



**KENYA SWIMMING FEDERATION
NAIROBI COUNTY SWIMMING
MANAGEMENT COMMITTEE
(KSF NCSMC)**

INFORMATION PACKAGE

&

GENERAL GUIDELINES

2018 / 2019 SEASON

AUGUST 2018



1. NAIROBI COUNTY SWIMMING MANAGEMENT COMMITTEE (NCSMC)

Dear Nairobi County Swim Teams,

Following the communication from Sports Disputes Tribunal dated 7th August, 2018 on the Kenya Swimming Federation IMC decision to take over management of swimming in Nairobi County pending the merger of Nairobi Swimming Association and Kenya Swimming Federation, Nairobi Branch, we the appointed Committee (here in after referred to as Nairobi County Swimming Management Committee (NCSMC)) on behalf of KSF IMC hereby issue 2018/2019 this Information Package and General Guidelines (IPGG) to facilitate smooth planning and implementation of the Nairobi County 2018/2019 swimming calendar and scheduled events.

These IPGG sets the standard for competitions and outlines the procedures and compliance requirements for registration of teams, swimmers, coaches and referees and technical officials as well as sanctioning of galas/meets.

We highlight below some of the key areas in this IPGG briefly as follows:

- **Registration:** All teams, swimmers, coaches, referees/starters and technical officials will be registered afresh and their details entered in to a newly created Nairobi County Swimming Database (NCSDB) which will comprise Nairobi County Teams Register (NCTR), Nairobi County Swimmers Register (NCSR), Nairobi County Coaches Register (NCCR), Nairobi County Referee/Starters Register (NCRSR) and Nairobi County Technical Officials Register (NCTOR). Each swimmer, Coach, Referee and Technical Official will be accredited. In addition each swimmer will be assigned a unique number identifier which is their birth certificate number. We will also moving forward have a standard format for recording names. Names entered into the NCSDB will follow either passport or birth certificate format. Only a Coach registered by KSF and meet requirements set by the NCSMC in this IPGG will handle swim teams while only accredited referees and technical officials will officiate in swimming meets.
- **Competitions:** The format of our competitions is organized into 3 categories that is Junior, Level 1 and 2. In addition, NCSMC will organize three Championships that is Nairobi County Junior Short Course Invitational Swimming Championship, Nairobi County Open Short Course Invitational Championship and Nairobi County Open LC Invitational Championship. In addition there will be an international trip in March/April, 2019 and another June 2019.

To augment the County Swimming calendar and in support of grass root swimming development, NCSMC has made provisions for registered teams to organize own competitions. A registered team that would like to organize own galas will be required to apply for sanction. Times achieved in sanctioned meets will be included in the NCSDB. The competition format and international meets will ensure that swimmers have enough competition throughout the season and not only compete among their peers but also have opportunity to gauge performance across age groups internationally. The competition calendar has been realigned to the National and international



swim calendars for ease of preparation of swimmers for these international meets.

- **Awards:** The importance of awards during competitions is highly appreciated. To ensure that the focus shifts to long term swimmer and sport development medals will only be awarded during Championships. In normal gala competitions, we will issue certificates for the 1st, 2nd and 3rd positions and points for the first six. The points will accumulate and a major award ceremony will held at the end of the season to recognize all the high achievers, outstanding swimmers and teams.
- **Stakeholder Participation:** To ensure inclusivity, we would like to encourage parents to volunteer and assist in the planning and execution of activities during the season. To ensure everyone has an opportunity to participate, each team is encouraged to provide two volunteers to assist in gala management. The NSCMC in collaboration with KSF IMC will organize suitable trainings to prepare and equip those who will be assisting in galas.

Also attached in the appendix with this IPGG is a revised calendar for the season 2018/19 as well as swimmers, teams, coach, referees/starters and technical official's registration forms and Gala Sanctioning forms.

There is a lot more information in this IPGG which we encourage you to peruse and help implement. We will appreciate feedback on the challenges faced as well as successes achieved in implementing the same.

