

Purpose

The purpose of this Code of Conduct is to create and ensure a safe and respectful environment within the context of E.L.S.Z.W.V. Aquamania. On the one hand, it provides a clearer definition of undesirable and inappropriate behaviour; on the other hand, it establishes concrete consequences for such behaviour. We encourage all members of E.L.S.Z.W.V. Aquamania to read these rules, and ultimately expect all members to have read and comply with them. This Code of Conduct applies to all members of the association.

What are you expected to do?

To prevent undesirable behaviour, every member must first be aware of their own behaviour. This means adhering to the guidelines set out in this Code of Conduct. Secondly, every member is expected, when witnessing or hearing about undesirable behaviour towards others, to contribute to putting an end to it.

What should you do if someone violates the Code of Conduct?

Option 1. If you feel comfortable doing so, address the person and explain that their behaviour is experienced as disruptive or undesirable.

Option 2. If you do not feel comfortable doing so, or if the conversation has not had sufficient effect, contact one of the Confidential Contact Persons (VCPs) of our association:

www.aquamanialeiden.nl/trust-persons/. They can be reached at trustperson@aquamanialeiden.nl and trustperson2@aquamanialeiden.nl. They will support you and work with you to try and find a solution.

Option 3. You may also contact the board of our association directly to report an incident: www.aquamanialeiden.nl/board.

Option 4. If you would prefer to speak to someone outside the association about the issue, you can always contact **Centrum Veilige Sport Nederland (CVSN)** at www.centrumveiligesport.nl/contact. You can also contact the Code Blauw department of the Royal Dutch Swimming Federation (KNZB):

www.knzb.nl/knzb/code-blauw/knzb-meldpunt-code-blauw/contactgegevens-meldpunt-code-blauw

The Code of Conduct

Safety and Respect

1. Treat others with respect.
2. You are expected to be familiar with the Code of Conduct of E.L.S.Z.W.V. Aquamania and to comply with it.
3. Contribute to an open, safe and sporting atmosphere in which members feel comfortable.
4. Stealing the property of members, the association or third parties is prohibited, with the exception of *brassen*.¹
5. You are personally responsible for reporting to the board or a Confidential Contact Person when someone does something to you or asks you to do something that goes against your own standards and values.

¹ The rules concerning *brassen* are set out in the *Huishoudelijk Reglement* of Stichting NSZ, Article 3 – Brassen. (<https://stichtingnsz.nl/stichting/reglementen-en-privacy/>)

6. Report violations of this Code of Conduct to the board and/or a Confidential Contact Person of the association.
7. If a member does not comply with the Code of Conduct of the association, the board may invoke Article 5.6b of the association's bylaws.
8. Participation in activities organised by E.L.S.Z.W.V. Aquamania is voluntary and at your own risk.
9. All members are responsible for leaving the materials and facilities they have used in a clean and orderly condition.
10. In situations not directly addressed by this Code of Conduct, it is the responsibility of the member to act in accordance with the purpose and intent underlying these rules.
11. To promote integration, English is the language of communication when non-Dutch speakers are present or when a message is directed at them. Dutch is the secondary language of communication.
12. Respect other people's personal space and be alert to verbal and non-verbal signals indicating that someone feels uncomfortable. Unwanted physical contact is unacceptable.
13. Respect other people's personal integrity and be attentive to signals indicating that someone feels uncomfortable. Verbal aggression is likewise unacceptable.
14. Exceptions to rules 12 and 13 are situations that occur as part of normal participation in sports. This primarily concerns the exceptional context of water polo.
15. Under no circumstances may a member be pressured into participating in something against their will.
16. Refrain from behaviour and statements that bring the sport or the association into disgrace.

Drugs and violence

17. Do not threaten anyone.
18. The use of violence and weapons is prohibited.
19. The use of alcohol and soft drugs is at your own risk.
20. The use and sale of hard drugs is prohibited.

Discrimination and bullying

21. Treat all members equally. No distinction may be made on the basis of race, gender, age, religious beliefs, sexual orientation, political preference or other personal characteristics.
22. Members are encouraged to communicate their boundaries. Boundaries, whether explicitly communicated or self-evident, must be respected at all times.
23. Excluding others is unacceptable.

Sexual harassment

- 24. Do not make unwanted sexual remarks, including inappropriate insinuations.
- 25. Do not touch anyone inappropriately.
- 26. Do not create or share sexually explicit images or other sexually explicit material of others.

Special rules for members acting from a position of authority.

For the purposes of these rules, people in positions of authority include: board members, committee members, trainers and confidential contact persons (VCPs).

- 27. Be aware of the balance of power when encouraging alcohol consumption.
- 28. Board members, committee members and trainers are aware of power imbalances and, in some cases, dependency, and refrain from any form of abuse of power or sexual harassment towards the members.
- 29. Sexual acts and sexual relationships between a trainer or board member and a member under the age of sixteen are not permitted and are considered sexual abuse.
- 30. Board members and trainers are encouraged to exercise care with regard to sexual acts and relationships between themselves and members, particularly where a position of authority may play a role.
- 31. Board members, committee members and trainers are aware of their role as examples to others and refrain from behaviour and statements that bring the sport or the association into disgrace.

Trainers

- 32. The trainer shall at all times make every effort to create an environment and atmosphere in which the member feels safe and comfortable.
- 33. The trainer shall be careful and truthful when stating their experience and (additional) functions held.
- 34. The trainer shall refrain from treating the member in a manner that undermines the member's dignity, or from intruding further into the member's private life than is necessary in the context of sports participation and social interaction within the association.
- 35. The trainer shall actively ensure that the Code of Conduct is observed by everyone involved with the member. The trainer shall remain open and alert to warning signs and, if they observe behaviour that is not in accordance with this Code of Conduct, shall take the necessary action.
- 36. The trainer may not touch the member in an unwanted manner that the member and/or trainer could reasonably be expected to experience as sexual or erotic in nature, as is generally the case with deliberately touching, or causing someone to touch, the genitals, ass or breasts.

37. The trainer shall not provide the member with material or non-material compensation with the apparent intention of requesting something in return. The trainer shall also not accept financial rewards or gifts from the member.

Confidential contact persons

38. Confidential contact persons shall conduct themselves in accordance with the *Functieprofiel en Werkwijze Vertrouwenscontactpersoon vereniging* as established by NOC*NSF:

<https://www.nocnsf.nl/nederland-sport-veilig/vertrouwenscontactpersoon>

Responsibilities

Relevant health issues must be reported to the trainers, the committee responsible for the activity, or the board before the activity.

The trainer has a duty, insofar as this is within their ability, to protect the member against harm and abuse of power resulting from sexual harassment. If it is known or arranged who represents the interests of the (young) member, the trainer is required to cooperate with these persons or organisations so that they can properly carry out their responsibilities.