



## **KENYA SWIMMING FEDERATION ATHLETE'S DOCUMENTS PACK**

### **Preamble:**

Eligibility Declaration Form, Code of Conduct and Agreement of Participation found below form part and parcel of the athlete's competition file at the preparation stages for each competition, and should be completed by all athletes who meet the specific criteria and are eligible for the selection into the national team for various competitions. The documents in this pack should be completed by each athlete age 18 years old and above, or by a guardian for athletes age under 18 years old, in relevant parts.

While every selection will follow specific criteria set for a particular competition, completion of the documents is the pre-requisite for the selection into a team. Completion of the documents does not mean an automatic inclusion into a team.

Information provided might be subject to further verification as deemed necessary. Any information that is misleading, inaccurate, or false will lead to an automatic removal of the athlete from being potentially considered, subject to criteria, and may lead to further disciplinary measures.

Completed documents must be returned, together with the required supporting documents, as indicated in the Eligibility Declaration Form, on or before such date as established by the Competition Management Committee on behalf of KSF. Completed documents and supporting attachments should be returned via email to:

Competition Management Committee      [competitions@kenyaswimmingfederation.org](mailto:competitions@kenyaswimmingfederation.org)

***NOTE: Non submission of the below documents and any further information when required by KSF may lead to exclusion of an athlete from selection consideration.***



## **ELIGIBILITY DECLARATION FORM**

<b>KSF ATHLETE'S INFORMATION</b>			
Full name			
Gender (M/F)		Date of birth (DD/MM/YYYY)	
E-mail address			
Phone number with international code			
School /University /Place of work			
Address (City/Town & Country)			
<b>CURRENT INFORMATION</b>			
CLUB / TEAM	COACH (full name)	EMAIL ADDRESS	PHONE NUMBER (with international code)
<b>HISTORICAL INFORMATION (for the last 36 months)</b>			
DATES FROM - TO (MM/YYYY)	CLUB/TEAM NAME & LOCATION	COACH (full name)	
<b>ATTACHMENTS TO BE SENT TOGETHER WITH THIS FORM</b>			
Kenya passport bio page	<input type="checkbox"/> tick	Digital colour photo <i>Head/chest level, light background</i>	<input type="checkbox"/> tick

***This is to declare that I / my child under 18 am/is eligible for the selection to (name of competition(s))***

***Signature of Athlete (or guardian)*** \_\_\_\_\_

***Full Name*** \_\_\_\_\_

***Date*** \_\_\_\_\_



## **KENYA SWIMMING FEDERATION CODE OF CONDUCT**

***The Code of Conduct identifies the standards of behaviour required of all participants while travelling to, participating at, and returning from any National Team Competition***

All athletes, coaches, officials and chaperones shall:

1. Represent Kenya and the sport as goodwill ambassadors, with commitment, dignity, personal integrity and within the spirit of good sportsmanship at all times both in and out of competition.
2. Show respect for:
  - a. The members of their own team and of the entire contingent representing Kenya, the members of all teams competing from other teams/countries.
  - b. The Rules and Standards set down by the National and International Sport Organisation and the host community.
  - c. The Team Accommodation Staff and arrangements.
  - d. The Team and organisers officials' decisions.
  - e. The people of the host community, including staff, volunteers, spectators, local business, and sponsors, etc.
3. Abide by the accommodation policy, which stipulates that all athletes, coaches, officials and chaperones shall:
  - a. Reside in their assigned competition accommodation.
  - b. Abide by the curfew set by the Team Manager or his/her designate throughout the entire Competition.
  - c. Not permit non-Kenya team members or officials, spouses, family members, siblings and friends into the rooms that are designated as accommodation for athletes, coaches, officials, chaperones and volunteers, unless such visit is arranged or authorised by the Team Manager or his/her designate.
4. Attend the Opening and Closing Ceremonies for the Competition, wearing the team kit/apparel provided by National Sports Organisation.

During team travel mixed gender company shall not be permitted in a hotel room without prior consent by the Team Manager/chaperone. Hotel room doors shall be kept wide open at all times if there is mixed company in a hotel room without chaperone's supervision. Athletes shall refrain from any form of sexual activity during team travel. Regardless of age, athletes shall also refrain from consuming any non-medicinal drugs during team travel. Engaging in any form of sexual activity or consuming any non-medicinal drugs during team travel shall be deemed to be a major infraction\* under the Code of Conduct.

During team travel, any behaviour which results in damage to the team accommodation, damage to accommodation furnishings, damage to personal property of other athletes, or injury to other athletes shall be deemed to be a major infraction under the Code of Conduct.

No alcohol or illegal drug substances shall be consumed by athletes, coaches, officials, chaperones and volunteers. No tobacco, alcohol or illegal drug substance may be brought into, or consumed in any team accommodation, competition venue, or competition vehicles designed for athlete transportation.



