

# Code of Conduct and Team Travel Policy

Inland Empire Swimming Senior Zones/All Star Team

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## **"Support your teammates"**

This powerful and all-encompassing statement is the plain and simple idea that summarizes this entire document. There is nothing more valuable and influential than simply acting and behaving in a manner that supports the athletes, non-athletes, and other supporters that make up this team. Everything outlined below seeks to protect the integrity of this statement in various ways.

**The purpose of this Code of Conduct** is to ensure that all Inland Empire (IE) Zone/All Star Team athletes and nonathletes conduct themselves in a manner which reflects honorably on USA Swimming, Inland Empire Swimming, and the sport of swimming. Each athlete and non-athlete are required to remain in compliance with this document until they are no longer members of the IE Zone/All Star Team, as outlined in the IE Policy and Procedures (hereafter "IE P&P"), Sections 7.3 and 7.4

Definitions of Prohibited Behavior Acts or behaviors that fall into the following three categories will be violations of this Code of Conduct and Team Travel Policy (with cited USA Swimming Rules and Regulations, hereafter "USAS", if applicable).

**1. Supportive teammates do not engage in violent or destructive acts or behaviors** Violence is defined as "the use of force in a way that harms a person or property." This can manifest itself in both physical and non-physical ways. For IE Zone/All Star Team members, violent or destructive acts or behaviors includes, but are not limited to:

- Disrespectful acts or behaviors, including displays of poor sportsmanship, toward a teammate, competitor, coach, chaperone, parent, meet personnel, or other support person (i.e. hotel employee, restaurant worker, bus driver, etc.).
- Bullying, hazing, other acts or behaviors of discrimination.
- a person's race, religion, ethnicity, sexual orientation, or gender (USAS 304.3.7 and 304.3.13B)
- Physical abuse (USAS 304.3.13A), fighting, vandalism, disorderly conduct, damage to private or public property
- Theft, unauthorized "borrowing" or "souvenir taking" of any type
- Any other "violent" acts or behaviors not specifically mentioned, as determined by the IE Zone/All Star Team Head Coach.

**2. Supportive teammates do not possess or consume illegal intoxicating substances and/or performance enhancing drugs (PED's).** This is specifically addressed by USAS Sections 304.3.9-304.3.12. Any exceptions for prescribed medications must be provided to the IE Zone/All Star Team Head Coach in advance of the meet.

**3. Supportive teammates care for and protect one another from circumstances of cohabitation or inappropriate sexual acts or behaviors.** This includes, but is not limited to:

- Male athletes may not be in a female athlete's room at any time for any purpose, and vis versa, unless the other athlete is a sibling.
- Regardless of gender, no non-athlete shall share a hotel room or any other sleeping arrangement with an athlete, unless the non-athlete is the parent, guardian, or sibling of that athlete (USAS 305.5A)

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- No inappropriate sexual conduct or advance that is written, oral, visual, or physical. This includes IE athlete to IE athlete, IE athlete to non-IE athlete, IE athlete with non-athlete minor, IE non-athlete to IE athlete, IE non-athlete to IE non-athlete, IE non-athlete to another non-athlete (USAS 304.3.8)
- Any other inappropriate sexual acts or behaviors not specifically mentioned, as determined by IE Zone/All Star Team Head Coach.

## **Supportive teammates follow the following additional Team Travel Policies:**

- The IE Zone/All Star Team Head Coach shall establish a daily curfew.
- All electronic devices and mobile phones are to be turned "OFF" at evening curfew. It is the responsibility of the athlete to charge their device/phone overnight. If this becomes an issue for any roommate, electronics may be collected from individual rooms or all rooms at the discretion of the Head Coach.
- During all team travel, especially during room checks, team meetings, etc. IE non-athlete team members shall utilize "two-deep leadership," and shall maintain an open and observable environment.
- It is permissible for one athlete and one non-athlete to travel to a competition or travel during a competition alone. However, the athlete must have written permission from their parent/guardian authorizing such travel with that specific individual. In all other cases, such travel and other similar situations are prohibited (USAS 305.5C).
- Athletes are always expected to remain with the team during team travel. (IE P&P Section 7.3.1A). Athletes shall not leave the competition venue, hotel, restaurant, or any other place at which the team has gathered without the permission of the IE Zone Head Coach (IE P&P Section 7.8.1B)
- When visiting public places (shopping malls, movie theaters, etc.), athletes shall stay in groups of no less than 3 athletes.
- Any and all rules or policies stated or posted by IE Zone/All Star Head Coach, or a person designated shall always be followed.

**Penalties are authorized by USA Swimming Rules and Regulations, Appendix D, Paragraph 4.** Any and/or all the following penalties may be considered and imposed according to the severity of the infraction, as determined in IE P&P, Sections 7.9.1-7.9.4:

- Removal from relays (IE P&P Section 7.9.3A) or individual events (IE P&P Section 7.9.4) at the Western Zone Swimming Championship Meet
- A formal, written apology to offended parties, with copies submitted to the IE Zone/All Star Team Committee and the athlete or non-athlete's attached club.
- Forfeiture of all IE Zone/All Star Team supplied apparel or other articles/items. Forfeiture of part or all financial support for travel arrangements provided by Inland Empire. Additionally, restitution of any and/or all damages, fines, or fees incurred.
- An athlete or non-athlete may be excused from the team and sent home at the expense of the athlete, non-athlete, or parent/guardian thereof. If an athlete must be accompanied by a chaperone, as outlined above in "Additional Team Travel Policies", then the athlete or parent/guardian thereof shall cover those expenses as well (IE P&P Section 7.9.4)

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Enforcement Any violations of this Code of Conduct at any time shall be addressed as outlined in IE P&P Section 7.9.