PATRICK MUYAH
CO- CONVENOR

REGINALD OKUMU
CO-CONVENOR



1. REGISTRATION

All teams, swimmers, coaches, referees/starters will be required to register to participate in the planned swimming events.

i. Team Registration

All institutions, schools and clubs (collectively referred to as “team”), will be registered and their details entered in the NCSDB. To register each team must fill the Team Registration Form and pay the required amount. The team registration form is sent as a separate attachment to this IPGG.

ii. Swimmer Registration

All swimmers will be registered by their teams and their details entered into the NCSDB. Accordingly

- a) All Teams must fill in the respective Swimmers Registration Form and make requisite payment.
- b) The forms must be filled in the new format as follows:
 - i. Names will be as they appear and in the same format as either in the birth certificate or passport.
 - ii. The unique number identifier is the swimmers birth certificate number.
 - iii. The nationality of the swimmer must be indicated.
- c) A swimmer can only be registered in one team and shall only swim for that team during the season unless there is a formal transfer during the transfer window from one team to another (transfer period is usually in December (mid season) and July to August(end of season)).

iii. Coach Registration

All coaches (including assistants) are required to register at the beginning of the season. Only registered coaches and assistants will be allowed to carry out training of swimmers and enter teams to participate in Nairobi County swimming competitions. To qualify for registration, the coach and the assistants must:

- Fill and return in the Coaches Registration Form (one form per person) Coach registration form.
- Be over 18 years old.
- Have a certificate of good conduct (Police Clearance Certificate) issued by the National Police Service, Directorate of Criminal Investigations.
- The coach must have attained a minimum of level 1 FINA Coach Qualification or equivalent. For foreign coaches s/he must have a minimum of Level 3 FINA qualification or higher).
- Undergone Child protection and Anti-doping Training (to be effective from 1st January, 2019).



- Be proficient in Team Manager Software (Effective 1st January, 2019).
- In addition to the above, foreign coaches must have a valid work permit and recommendation letter from their home country national swimming association and the local employer. The letter of recommendation from the home country swimming association must confirm the qualifications of the coach.

General Guidelines for Teams, Swimmers and Coaches

- a) Once details have been entered into the database an email from KSF confirming registration will then be sent to the team with the details of the club and swimmers.
- b) Only registered swimmers, teams will be eligible to participate in Nairobi County Swimming events.
- c) Registered teams and swimmers shall only swim and participate in sanctioned galas and events organised by NCSMC or KSF and/or FINA sanctioned events.
- d) On registration, teams, coaches, swimmers (where they are minors their parents) individually and collectively warrant that the swimmers are prepared and are medically and physically fit to participate in all gala's and events of NCSMC. NCSMC will not be responsible for any injuries sustained or medical emergencies that may occur at a gala or any of its events. If a swimmer with a medical condition is registered and the swimmer's doctor has certified the swimmer as "fit to swim," then the medical condition of the swimmer must be brought to the attention of the life guard on duty at the gala and the emergency medical services providers.
- e) Registration Deadline: Team, Swimmers and Coaches Registration forms should be filled and returned to with the proof of payments as follows
 - Coaches by 3rd September 2018
 - Teams by 10th September 2018
 - Swimmers by 10th September, 2018.
- f) Payments: All Registration payments should be deposited into the following bank account:

Account Name: Kenya Swimming Federation

Name of Bank: Barclays Bank of Kenya

Branch: Westlands Branch

Account Number: 2039106453

NB: Proof of payment must accompany the registration forms.



