

## **NYAC PICK-UP AND DROP-OFF POLICY**

All swimmers are asked to arrive **15 minutes** prior to practices so that they can be prepared and ready for the start of practice.

Parents and caregivers are asked to be prompt in picking up their swimmers after practice as we cannot guarantee supervision once practices have finished.

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## **NUT POLICY**

The below policy was adopted at the NYAC Board of Directors meeting on October 21, 2014.

Please be aware that some of the swimmers in our club may have severe food allergies. Exposing them to even tiny amounts of allergy-causing foods could have serious and even life-threatening consequences. Foods such as nuts are especially prone to causing allergies and we ask for your cooperation in not sending foods containing such products with your swimmer to swim meets and team travel events. We also ask that swimmers not share their food with teammates.

Please note, however, that we do **NOT** offer a nut-free environment. Although we ask parents to be considerate and nut-free, we cannot effectively monitor and guarantee that the events we promote are nut-free. If your swimmer has any nut or related allergies, please notify our office of that when registering, indicating the severity of the allergy. It is the parents' responsibility to take the necessary precautions by ensuring that the swimmer has an individual emergency plan, including an epinephrine injector (Epi-Pen) if needed, in the event of a serious reaction.

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## **NYAC Discipline Policy for Athletes**

NYAC will attempt to give fair, constructive and progressive discipline for any violations of our club's Code of Conduct.

The following policy will be implemented by staff under the direction of the Head Coach who is responsible for the discipline of all athletes at NYAC.

## **1. Discipline Policy Scope**

Disciplinary action is within the jurisdiction of the club and guided by the expectations written in our club's Code of Conduct. This may extend to out-of-program behavior that would have a negative effect on the team.

## **2. Incident Investigation**

1. i) If a violation of the Code of Conduct is suspected or is reported to a coach/chaperone, the coach/chaperone will investigate the evidence and will discuss the situation at once with the athlete. The coach/chaperone may ask for additional information from the athlete. The coach/chaperone should also discuss the situation with the Head Coach and Team Manager.
2. ii) If the coach/chaperone is satisfied that no violation has been committed, he/she will communicate to the athlete.
3. iii) If the athlete admits a violation or there is credible evidence of one, appropriate action will be determined by the Head Coach. The Head Coach or athlete's coach will inform the athlete's parents (up to the age of 18) and of the consequences for the athlete. No two cases of violations can be identical, and the age and needs of the athlete will vary from case to case. Therefore, the Head Coach will determine the course of action to be taken in each case so that a fair and constructive solution is reached. The athlete may choose to present evidence in his/her defense.
4. iv) An athlete may be asked to do one or more of the following to ensure that he/she understands the infraction, learns from the mistake, and recognizes the importance of conduct within the expectations of NYAC's program:
  - - Meet with his/her parents and coach(es);
  - - Write a letter, outlining the offence and the steps that the athlete will take to avoid further problems of this nature;
  - - Be put on probation, suspended or expelled from the club

The above list is not exhaustive; it is a sample of the types of consequences that may result from a violation of the Code of Conduct.

### **3. Athlete/Member Privacy**

The privacy of athletes and members involved will be respected. If the athlete or parent/guardian suspects otherwise, they should submit a formal complaint to the Dispute and Resolution Committee.

### **4. Disciplinary Process to be Followed by NYAC Coaches**

Disciplinary measures will take into account the nature of the offence, the harm caused, and the age and needs of the athlete or member.

The purpose of the disciplinary process described below, short of expulsion, is corrective, to encourage members or athletes to improve their conduct or performance so that they may continue their membership in the Club.

NYAC coaches will take the following actions in applying discipline:

1. *Verbal warning*

i) A verbal warning is an interaction between the coach and athlete and may be noted in the coaches' log.

2. *Written warning*

i) A written warning is an interaction between the athlete, coach and parents (notice must be sent to parents under the age of 18).

ii) Consultation must occur between the NYAC coach and Head Coach and the draft must be approved by the Head Coach.

3. iii) If a member/athlete is issued a written warning, the Head Coach will meet with the athlete and the athlete's parents (up to the age of 18) to discuss the disciplinary action and the member/athlete will be asked to sign the warning. The member/athlete's signature is only an acknowledgement that the member/athlete has been informed of the warning; it does not indicate agreement with the warning.