Athletes who consume any alcohol during team travel shall be deemed to have committed a major infraction under the Code of Conduct.

Any athlete of legal drinking age who consumes alcohol during team travel recognises that they are doing so entirely at their own risk and without the supervision of KSF, its employees, directors, officials, officers or volunteers, and in so doing that athlete releases KSF from any liability for any damages or injury incurred by the athlete in any way relating to or arising out of this consumption.

During team travel no athlete shall leave the pool facilities, accommodation, or any dining or function facility without the express permission of the Team Manager or his/her designate. Further, if the athlete is under the age of 16, they shall not leave the pool facilities, team accommodation or any dining or function facility unless they, firstly, have this advance permission and, secondly, unless at all times they are accompanied by the Team Manager or his/her designate, or two or more athletes over the age of 18. The Team Manager, chaperone or coaches shall have the sole discretion to require that the athletes accompanying an athlete under the age of 16 be over the age of 18.

Athletes shall not be outside of their assigned hotel rooms or leave the hotel after curfew without the express permission of the Team Manager or his/her designate. Any athlete who is outside their assigned hotel room, or outside the hotel after curfew without the express permission of the Team Manager or his/her designate shall be deemed to have committed a major infraction under the Code of Conduct.

Athletes shall not at any time exchange the hotel rooms assigned to them with the hotel rooms assigned to other athletes without the express permission of the Team Manager or his/her designate. An athlete who exchanges their assigned hotel room with the hotel room assigned to another athlete without the express permission of the Team Manager or his/her designate shall be deemed to have committed a major infraction under the Code of Conduct.

**Code of Conduct:**

I have read, understand, and agree to abide by the Code of Conduct while traveling to, participating in, and returning from National Team travel. I understand that if I do not abide by this Code of Conduct, disciplinary sanctions may be imposed against me by the KSF Disciplinary Committee.

**Media Release:**

I give my permission for the free use of my name and picture in broadcast, telecast or written accounts of the competition and the sport.

**Age:**

18 & over                       under 18

**Signature of Athlete age 18 & over** \_\_\_\_\_

**Full Name of Athlete** \_\_\_\_\_

**Date** \_\_\_\_\_



**For athletes under the age of 18**

I, as the parent/guardian of the participant named herein, agree to assume full responsibility to instruct my child of the risks involved, and to inform him/her of the importance of abiding by the KSF Code of Conduct.

**Full Name of Athlete** \_\_\_\_\_

**Signature of Parent/Guardian** \_\_\_\_\_

**Full Name Parent/Guardian** \_\_\_\_\_

**Date** \_\_\_\_\_

***\*Major infractions are instances of misconduct that result, or have the potential to result, in harm to other persons or to KSF.***

*Examples of major infractions include, but are not limited to:*

- *Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others.*
- *Repeated conduct contrary to the ideals of respect such as angry outbursts or argument.*
- *Repeated incidents of unexcused lateness or absences from KSF events and activities at which prompt attendance is expected or required.*
- *Activities or behaviour which interfere with a competition or with any athlete's preparation for competition.*
- *Incidents of physical abuse.*
- *Pranks, jokes or other activities that endanger the safety of others.*
- *Hazing.*
- *Disregard for the policies, procedures, rules and regulations under which KSF is governed.*
- *Conduct which results in harm to the image, credibility or reputation of the federation and/or its sponsors.*
- *Abusive use of alcohol where abuse means a level of consumption that impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely.*
- *Any possession or use of alcohol by minors.*
- *Any possession or use of illicit drugs and narcotics.*
- *Any possession or use of banned performance enhancing drugs or methods.*



## **AGREEMENT OF PARTICIPATION**

***This agreement outlines the expectations for participant behaviour during all national team tours and activities. An athlete representing Kenya Swimming Federation (KSF) agrees to prepare to the best of their abilities for the program that he/she was selected for. The KSF Code of Conduct and such other Policy as may be established from time to time bind all athletes, coaches, officials and appointed staff on KSF team tours and camps.***

***In the interest of team unity certain personal activities may be restricted. Is important to be clear about behavior that will not be tolerated as well as the penalties that may be applied.***

In addition to the KSF Code of Conduct, all KSF Team Kenya athletes shall:

1. Prepare physically and mentally to perform with individual excellence.
2. At the earliest possible date notify KSF, in writing, of any injury or other legitimate reason that will prevent an athlete from fulfilling their obligation pursuant to this agreement.
3. Respect others as demonstrated through their personal and group behavior and sportsmanship.
4. Adhere to camp/tour guidelines that are intended to assure personal safety and to support high performance. Such guidelines may relate to curfews, tardiness, violation of boundaries (separation from the team), disrespectful conduct, public misconduct, or harassment/hurtful conduct.
5. Abstain from the use of alcohol and/or drugs of any kind unless prescribed by a physician and submitted for prior approval by the Team Manager and/or Head Coach.
6. Abstain from any sexual activities.
7. Wear team kit at all times. Personal sponsors kit, school clubs, personal clubs, and other personal times shall not be worn during the tour team.