3. FORMAT OF MEETS AND QUALIFYING TIMES

To take a long term view of swimming development in Nairobi, NCSMC has reorganized the swimming competition format and time standards. The purpose of the reorganization is to ensure swimming events live up to the expectation of providing an opportunity for swimmers to gauge their development progress and evaluate performance. In addition we have also taken into account concerns over child safety by ensuring swimmers aged below 8 years do not swim in galas where there are adults (unless in a championship event or they have qualifying times). Accordingly for the season 2018/2019, swimming will be organized in the form of juniors (6 years to 11 years), Level 1 and 2 (8 years and over subject to swimmer meeting qualifying times). We will also have three invitational championships that is the Nairobi County Junior Swimming Short Course Championships, Nairobi County Senior Swimming Short Course Championships and Nairobi County Open Swimming Long Course Championships. To ensure more swimming opportunities, registered teams are encouraged to organize own invitational meets.

A). Junior, Level 1 and Level 2 Galas

We will have Junior, Level 1 and Level 2 Galas. Junior Galas will be open to swimmers 11 years and below with the minimum age being 6 years subject to the swimmers meeting the set time and qualifying standards. Level 1 and 2 Gala will be open to swimmers aged 8 years and over subject to swimmers meeting the set time and qualifying standards. Both individual and teams will earn points during the league events. The teams with the highest number points will be awarded the overall league trophy during the end of season dinner and award gala event. All galas will have time standards and no swimmers will be allowed to enter if they do not meet the minimum qualifying times.

b). Championships/Galas

The Nairobi County Swimming Management Committee will organize three invitational Championships during the season 2018/2019. The Championships are as follows:

- Nairobi County Junior Swimming Short Course Invitational Championship
- Nairobi County Senior Swimming Short Course Invitational Championship
- Nairobi County Open Swimming Long Course Invitational Championship.

The qualifying times for these championship are as shown in appendix XXXX. Points to note are:



- For Nairobi County Junior Swimming Short Course Invitational Championship, swimmers must have at least two 100m individual medley (IM) time recorded within a year (effective 1st January, 2019). There will be no qualifying times for 25 meters events. To swim in a 25 meter event a swimmer must have at least 2 recorded times for 100 meters for a similar event swam within the year.
- For Nairobi County Senior Swimming Short Course Invitational Championship swimmers must have at least two 200m individual medley (IM) time recorded within a year (effective 1st January, 2019). There will be no qualifying times for 50 meter events. To swim in a 50 meter event a swimmer must have at least 2 recorded times for 100 meters for a similar event swam within the year.
- For Nairobi County Open Swimming Long Course Invitational Championship swimmers must have at least one 200m individual medley (IM) time recorded within a year for seniors. This rule will only apply to Junior who wish to participate in the 200m IM event. There will be no qualifying times for 50 meter events (This does not apply juniors swimmers). To swim (only seniors) in a 50 meter event a swimmer must have at least 2 recorded times for 100 meters for a similar event swam within the year.
- Only swimmers who meet the qualifying standards (swimmers with No times will not be allowed to participate in any of the championships) will be allowed to swim in the Championships. Swimmers must meet the qualifying times to score in each event. The times used will be those in the Nairobi County Swimming Database which must have been recorded at a swimming event within one year. Swimmers who have met at least one (1) qualifying standard will be allowed to swim three (3) additional events for which they have no qualifying times but for which they have a time in the database.

C) Team Organized Invitational Meets

Team are encouraged to organize own swimming galas. Any team that would like to organize an invitational gala must apply for sanction from NCSMC. No team shall organize a gala without applying and receiving the required sanction from NCSMC. In addition no team shall schedule a gala to take place two weeks before or two weeks after a county or national swimming event. The gala sanctioning form is sent as a separate attachment to this IPGG.

3. International Trips

The primary purpose of participation in regional and international competitions and events abroad will be for learning, exposure and to benchmark. To facilitate and ease team selection.



A team wishing to travel out of the country for either swimming competition or a training camp must fulfil the conditions:

- Must send application with full list of the swimmers and officials selected to travel.
- The application must be accompanied by a letter of invitation from the hosts, program of the meet/training camp, budget and itinerary.
- Selected Swimmers must be at least 10 years old.
- Selected Swimmers must have a minimum Level 2 qualification standard in at least 4 events.
- There will only be a maximum of two swimmers per event (only applies if team is travelling for a meet).

