



## **Perth Stingrays Aquatic Club Policies**

Updated December 2019

### **Injury Protocol**

Notwithstanding the regular injury and illness policy, if a concussion is suspected the Swim Ontario Concussion Guide will apply:

<http://swimontario.com/uploads/Safe%20Sport/RowansLawConcussionMgtMemo.pdf>

<https://www.ontario.ca/page/rowans-law-concussion-awareness-resources>

The Perth Stingrays recognize that swimmers may become ill or injured from time to time. In all cases the long-term health of the swimmer should be the priority of the coach, parent, and swimmer. Swimmers and their parents have a duty to communicate any serious injury or illness to the club and their coach in order to minimize any adverse effect on the swimmer's health.

If the swimmer is unable to participate in regular swim practices or competition, the following procedure will apply:

- The swimmer and parent (in the case of a minor swimmer) will arrange a meeting with the coach in order to prepare a "return to swim" program.
- The swimmer's health care provider shall provide in writing any restrictions on their full range of motion or time restrictions on training/competition sessions ( eg no swimming for more than one hour/day, no arm movement above shoulders, etc.). They should also provide an expected timeline for removal of these restrictions.
- During this meeting a plan will be developed including detailed restrictions (movements, strokes, time in pool, etc), timeline for return to full participation in the program, and possible alternate therapies/exercises the swimmer can perform. This plan should be developed and written down by both parties involved during the course of the meeting and signed off by both at the time.
- This plan may be modified by both parties working together as the swimmer heals. The swimmer and coach should communicate at every practice to ensure the plan is up to date and minimizes chance of re-injury.

If either party has concerns about the pace of re-entry, they may request an additional meeting. The President or designate may attend if requested by either party to facilitate an agreement. In all cases the Head Coach has final say as to whether the swimmer is able to return to practice. Such permission will not be withheld unreasonably.

### **Harassment and abuse policy**

The Perth Stingrays Aquatic Club is affiliated with Swim Ontario and all swimmers, coaches, parents, and officials are bound by the Swim Ontario Comprehensive Code of Conduct and Ethics.

## **Practice cancellation policy**

The club recognizes that regular practice is vital in the development of any athlete and therefore practice will not be cancelled without a compelling reason. Practice cancellation decisions are to be made by the Head Coach in consultation with the President or their designate. The Coach should give as much notice as possible regarding any cancellations. Communication of any practice cancellation will be done as an email blast from the team website. As always, swimmers and their parents have the final say on whether the swimmer should attend any given practice.

There are sometimes extraordinary circumstances (pool breakdown etc) where cancellation is unavoidable. If afternoon practice needs to be cancelled after the school day has started, a member of the coaching team and a member of the Board should attend the pool to ensure swimmers are supervised and parents contacted to pick them up.

Practice is cancelled any time the Perth Pool is required to be closed by regulation (water chemistry, mechanical breakdown, etc) or the condition of the water or the facility is deemed unsafe by the pool staff, the Head coach or their designate.

Please note that practice is typically not cancelled on school "snow days". Practices on statutory holidays are typically cancelled. Confirmation of such will be communicated by the Head Coach. Typically, a swimmer will not practice on a day they are attending a swim meet.

## **Cell phone policy for swimmers**

Cell phones should not be used at any time in the change rooms or during practice or dryland training. Any direct communication between a swimmer and a coach (text/email) should include at least one of the swimmer's parents. We suggest starting a text group/ email chain to use throughout the year. Cell phone use on deck at a meet is discouraged- please cheer on your teammates!

## **Information Technology Policy**

All Personnel of the Perth Stingrays Aquatic Club "Perth Stingrays", which includes its employees and board members, are required to comply with this information technology policy.

Your account operates on a service provided by Google. When you use your Perth Stingrays account, the Perth Stingrays domain administrator will have access to your account information, including any data you store with this account in Google services.

Information, including information entrusted to Perth Stingrays by its clients, donors and business partners must be protected by taking reasonable and appropriate steps to ensure information's confidentiality, integrity, and availability.

Communication services provided and equipment owned by Perth Stingrays are to be used primarily for legitimate Perth Stingrays business purposes.

Personnel have a right to expect that other Perth Stingrays Personnel will not gain access to files, messages, communications, or documents of others unless they have a legitimate reason to do so and access is approved by the majority of the current Perth Stingrays board members. Accessing files, messages, communications, or documents of others without a legitimate reason is inappropriate and is prohibited.

When your role as an employee or board member with the Perth Stingrays ends you will no longer

have access to your account and your account and any information within it will be accessed by your successor.

Personnel must not utilize the communication services provided and equipment owned by Perth Stingrays in any way that may be seen as insulting, disruptive, or offensive to other persons, or harmful to morale. Examples of forbidden transmissions or equipment usage include sexually-explicit messages, content, cartoons, or jokes; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, religious beliefs, or other personal characteristics or circumstances. Communication services provided by Perth Stingrays may not be used for the purpose of defamation, harassment, impersonation, forwarding of chain letters, personal purchases, etc. Any use of communication services provided and equipment owned by Perth Stingrays for illegal activity is strictly prohibited.

All website and social media postings and emails representing the Perth Stingrays are to be for Perth Stingrays business and should be worded in such a way to promote and protect the integrity of the Perth Stingrays.

Account passwords must be carefully protected to avoid the possibility of unauthorized use or intrusion of Perth Stingrays systems. If an ID or password are suspected to be stolen, report this immediately to the Perth Stingrays President or Vice President.

Use of Perth Stingrays owned workstations (including, but not limited to, personal computers, laptops, "smartphones", etc.) is restricted to authorized Personnel. Personnel in possession of such devices owned by Perth Stingrays must take precaution to protect and control these devices from unauthorized physical access, loss, or theft.

In the event a device is lost or stolen that potentially contains confidential Perth Stingrays information, the member must immediately report the incident at the time of discovery to the Perth Stingrays President or Vice President.

Perth Stingrays reserves the right to monitor, filter, and deny the use of its assets or systems.