4. iv) All written warnings are retained in the member/athlete's file.

### 3. *Final written warning*

- i) A final written warning is an interaction between the athlete, coach and parents (notice must be sent to parents under the age of 18) which could lead to disciplinary action.
- ii) All written warnings are retained in the member/athlete's file.

### 4. *Probation*

1. i) A member/athlete may be placed on disciplinary probation for unsatisfactory behavior.
2. ii) A written notice of probation will be provided by the NYAC coach. This generally provides an explanation of the reason for the action, the length of the probationary period and a recommended plan of corrective action to be successfully completed during the period.
3. iii) All notices of probation are retained in the member/athlete's file.
4. iv) At the conclusion of the probationary period, and from time to time during the period as appropriate, the coach and/or the Head Coach will meet with the member/athlete to review his or her progress.
5. v) A member/athlete on disciplinary probation who does not show satisfactory improvement is subject to further disciplinary action at any time, up to and including expulsion from the club.

### 5. *Suspension*

- i) A disciplinary suspension from the club includes practice, dry-land training, competitive, social events, travel and any other applicable components of our program for a repeated or serious infraction of the club's rules, policies, or Code of Conduct.
- ii) A record of the suspension is retained in the member/ athlete's file.

### 6. *Expulsion - Termination of membership*

1. i) Expulsion of a member/athlete will involve consultation of the athlete's coach, team manager, and chaperone (if applicable) in a report by the Head Coach to the Club President.
2. ii) Expulsion must be approved by NYAC's Board of Directors.

3. iii) In the case of expulsion, an appeal may be submitted in writing within 2 weeks and the decision will then be reviewed by the Dispute Resolution Committee as per the club's Complaints and Appeals Procedure.

## **5. Application of the Disciplinary Process**

1. Discipline will be applied in a fair, constructive and progressive manner using our Code of Conduct as the document to determine transgressions.
2. Disciplinary steps may be omitted or repeated, as the club determines appropriate.
3. The corrective disciplinary measures of verbal and written warnings will not apply to any offense that the club determines to warrant immediate expulsion or in other circumstances when the club determines that corrective measures would be ineffectual or otherwise inappropriate.
4. The nature of the offense and the particular circumstances determine whether or not all or any of the steps in the above described Disciplinary Process are followed.
5. In cases of suspected bullying or criminal conduct, the club reserves the right to immediately suspend or expel an athlete or member.
6. Any decisions and recommendations beyond a verbal warning will always be made by a coach in consultation with the Head Coach.

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## **NYAC'S CHAPERONE POLICY**

### **1. What is a Chaperone?**

A Chaperone is a parent volunteer who takes full responsibility for supervising NYAC swimmers and acts as a liaison between the athletes/coaches and parents when the team is away at a meet or a training camp. The position of Chaperone is a very important, challenging and rewarding function.

Please note that a copy of this Chaperone Policy will be distributed to all Chaperones prior to a trip by email. Chaperones are required to confirm

receipt, understanding and agreement to the Policy. Staff will keep this email confirmation on file.

## **2. Chaperone Duties and Responsibilities:**

- i) Confirm hotel details as required – refrigerators, extra cots/pillows/blankets, telephone and television restrictions;
- ii) Organize and pack team supplies – eg. first aid kit, serving platters (available at NYAC office);
- iii) Plan meals and finalize arrangements with cafeteria/restaurant/hotel caterers (if catered meet);
- iv) Plan meals for swimmers and Coaches and complete shopping and meal preparation (if non-catered meet), including clean-up; and
- v) Set up and prepare Team Room (if Team Room not available, the Chaperone's room will be used as the Team Room);
- vi) Prepare, post, update and communicate swimmer schedules as determined by the coaching staff (these should be posted in the Chaperone's hotel room);
- vii) Ensure schedules are adhered to eg. lights out, wake-up calls, quiet time and travel time to the pool; and
- viii) Supervise swimmers – for swimmers under 10 years old, this may include keeping track of their money and receipts and tucking them in at night; for the older swimmers, this may involve allowing them to be independent and responsible.