The age and time standard criteria will be used in selecting the county swim team.

5 NAIROBI COUNTY SWIMMING AWARDS

The aim of the awards is to recognize the achievements of individuals and teams. There will be several awards as follows:

Nairobi County Juniors, Senior and Open Swimming and Invitational Championships or any other event where applicable - the award to individual swimmers and teams will be as provided in the specific meet technical package/summons.

The end of year awards will be as follows:

Individual Awards:

- Most Valuable Swimmer
- Most Promising.
- Most Improved Swimmer (male and female).
- Charity Shield (individual and team) which raised the highest amount during the year.
- Nairobi County Leadership Award (male and female).

Team Trophies

- County of Nairobi Junior Team Swimming Champions Trophy (To be awarded to male, female and overall)
- Nairobi County Senior Team Champions Trophy (Male, Female and Overall Categories)

NB: All trophies won at the end of the year must be returned. Any Team that wins a trophy three times will be entitled to keep it for good.



6. FINANCIAL COMMITMENTS

Each member will receive an invoice that outlines the member's primary financial commitments for the year. The club or swimmer should be aware that the fee schedule set out at the beginning of the season is tentative and may be adjusted based on expenditures and revenues experienced during the year.

The primary financial commitments consist of the following (see full details and breakdown in the appendix B):

- **Team Registration fees** - These fees are payable as a condition of registration for Participation. The fees are used to defray costs of running the county swimming events.
- **Swimmer Registration fees** - These are fees which enable the swimmer to compete in meets organised by NCSMC.
- **Entry fees** - These are fees payable by swimmers to participate in organised galas; payment is made for each event.
- **Meet sanctioning fee:** This fee is payable by teams who would like to organise own invitational meets. All invitational galas must be sanctioned by NCSMC.

8. OTHER MEMBER AND SWIMMER COMMITMENTS

a. Participation

As a member of, and swimmers in the Nairobi County, all teams and eligible swimmers are encouraged to participate in **ALL** Nairobi County swimming events. The KSF IMC has issued a calendar indicating all the planned meets and events of the year (see calendar attached in appendix F). As a team and swimmer you are expected to adhere to the season calendar. It is the swimmer's, coach's and parent's responsibility to review their programs whenever there are amendments to the KSF Calendar and adjust to the changes.

b. Swim wear and personal property

It is the responsibility of each coach and swimmer to obtain the required swim wear for use during galas. The swim wear must be FINA approved for swimming. Swimmers are asked to clearly label all equipment or clothing with their names. NCSMC will set aside a designated "lost and found" area during galas where all recovered items will be placed. Items not claimed at the end of events will be sold and funds or the lost items donated to a charity identified by NCSMC.

While every effort will be made to ensure safety and security, swimming events/ galas are public events and therefore the NCSMC cannot be held responsible for items that go missing or are damaged.



9. NCSMC CODE OF CONDUCT

All teams (including their employees, parents and coaches/team managers) and swimmers are required to observe the code of conduct provided in this information package (see appendix C). In addition all members, coaches, swimmers and parents are asked to be respectful, obey rules and directions, and be orderly at NCSMC organized events and functions.

8. PHOTOGRAPHS AND PERSONAL INFORMATION CONSENT RELEASE

NCSMC will occasionally use swimmers personal information and pictures on its website, program and in brochures to promote swimming and the achievements of swimmers. By registering as a swimmer in the Nairobi County the parents and/ or swimmers, you:

