aquatics and Eastern Gauteng Aquatics Clubs deal with Misconduct.

They are meant to promote fairness and just due process in dealing with Misconduct. Above all, the Policy and Code of Conduct should be seen as a way of ensuring that all Stakeholders conduct their activities in a supportive and secure environment that encourages the development of self-worth/esteem, mutual respect and a healthy/supportive community.



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## **13.1 Misconduct**

Misconduct is classified on its' seriousness and frequency. As such some may be classified as minor on a first report, but if a pattern of minor Misconduct continues, the next offence may be treated as a major Misconduct. There may also be instances where a first offence can be a major Misconduct if the matter is serious, e.g., if an injury results from the Misconduct.

Misconduct that transgresses EGA Rules and Regulations may be referred directly/immediately to Eastern Gauteng Aquatics Disciplinary Procedure on the recommendation of the Executive Committee, Affiliate, Team Manager, Marshall and or other Technical Official.

## **13.2 Minor Misconduct and Penalties**

Disrespectful, offensive, abusive, discriminatory or sexist comments or behaviour may be applied singly or in combination:

### **Transgressions:**

1. Remonstrating or arguing with an official (unsportsmanlike conduct)
2. Being late for or absent from Aquatics events
3. Failure to follow dress code at District, Provincial and National events

### **Penalties that can be imposed**

1. Verbal warning or reprimand
2. Written warning
3. Final written warning (hand delivered to the member)
4. Suspension from Aquatics activities (may include suspension from the next scheduled competition)
5. Community work
6. Other penalties as may be considered by the club



## **13.3 Major Misconduct and Penalties**

The below mentioned transgressions are a guideline and does not constitute a full and exhaustive list of all the transgressions with which a member may be charged. It sets out, by way of example, some transgressions with appropriate disciplinary measures. Should Eastern Gauteng Aquatics or a Club elect to charge a person with a transgression listed, the disciplinary measures set out in respect thereof are merely guidelines and do not constitute inflexible rules which have to be followed slavishly.

### **Transgressions:**

1. Unsportsmanlike conduct involving violence such as fighting
2. Repeated or gross display of offensive, abusive, discriminatory or sexist comments or behaviour
3. Repeated disrespectful behaviour toward others
4. Repeated lateness for or absence from Aquatics activities
5. Criminal activities such as theft, etc.
6. Minors drinking alcohol at any time
7. Adults being under the influence of alcohol while on official duties
8. Spectators being under the influence of alcohol whilst at the competition
9. Being under the influence of illicit drugs, possessing, using or selling drugs
10. Being under the influence of or using other intoxicating substances
11. Betting on Aquatics results
12. Activity or behaviour that disrupts competitions, meetings, Aquatics activities, events or training
13. Pranks, jokes or other activities that endanger the safety of others
14. Any behaviour considered to be harassment, including sexual harassment

### **Penalties that can be imposed**

1. Removal of privileges/benefits of membership
2. Removal from Aquatics activities for a portion of or all of the season (or specific activities)
3. Removal of membership
4. Monetary fines



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## **13.4 Responsibility for Discipline**

The following guidelines will apply when dealing with the responsibility for enforcing discipline:

### **13.4.1 Minor Misconduct**

1. The Coach or Team Manager of a team is responsible to apply discipline for minor Misconduct, with the support of the Chairperson | Executive Committee of the Affiliate if necessary.
2. Where Coaches, Officials, Parents, other Volunteers and Spectators are involved, the Affiliate will apply discipline, with the support of Eastern Gauteng Aquatics Executive Committee if necessary.

### **13.4.2 Major Misconduct**

A Disciplinary Committee appointed by EGA will apply discipline for major Misconduct as outlined in the Code of Conduct. The Disciplinary Committee will be comprised by the following, and must be unbiased and impartial at all times.

1. The Chairperson from the Athletes Club
2. Any two persons from the EGA Executive Committee
3. Any one Honorary Life Member
4. A member from another Club Executive Committee within Eastern Gauteng Aquatics.



## **13.5 Disciplinary Procedures**

### **13.5.1 Minor Misconduct**

1. Minor misconduct must be reported to the Club Executive immediately
2. In the case involving a coach, administrator, official, parents or spectators, the Club must report any misconduct on the EGA Incident Report to the EGA Executive Committee
3. The Coach/Club will use this Code of Conduct as a guideline to decide what, if any, disciplinary action is required.
4. The person charged with Misconduct must be given a chance to respond to the report.