### **Personal Coach Program**

Kenya Swimming Federation allows personal coaches (including physiotherapists, chiropractors, massage therapists, strength & training coaches, mental performance consultants, nutritionists or such other integrated support personnel) of selected athletes to all selected National teams to participate with their athlete in camps and competitions under the following circumstances:

#### ***Travel:***

- All travel and accommodation logistics shall be the responsibility of the personal coach.
- Contacts for hotels/accommodation, dates and flight numbers, etc. may be obtained upon request from KSF Team Head Coach or Team Manager.
- Accommodation of personal coaches is subject to the organisers' rules and athletes/coaches ratio.
- All expenses are the responsibility of the personal coach.



### ***Participation / Training:***

- The assigned selected tour coach shall be the primary coach.
- The tour coach, in conjunction with the tour Head Coach, will determine the personal coach's role.
- The personal coach will be able to consult with their athlete's assigned coach but will not be directly responsible for their athlete.
- Personal coaches work under the authority of the assigned coach, the tour Head Coach and the Team Manager.
- There may be closed workouts or training sessions from time to time. In such instances personal coaches (and other visitors) will not be able to attend the session.
- Meals, team meetings and other non-training sessions shall be only by invitation to the personal coach.
- All requests for outings (meals, meetings, etc.) must be approved by the tour Head Coach.

### ***Conditions:***

- The personal coach is an invitee of KSF and as such is expected to conduct him/herself in a respectful and professional manner. Should a personal coach's behaviour be contrary to the terms and conditions that the selected coaches are held to and which are viewed to negatively impact the team or reputation of KSF, then the personal coach's interaction with the team may be restricted at the discretion of the tour Head Coach.
- Personal coaches will not be afforded national team gear.

### **Sponsors**

1. Only engagements and functions of KSF (or NOCK as applicable) sponsors are to be attended while on KSF National team. At no time should personal sponsors' engagements or functions be attended.
2. Only engagements and functions of KSF (or NOCK as applicable) sponsors or other approved team sponsors may be considered for attendance, and must be approved by the Team Manager and Head Coach. These opportunities will only be considered once the athlete has fully finished competing at the Championships/Games.

### **Competitive Attire:**

1. Team members must wear only KSF/NOCK issued National Team attire at the staging camp and competition. Under no circumstances shall other team attire be allowed.
2. Swimwear worn in ALL training during a tour must be KSF issue (suits, goggles, parka and caps) unless otherwise authorised by KSF.
3. Swimwear worn in competition must follow the conditions as per the KSF Athlete Agreement and Team Rules.



**Competitive Readiness:**

1. Athlete must remain competitively ready to compete at the scheduled event. Athlete who do not remain competitively ready for reason of injury, illness and/or lack of fitness may be removed from the team at the sole discretion of KSF after consultation with the athlete’s coach on record. Athlete and their personal coaches are required to immediately report to KSF, via email, any injury, illness or change in training that could affect their ability to compete at their highest level at the scheduled competition
2. Injured or ill athletes may be required to undergo a proof of readiness test determined by the Head Coach. If determined that an athlete is not competitively ready upon arrival at the event, he/she may be asked to return home immediately at their own expense, and may be required to refund any subsidies and/or expenses incurred if it is determined that the athlete and/or their personal coach failed to disclose any such injury or illness on time.

In the event of a breach of the expectations outlined above, or the KSF Code of Conduct, the KSF Discipline and Complaints policy will be applied, and consequences as outlined in that policy can be enforced. The KSF Discipline and Complaints policy outlines disciplinary actions that may result from inappropriate behaviour.

The Head Coach is responsible for all participants. The Head Coach, where required, shall determine breaches of this agreement and shall apply appropriate sanctions while on the camp or team tour. KSF may further investigate any breaches of this agreement and apply the Discipline and Complaints policy.

In the event that a discipline measure is to be applied to a team member age under 18 years old, the Head Coach will seek to communicate with that person’s legal guardian prior to sanction whenever possible.

KSF reserves the right and full discretion to amend this agreement including setting additional obligations of the athlete.

***By signing below, I agree to the above Agreement of Participation and the KSF Code of Conduct.***

***Full Name of Athlete***

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***Signature of Parent/Guardian***

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***Full Name Parent/Guardian***

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***Date***

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