- I. Authorise the NCSMC, and those acting under its authority and with its permission, the right and authorisation (on a non-exclusive basis) to use, reuse, copyright, publish, and re-publish, the swimmer's name, video graphic, photographic and electronic portraits, pictures, films, videos and story material of the swimmer (singularly "Work" and collectively "Works"), or in which the swimmer may be included, intact or in part, for advertising, publicity, and for other association purposes, including the right to reproduce and publish any work or works without restriction through any and all media now or hereafter known.
- II. The parent and/or swimmer also permit the use of any printed material in connection therewith. The parent and/or swimmer also waives any and all rights that he or she may have to examine or approve any finished work or works or the advertising copy or printed matter that may be used in connection therewith or the use to which it may be applied.
- III. Furthermore, the parent and/or swimmer releases, discharges and agrees to hold harmless the Association and its members, officials, officers, employees, coaches and consultants, and all persons acting under their permission or authority or those for whom they are acting, from all actions, liability , damages, claims, and demands whatsoever arising from any publication or usage of any work or works, including without limitation, any claims for defamation or invasion of privacy, to use, on a non-exclusive basis, the names, pictures, and story material of the swimmer named therein for advertising, publicity, and other association purposes, including the right to reproduce and publish them.
- IV. This authorisation may be revoked upon 30 days prior written notice to the Association but revocation will not affect any prior usage or



commitments. The revocation of authorisation constitutes deregistration of the swimmer.

- V. No person may use a camera or any other device capable of recording still or video images in the area behind the starting blocks, in the locker rooms, changing areas, showers or restrooms. Violators may be reported to legal authorities or other governmental authorities and/or may be barred from NCSMC organised events.

10. Volunteers

There has been greater reliance on hired help to carry out certain tasks such as time keeping, stroke judging and marshalling. The result has been high costs of galas and fewer opportunities for members to participate. To save on costs and increase opportunities for volunteers to participate each team will be required to nominate volunteers to assist in time keeping and marshalling duties. The ratio to be adopted will be for every nine (9) swimmers entered for a gala a team will provide one (1) volunteer. The intention and the spirit of this is not to know how well we can work out “the decimals to our advantage” but that we all need to participate. Kindly note that this is a practice all over the world where gala officials are volunteers from participating teams. During Galas NCSMC will provide the availed volunteers with refreshments and lunch. We encourage swimmers who are 14 years and over to volunteer for time keeping and marshalling duties during the Junior Galas. This will be a great way for them to learn about giving back to the community as well as earn the much needed community service hours.

11. Continuous Personal Development

Swimming requires continuous learning and we recognize there is need for continuous improvement. For this reason, we would like to encourage all Coaches, Team Managers, Swimmers, Referees/Starter, Technical Officials, and Parents to take advantage of various learning opportunities (both technical and administrative) that will be planned by KSF as well as other recognized institutions/organizations. In this regard:

- All Coaches in Nairobi County must plan and attend at least two refresher courses every year.
- All potential volunteers must attend a beginners “How to help seminar” and two refresher courses every year.
- Senior swimmers as well as parents are encouraged to attend Technical Officials Clinics and learn to become proficient in officiating at Galas as referees, starters and judges.
- All Coaches must be proficient in using the Team Manager Software.
- All coaches, team managers, technical officials and anyone handling swimmers must attend Child Protection Training and anti-doping seminars/workshops.



