

PAAC COACHING STAFF CODE OF CONDUCT

The following is a list of rules, guidelines, and expectations that must be followed and adhered to by members of the PAAC Coaching Staff. By signing below, the Coach is acknowledging acceptance of these terms as conditions precedent to their employment with PAAC ("the Club") and further agrees that violation of any of these terms may result in the termination of the employment relationship with the Club.

- 1. Performance of Duties.** All PAAC coaches shall conduct themselves in a manner commensurate with the responsibilities of his/her position within the Club.
 - a. Grounds for Immediate Discharge. A coach may be immediately discharged from their position with the Club in the event of a final conviction (including, but not limited to, a plea of guilty or *nolo contendere*) of a felony offense under the laws of any state or of the United States.
 - b. Grounds for Discharge with Notice. A coach may be discharged upon seven (7) days written notice for any reason that the Head Coach, in consultation with the Board of Directors, determines to be cause for termination, including but not limited to: 1) dishonesty, insubordination, substance abuse, willful misconduct or negligence in the performance of their duties; 2) any material failure to observe or perform any of the obligations set forth within this Code of Conduct; 3) a conviction of (including a plea of guilty or *nolo contendere*) a crime involving moral turpitude, misappropriation of funds or the Club's reasonable belief that the coach is acting or has acted in violation of any applicable law or ordinance; 4) violation of any rule contained in the United States Swimming Code of Conduct; 5) revocation or loss of membership from United States Swimming; 6) failure of any background check; or 7) any other action on part of the coach that the Club, in its sole discretion, determines is damaging or detrimental to the Club in any significant way.
 - ~~b.c.~~ Pennsylvania State Clearances. PAAC requires that all coaches provide the following: 1) Report of criminal history from the Pennsylvania State Police; 2) Child Abuse History Clearance from the Department of Human Services; and 3) Fingerprint-based federal criminal history submitted through either the Pennsylvania State Police or the FBI.

2. Contact with a Swimmer.

- a. Physical Contact.
 - i. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high-fives, fist bumps, side-to-side hugs and handshakes.

- ii. You may touch a swimmer on their arm, below their knee or on their head only when teaching them a drill, skill, dryland or weight-lifting procedure.
- iii. You can give a swimmer a pat on their shoulder or back or a hug on in the case of a job well done or to console them. When doing so, the contact should only last a reasonable amount of time.
- iv. Do not massage or rub a swimmer for any reason; if a swimmer has a knot or cramp, explain to them how to fix the issue.

When in doubt, refer to the guidelines provided by USA Swimming Safe Sport.

- b. Conversations with the Swimmer. Remember, when having a conversation with a swimmer that you are the coach, the mentor at the pool and one of their mentors in life.
 - i. Do not, under any circumstance, discuss sex with the swimmer or be a part of any conversation with them were sex or inappropriate behavior (alcohol, drugs, etc.) is discussed. If two or more swimmers are having such a discussion amongst themselves in your presence, inform them that their conversation is inappropriate and instruct them to change the subject immediately.
- c. Electronic/Digital/Social Media Contact.
 - i. E-Mail/Text/Phone. Coaches should avoid communicating directly with any swimmer in the Instructional, STARS, Bronze and Silver groups by e-mail, telephone or by text. In those cases, should the swimmer need information from the coach, it shall be passed through their parents. Such contact is permitted with swimmers in the National, Senior and Gold groups only once an authorization has been signed by the parents of the swimmer. In such cases where direct communication between the swimmer and coach is authorized, the subject matter of the communication shall be limited to information directly related to team activities, and shall take place between the hours of 7:00 am and 9:00 pm.
 - 1. Should a swimmer send a coach any electronic communication that is either unauthorized or deviates from the appropriate subject matter, the coach shall create a copy of the image or message and send it immediately to the Head Coach, Board President as well as the parents.
 - ii. Social Media/Digital.
 - 1. Coaches may photograph swimmers only for the purpose of posting images to a professional social media page or to the PAAC website under the following conditions:
 - a. The coach may only post images of swimmers to a PAAC-approved professional social media page. Should the coach maintain such a page, the username and password must be provided to the Head Coach.

while you are in the room, the door to the room shall be propped open at least 90 degrees.

- b. You may not, at any time, enter the room of a swimmer of the opposite gender. If conversations are required with swimmers of the opposite gender [swimmers](#), they must take place in a common space.

6. Parent Interaction. Coaches should conduct themselves with parents not only as representatives of PAAC, but also in a manner so as to discourage the appearance of a conflict of interest, or bias.

- a. Coaches shall not engage in sexual relationships with parents of any swimmer associated with PAAC.
- b. Coaches may not accept tips from parents.

By signing below I acknowledge that I have read the above terms and conditions and that I agree to abide by all measures of this Code of Conduct. I further understand that this Code of Conduct can be amended at any time and that I will be responsible for complying with any such amendments.

Printed Name

Signature

Date