## **Addendum: Text of Section 7.9 of IE Policy and Procedures**

### 7.9 Discipline of IE Zone/All Star Team Program Members

.1 Any violation of the USA Swimming Code of Conduct, IE Policy and Procedures, IE Zone/All Star Team Code of Conduct and Team Travel Policy, and/or any other reasonable written law or code of conduct reported other than during the Western Zones Swimming Championship Meet shall be investigated by the IE Zone/All Star Team Committee and/or a designee of as determined by the IE Age Group Vice Chair. This action shall require notification of the IE Executive Board.

.2 Any disciplinary hearing taking place other than during the Western Zones Swimming Championship Meet, must be recommended by the IE Zone/All Star Team Committee and sanctioned by the IE Executive Board. Any disciplinary hearing shall abide by the IE Policy and Procedures and/or outlined by USA Swimming.

.3 Any violation of the USA Swimming Code of Conduct, IE Policy and Procedures, IE Zone/All Star Team Code of Conduct and Team Travel Policy, and/or any other reasonable written law or code of conduct reported during the Western Zones Swimming Championship Meet shall be reported to and investigated by the IE Zone/All Star Team Coaching Staff or a designee of.

A. If the violation is determined to be relatively minor and does not require a penalty outlined in Section 7.9.3B of the IE Policy and Procedures, the IE Zone/All Star Head Coach shall require and enforce a penalty of their choosing.

1) Since relays are determined by the IE Zone/All Star Head Coach, as outlined in Section 7.8.1C(2), removal from a relay due to a minor violation is permissible and is at the discretion of the coaching staff. 2) Repeated minor violations can become cause for seeking the penalties listed in Section 7.9.3B, in which case, the course of action outlined in Sections 7.9.3C, 7.9.3D, 7.9.4, and 7.9.5 must be followed

B. The IE Zone/All Star Coaching Staff, may determine that a violation or series of violations (as indicated in Section 7.9.3A(2)), is severe enough to warrant a penalty that includes: an athlete, chaperone, or coach being removed from the team and sent home or an athlete to be scratched from an event.

C. If Section 7.9.4B is warranted, the person in violation shall be notified by the Head Coach of the reported violation, the penalty sought, be given the opportunity to present his/her case before a disciplinary panel, and that he/she has the right to an expedited hearing pursuant to Section 7.9.4D, Section 7.9.5, and Section 7.9.6 of the IE Policy and Procedures.

D. Any athlete accused of a violation outlined in Section 7.9.4B shall be entitled to ask an adult to serve as his/her advocate. If an athlete does not select an advocate, the IE Zone/All Star Head Coach shall assign an advocate on his/her behalf. Non-athletes shall represent themselves, unless otherwise determined by the IE Zone/All Star Head Coach.

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1) If, after such notification and after consultation with an advocate, the individual elects to acknowledge their violation and accept the penalty recommended by the IE Zone/All Star Head Coach, the penalty shall be enforced, and no hearing shall be held. 2) If, after such notification and after consultation with an advocate, the individual elects to contest the violation and/or the recommended penalty, a hearing in front of a disciplinary panel shall take place.

.4 Any disciplinary hearing taking place during the Western Zones Swimming Championship Meet may be called for by the IE Zone/All Star Head Coach, as outlined in Section 7.9.3 of the IE Policy and Procedures. The authority to convene such a disciplinary hearing is granted by USA Swimming Rules and Regulations Article 71, paragraph 571.2(2).

A. The disciplinary panel shall be made up of no less than 3 persons, one of which must be an athlete and no more than 5 persons.

B. The disciplinary panel shall not include the Head Coach or the investigating person or persons.

.5 Conduct of Disciplinary Proceedings During the Western Zone Swimming Championship Meet

A. The Disciplinary Proceedings shall be held in private and shall not include anyone but relevant persons. All relevant persons will keep all proceedings confidential to non-relevant persons. Any violation of the confidentiality of the proceedings may subject that person to action outlined in Section 7.9.1.

B. The Head Coach and/or designated staff member, on behalf of IE, shall present the facts of the violation(s) to the panel. The person presenting has the right to recommend a penalty.

C. Both IE and the Individual shall have the opportunity to present any additional evidence considered relevant and may call witnesses.

D. Upon hearing the relevant facts and testimony, the panel shall determine if the individual was acting in violation, and, if found in violation, shall either accept the recommended penalty or assess a penalty deemed appropriate by the panel.

E. The panel's findings shall be the final say in the matter. The Team Head Coach shall be responsible for enforcing any penalty assessed by the panel.

F. A report, written by the panel, outlining the proceedings and its conclusions, shall be submitted to the IE Zone/All Star Head Coach to be shared with the IE Executive Board and the IE Zone/All Star Team Committee. That report shall be confidential to all non-relevant persons, unless otherwise determined by the IE Age Group Vice-Chairman.

All Athletes, Coaches, and Chaperones are REQUIRED to fill out this document.

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## **Agreement**

I, (participant printed name\*) \_\_\_\_\_ shall support my teammates, both athlete and non-athlete, as well as those who support the IE Zone/All Star Team.

I, (parent/guardian printed name\*) \_\_\_\_\_ shall support my athlete as he/she complies with this document.

I hereby agree to comply with this Code of Conduct and Team Travel Policy and abide by all USA Swimming Rules and Regulations and all IE Policy and Procedures. I understand the consequences and my rights if I fail to follow this document.

PARTICIPANT SIGNATURE\*: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE\*: \_\_\_\_\_ DATE: \_\_\_\_\_

\*For Coaches and Chaperones please print name under "participant" and sign the " participant signature" line only. Thank you.