

Swimmer Code of Conduct:

Membership in the Perth Stingrays Aquatic Club is a privilege and swimmers are expected to demonstrate leadership and behavior that furthers the PSAC Code of Conduct. This mandates that the individual swimmer is to be a credit to his/her team and a friend to her/his teammates, completing workouts without horseplay or harassment of other team members in the pool or locker-room. PSAC Swimmers shall at all times:

- ✓ be courteous and respectful to all individuals
- ✓ follow the directions/rules of the coaching and pool staff
- ✓ refrain from the use of alcohol, tobacco or drugs
- ✓ obey pool safety rules including to but not limited to the following:
 - no running on deck or in locker rooms
 - shower before entering the pool
 - refrain from unruly or disruptive behavior(this to be at the discretion of the coach or pool staff and may include: pushing shoving, yelling on deck or in the locker rooms, towel slapping or hitting, fighting, verbal abuse or swearing (including name-calling and hurtful comments)
- ✓ refrain from causing, attempting to cause or threatening to cause physical or emotional injury to another person
- ✓ must have regard for basic safety of self and others
- ✓ respect the belongings of others, including purposeful damage of property

PSAC Swimmer Discipline Policy

This policy is in place to protect all swimmers in the club and to support the expectations set forth by the club. Inappropriate and unsafe behavior will not be tolerated at practices (including the deck, hallways, outside on pool property, locker-room or other rooms at the pool) nor at meets. If a swimmer chooses to **not** follow the rules and expectations of the coaches, Club and Pool Staff, then the following steps in progressive discipline will take place:

Step 1: Verbal Warning

The coach or staff member who witnessed or who was informed about the infraction will give a verbal warning to the swimmer.

The verbal warning is the opportunity for the coach to constructively counsel the swimmer regarding a behavior problem and provide an opportunity for the swimmer to improve the behavior. A note should be made of the particulars of the meeting, including the date and nature of the discussions. The note should be kept in a confidential file for future reference, if required. The Board will be informed on all infractions.

In response to a first infraction, the coach should informally meet with the swimmer and:

- clearly inform the swimmer of the conduct for which they are being disciplined and the impact of this conduct on the swimmers, Club, etc.
- inform the swimmer of what the behavioral expectations of the Club are

- permit the swimmer to provide an explanation and consider the swimmer's input
- where applicable, set a time frame for improvement and a follow-up meeting to review the situation and
- inform the swimmer of the consequence of failing to address the conduct issue and of the steps that would subsequently be taken.
- verbally inform the parents about the conduct issue, warning and follow-up
- the Discipline Committee of the PSAC Board will be informed of the infraction

Step 2: Written Warning

If the behavior persists or if a second similar infraction occurs within a reasonable time frame, then the swimmer will be asked to sit out the remainder of the practice or meet, and a letter of warning will be issued. If the behavior occurred in the locker room, the swimmer will be banned from locker room privileges for that day or the following and a letter of warning will be issued.

The written warning should:

- advise the swimmer that further to the previous meeting, the problem still persists. The coach will provide a factual account of the subsequent infraction and the impact on the group, Club, etc.
- re-confirm the behavioral expectations of the Club
- advise of the improvement or change required by the swimmer
- advise that the written warning will be placed in the swimmer's file
- advise that failure to address the problem will result in more severe disciplinary action (see Step 3)
- a copy should be given to the parents of the swimmer as well as to the swimmer
- the Discipline Committee of the PSAC Board will be informed of the infraction

Step 3: Suspension

A suspension, including a letter of suspension is the next logical step in progressive discipline.

If the behavior of the swimmer occurs a third time, the swimmer will be dismissed from the remainder of the practice or meet and may be suspended for one or more practices (depending on the nature of the infraction and at the coach's discretion). If it is a locker room infraction, the swimmer will be banned from locker-room privileges for at least one week, but not more than three.

The letter of suspension should:

- follow the same steps as above except that the swimmer will be advised that failure to address the problem will result in Step 4, and should contain a final warning.
- include a request to set up a meeting between the coach, head coach, parents and swimmer to discuss the situation in person and to ensure that all parties understand the ramifications of a failure to address the problem.
- a copy of this letter should be given to the parents of the swimmer, the swimmer **and to the Board of Directors of PSAC.**

Step 4: Dismissal

If, after all the above attempts have been made to improve an outstanding infraction of the Swimmer's Code of Conduct, then it may be appropriate to consider termination of membership in PSAC .

Before making a decision to dismiss a swimmer, the coach and Executive Officers of the Board of Directors must ensure that a full and fair investigation of the facts is considered.

Prior to dismissal of a swimmer, the Executive Officers must establish that:

- Sufficient documentation exists to support the dismissal.

Dismissal is performed in person and is confirmed in a formal letter to be written by the coach and signed by the Executive Officers. Once again, the coach should meet with the swimmer to inform the swimmer of the action being taken and the reasons for it.

In a situation where a swimmer commits a **serious offense**, generally the swimmer should be suspended pending an investigation. The Head coach and Executive Officers have the responsibility to investigate the situation as expeditiously and thoroughly as possible. If the allegations are supported, a lengthy suspension or dismissal may be warranted.

Some examples of serious offenses are:

- jeopardizing the safety and security of swimmers
- damage or theft of the Club's, Pool's or swimmers' property
- drinking or substance abuse while at practice or at meets
- threatening behavior (threats to harm another person)
- criminal acts
- serious insubordination

Any disciplinary action taken by PSAC may be subject to challenge. Therefore, it is important that the Head Coach keep accurate records. All communication including verbal and written warnings, written suspensions and dismissals should be thoroughly documented.

Documentation should be factual and should clearly state the particulars of each meeting (e.g. date, location, subject, follow-up, etc.). Personal comments should not be documented. These records are to be kept in a confidential file that resides with the Discipline Committee of the PSAC. The records will be destroyed once the swimmer leaves the Club.