### **13.5.2 Major Misconduct**

1. Major misconduct must be reported to the Club Executive immediately.
2. In the case involving a coach, administrator, official, parents or spectators, the Club must report any misconduct on the EGA Incident Report to the EGA Executive Committee
3. The Club/EGA will use the Code of Conduct as a guideline to decide what, if any, disciplinary action is required.
4. Witnesses to a major Misconduct must make a written statement of the incident to the Club
5. As soon as possible when a Major Misconduct Incident Report is received, Club/EGA will investigate the Claim.
6. The Disciplinary Committee will ensure the accused individual(s):
  - ≈ Know they may choose to be accompanied by a representative at the hearing (coach, manager, athlete or Club volunteer).
  - ≈ Have an opportunity to address the Disciplinary Committee, including calling witnesses in their own defence, and
  - ≈ Has his/her privacy respected by holding the hearing in private.
7. The Disciplinary Committee will, after hearing all information given about the alleged transgression:
  - ≈ Decide if the incident constitutes a Misconduct in and whether it is major or minor;
  - ≈ Consider all facts and circumstances, including past conduct of the accused individual(s); and
  - ≈ Decide on any disciplinary measures or corrective action.
8. The Disciplinary Committee will provide a written report of its decision on the Disciplinary Hearing Report to the accused, the Coach and the Affiliates Executive Committee



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9. The accused may choose to dispute the decision of the Disciplinary Committee by lodging an appeal as per the Appeals Procedures.

### **13.6 Appeals Procedure**

Anyone disciplined under this Policy and its Codes of Conduct may appeal the decision of the Disciplinary Committee, club and/or Eastern Gauteng Aquatics. If an appeal is lodged, the notice of Appeal Form must be used when submitting Appeals.

#### **13.6.1 The grounds for appeal are the following:**

1. Decision makers did not have authority or jurisdiction;
2. Failure to follow Eastern Gauteng Aquatics procedures;
3. Decision was biased or decision makers were impartial; [
4. Information that was relevant was not considered;
5. Information that was not relevant was considered;
6. Disciplinary sanction was improper; or
7. Decision was unreasonable;
8. New evidence or evidence not having been dealt with during disciplinary having come to the fore.

#### **13.6.2 Responsibilities**

##### **The appellant should**

1. As per the EGA Constitution appeal Appellant may appeal the decision of the Disciplinary Committee in writing by no later than one month after the Disciplinary Committee's written decision.
2. On lodging the appeal the amount of R100-00 must be deposited with the District Secretary
3. Not participate in any EGA or SSA activities whilst awaiting for the appeal to be heard

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## Appeals

An Appeals Committee will hear appeals of disciplinary decisions as outlined in this Code. The Appeals Committee will comprise of the following:

1. Appeal Convenor
2. The Chairperson from the Athletes Club
3. Any two persons from the EGA Executive Committee
4. Any one Honorary Life Member
5. A member from another Club Executive Committee within Eastern Gauteng Aquatics.

The Convenor of the Appeal Committee as nominated by EGA shall ensure that the Committee is impartial

### The Appeals Convenor will ensure that:

1. Appellants know their right to be accompanied by a representative at the hearing who may represent him/her.
2. Appellants have the opportunity to address the Appeal Committee, including calling witnesses in their own defence, and
3. The hearing is held in private and the privacy of all those involved is protected.
4. The Appeals Committee may decide to do any one of the following:
  - ≈ Uphold the decision of the Disciplinary Committee, or
  - ≈ Substitute the decision with another decision, or
  - ≈ Modify the penalty or penalties chosen by the Disciplinary Committee.
  - ≈ The disciplinary measure imposed may be back-dated to the initial date on which it would have become effective if it were not for the appeal.
5. The decision of the Appeal Committee is final and no further appeal to a higher line authority within Eastern Gauteng Aquatics is possible.

## 14. Confidentiality

Eastern Gauteng Aquatics and Affiliates Officers responsible for implementing the Policy and Code of Conduct will keep confidential the names and details related to breaches of the Policy and Code of Conduct unless disclosure is necessary as part of the disciplinary, corrective or appeals process.

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## 15. Conclusion

This Policy and Code of Conduct are issued under the authority of Eastern Gauteng Aquatics. The authority to make exceptions and approve revisions to the Policy and Code of Conduct rests with Eastern Gauteng Aquatics.