APPENDIX



Appendix A: Calendar Season 2018/2019

2018/2019 NAIROBI COUNTY SWIMMING CALENDAR				
Date	Event	Awards	Venue	Organizer
1st September 2018	Team Meeting		YMCA Central	KSF NCSMC
1st September, 2018	Team /Meet Manager Software Training	Certificate of Participation	YMCA Central	KSF NCSMC
8th September, 2018	Final Day of Team, Swimmers and Coaches Registration			KSF NCSMC
15th September, 2018	Technical Official Training	Certificate of Participation	YMCA	KSF NCSMC
22nd September, 2018	Nairobi County Warm Up Gala		Makini School	KSF NCSMC
6th -7th October, 2018	Nairobi County Level 2 Meet	Points and Certificates	GEMS School	KSF NCSMC
19th -21st October, 2018	KSF National SC Championships		Oshwal Academy Mombasa	KSF IMC
17th November 2018	Nairobi County Junior Meet 1	Points and Certificates	Makini School	KSF NCSMC
1st to 2nd December, 2018	Nairobi County SC Age Group Invitational Gala	Individual medals and Points, and Team Trophies and Points	Makini School	KSF NCSMC
12th January 2019	Team/Meet Manager Software Training (Refresher)	Certificate of Participation	YMCA Central	
12th January 2019	Technical Officials Training	Certificate of Participation	Braeburn Garden Estate	KSF NCSMC
19-20th January, 2019	Nairobi County Junior Meet 2	Points and Certificates	GEMS School	KSF NCSMC
26th to 27th January, 2019	Nairobi County Level 2 Meet	Points and Certificates	GEMS School	KSF NCSMC
9th to 10th January, 2019	Nairobi County Level 1 Meet	Points and Certificates	Makini School	KSF NCSMC
15th to 17th February, 2019	KSF National LC Championships		Aquatic Stadium Moi International Sports Complex, Kasarani	KSF NCSMC
9th to 10th March 2019	Nairobi County Junior Invitational Championships	Individual medals and Points, and Team Trophies and Points	Makini School	KSF NCSMC
16th to 17th March, 2019	SA Level 1		TBC	Swim SA
24th to 25th March, 2019	SA National Junior Age Group		Durban, South Africa	Swim SA
28th to 31st March, 2019	SA Level 3		Gauteng, South Africa	Swim SA
4th to 6th April, 2019	SA Level 2		Sasolburg, South Africa	Swim SA
17th to 19th May, 2019	Nairobi County LC Open Championships	Individual medals and Points, and Team Trophies and Points	Aquatic Stadium Moi International Sports Complex, Kasarani	KSF NCSMC
31st to 2nd June, 2019	KSF National Trials		Aquatic Stadium Moi International Sports Complex, Kasarani	KSF IMC
27th to 28th June 2019	Summer Sizzler		Dubai, UAE	Hamilton Aquatics
KEY:				
KSF= Kenya Swimming Federation				
NCSMC= Nairobi County Swimming Management Committee				



APPENDIX B:

FINANCIAL COMMITMENT AND OTHER COSTS PAYABLE TO KSF NSCMC

Team Registration (Clubs, Schools or institutions):	KSh 10,000
Swimmer Registration per swimmer:	KSh 500
Unattached swimmer registration:	KSh 3,000
Entry fee per event (Junior, Level1 and 2):	KSh 400
Entry fee per event (Championships):	KSh 500
Relays (Junior, Lev 1and 2):	KSh 600 per team
Relays (Championships):	KSh 800 per team
Coach Registration (Kenyan Citizen)	KSh 1,000
Coach Registration (Non-Citizen)	KSh 5,000
Mid-Season Transfer:	KSh 2,000
Appeals:	KSh 3,000
Start list:	KSh 200 per session
Customized swimmer reports	KSh 2,500
Fines for no show:	KSh 1,000
Gate entry fees per day:	KSh 400 (above 13 years) KSh 250 (children aged between 6 years and 12 years)
Late Submission of Entries	KSh 3,500
Gala sanction fee:	KSh 15,000
Market Stalls (Per Gala) * open space only (vendors to organize for own tents):	
• Standard size:	KSh 2.500 per day
• Large:	KSh 3,000 per day
Venue branding:	
• Banners:	KSh 10,000 per banner
• Flier distribution:	KSh 2,500 a bunch of 500 brochures
• Mention by MC:	KSh 500 per mention

APPENDIX C: CODE OF CONDUCT FOR SWIMMERS

It is an objective of KSF that swimmers project an -image indicative of excellence, fair play and pride in the sport, association and oneself. Swimmers, parents, coaches, and members of KSF, represent themselves, their families, their clubs, the county, country, KSF and the sport in general. The Code of Conduct is in place to protect the swimmer, the sport and all stakeholders.

To that end, all individuals swimmers at KSF galas and events and those selected to be on the County Swim Team are expected to abide by the



following Code of Conduct. The Code of Conduct is in effect at all times while the swimmer is training, traveling or competing with or for the county. The registration of the swimmer is a swimmer's agreement to abide by the Code of Conduct and an acknowledgement of the consequences of failing to abide by the Code of Conduct.