## **3. Requirements of a Chaperone:**

- i) Enjoy spending time with athletes;
- ii) Good sense of humour;
- iii) Good communication skills;
- iv) Good organizational skills;

- v) Patience, kindness and sensitivity;
- vi) Calm demeanour and Team Player;
- vii) Chaperones must review and agree to the Chaperone Policy; and
- viii) **A Vulnerable Sector Police Reference Check will be required of all volunteer chaperones.**

#### **4. When is a Chaperone required for NYAC team travel?**

- i) NYAC team members are under 16 years of age;
- ii) The group collectively adds up to more than 5 swimmers;
- iii) Travel away from home is more than one day;
- iv) A second chaperone shall be considered when the number of swimmers traveling is greater than 10. When the total number of the group exceeds 10 swimmers, the following shall be considered by staff to determine the need for an additional chaperone: the average age of the group, the length of the trip, the complexity of travel plans (bus or plane), preparation of meals, the number of sessions daily (preliminaries and finals), whether it is a training camp and the experience level of the Chaperone. This is a decision to be made by the Team Manager (who should consult the Chaperone along with the Head Coach). This decision does not require the approval of the Board of Directors; and
- v) Coaches are welcome to assist in chaperoning but are not to be included in the chaperone count.

It is recommended that when the Team Manager (who is an employee of the club) is not able to attend a team travel designated meet or training camp as Head Chaperone, that two Chaperones attend the trip.

**5. The NYAC office** will provide the Chaperone with all necessary information/materials when attending away meets:

- i) Names and ages of swimmers;

- ii) Who is sharing rooms (list of swimmers' names and room numbers should be taped to the inside of the Chaperone Room);
- iii) Name, address and phone numbers of the pool;
- iv) Name, address and phone numbers of the hotel – including check-in and check-out times;
- v) Medical information of swimmers including allergies, dietary restrictions for catering/food orders;
- vi) Food budget;
- vii) What Chaperones should order or prepare in terms of meal plan (in discussion with Coaches) with a view to providing healthy, nutritious meals that are appropriate for the age of swimmers travelling;
- viii) First aid kit (including pain medication and feminine hygiene products). Note: Parents must provide permission to Chaperone to administer any medication;
- ix) Pre-arrange with Chaperone as to who is paying for the hotel, bus, food in the form of cheques or credit card payments;
- x) Emergency number for parents to contact a coach/chaperone or swimmer;
- xi) Bus driver contract and contact. Note requirement of 8 hours rest before driving and adhering to bus company schedule for pick up and drop off. Chaperones may feed bus driver if makes sense to do so (ie. if no extra cost is incurred).

**6. The NYAC club** is responsible for communicating the following information:

- i) How much supervision is required? What are curfew times/lights out? Coach will determine the time for curfew with Chaperone;



- ii) Hotel room doors to remain open at all times until lights out;
- iii) Communicate to swimmer about acceptable food choices from pool cafeteria (ie. No french fries/hamburgers/candy)
- iv) Ensure understanding between Coach and Chaperone regarding supervision at the pool. When a swimmer finishes, do they ask permission to leave set location (eg. washroom/cafeteria or must they remain on pool deck?);
- v) Communicate with parents about removing the child from the Chaperone's care at any time during the away trip – this must be done with the full knowledge of the Chaperone;
- vi) Communicate re: policy on extended stays for final events. How many rooms are kept? What is the NYAC policy (depends on a number of factors and to be discussed with Coach and parent as situation is reviewed); and
- vii) Communicate regarding illness of a swimmer during away meet and what procedures are in place. The parent should be contacted immediately to determine the course of action as well as what medication may be needed (if any).

## **7. Rules of Thumb:**

1. i) A Chaperone shall treat all swimmers under their care equally; there should be no special treatment of any individual swimmer.
2. ii) While at the hotel, the swimmers are under the care of the Chaperone (and while at the pool, the swimmers are under the care of the Coach).
3. iii) There is a good chance that a Chaperone may not be able to watch their own child swim during the trip due to their chaperoning responsibilities.
4. iv) The trip will be a busy one for the Chaperones; there may be very little free time for the Chaperone on the trip.
5. v) This is a great opportunity for anyone who would like to get to know the swimmers; it is well worth the effort.

***Points Allocation: see the Points Document***

*Effective date: June 2016*