Infractions of the Code of Conduct could result in a swimmer being dismissed from a competition or county swim team, and the swimmer's parent having to assume the cost of a swimmer's early return home from an away gala and/or training camp and could also involve a temporary suspension from participating in the team and county swimming activities. For designated travel galas the Code of Conduct is in effect either until the team returns home and in the case of a minor, responsibility transferred back to a parent or designated adult or the swimmer is signed out of the Team at the completion of the gala.

For an away gala:

- a) A swimmer who has reached the age of majority (18 years old) may submit a written request prior to departure signed by both the swimmer and the parents to sign themselves out of the Team at the completion of the meet.
- b) If the swimmer is a minor then at the completion of the gala, responsibility may only be transferred to another adult with a signed letter of approval from a custodial parent submitted prior to departure. Efforts will be made to dissuade parents from taking this course of action if the primary purpose is to allow their child to attend any post gala parties.
- c) Once responsibility has been terminated or transferred it is an irrevocable decision and KSF will no longer be responsible for that swimmer including their safety or any travel, accommodation or food requirements. The swimmer will be expected to find alternative accommodation at a location other than that occupied by the Team and to arrange their way to any airport or point of departure. Any additional costs incurred or other ramifications are the responsibility of the swimmer and their family.
- d) When a swimmer behaves in such a fashion that KSF official in charge believes it might warrant disciplinary action, the swimmer will be put under suspension until the matter can be reported to KSF Ethics Committee. At the time of the suspension, swimmer's parents and club will be contacted and informed of the situation. If the incident happened at a travel swim meet, or training camp, the swimmer may be sent home at his/her expense. If the suspension is at home, the duration of the water suspension is until the matter is heard and determined by the KSF Ethics Committee.



Code of Conduct

KSF has expectations of appropriate behaviour from all the swimmers. Accordingly:

- 1) Breach of any rules and regulations is unacceptable.
- 2) Harassment and/or bullying behaviour will not be tolerated.
- 3) Appropriate behaviour is mandatory at all times that the swimmer is training, travelling, or competing with or for the Association by the swimmer. This includes on the pool deck, in hotel rooms, restaurants, and while travelling.
- 4) Cooperation with coaches and officials is expected. All rules as set out for an event, trip must be observed, including: warm up, curfew, language, dress, and acceptable noise levels.
- 5) Where a swimmer is staying in a hotel room, each is responsible for his or her room, including neatness, damages and all room charges.
- 6) All swimmers will respect other swimmers, coaches and parents and officials.
- 7) While travelling, no guests from outside the team may be permitted in team rooms unless permission is obtained from the Team Manager.
- 8) While travelling, hotel doors must be propped fully open any time a member of the opposite sex is in the room.
- 9) If the swimmer is found in the possession of, or using any alcoholic beverages or any restricted, banned, or illegal narcotics, it may be grounds for immediate dismissal from the Team, and any evidence could be turned over to legal authorities.
- 10) All swimmers will exhibit respect for the opposite sex, and refrain from any immoral behaviour or discrimination.
- 11) No swimmer will drink alcohol, smoke or chew tobacco during a gala, training camp, when travelling with the County Swim Team.
- 12) It is a parent, coach, swimmer responsibility to report to the Gala Manager, Head Coach or Team Manager as the case may be any behaviour by a swimmer that contravenes the Code of Conduct. One swimmer can damage the reputation of the entire sport.

APPENDIX D: SWIM WEAR AND DRESS CODE

It is the responsibility of each swimmer to obtain the required swimwear and be properly attired. The dress code will be as follows:

1. **Gala:** Approved FINA Swim Wear.
2. **Podium presentations:** Team track suit for seniors and T-shirt for the junior groups with shorts. All must have appropriate footwear (no sandals or open shoes)
3. **During travel:** As provided by KSF.
4. **Other events:** Appropriate dressing or as prescribed in the invitation.