

# PROCEDURES

## ADMINISTRATION

The **Code of Conduct, Policies and Procedures** will be governed by the Swim Team Parent Board through the Swim Team Compliance Committee, as authorized by Greater Somerset County YMCA.

- 1. The Swim Team coaching staff will enforce the Code of Conduct policies and are empowered to make final judgment on any infraction that they witness in person without requiring further review.**
- 2. Compliance infractions reported to the Swim Team Compliance Committee or to a Swim Team coach (where neither were an eyewitness) will be reviewed according to the procedures that follow in this document**
- 3. All decisions made by the coaching staff and the Swim Team Compliance Committee are final and are not open to appeals.**

The Swim Team Compliance Committee will consist of the following members: A Compliance Chairperson who is a Swim Team Parent Board member, another Swim Team Parent Board member and one parent volunteer who is not a Swim Team Board member. In the event the Swim Team Compliance Committee is unable to locate a non-STPO parent volunteer in a timely fashion, a GSCYMCA staff person (director level or above) may serve in this role.

Members of the Swim Team Compliance Committee will not be permitted to participate in or preside over any processes which represent direct personal conflicts of interest in any way. In such a case, a replacement will be appointed by the Chairperson of the Swim Team Compliance Committee.

## PROCEDURE FOR REPORTING A COMPLIANCE INFRACTION

- 1. Parent or guardian or coach reports infraction to the Swim Team Compliance Chairperson, Head Coach or Head Age Group Coach. If the member of the compliance committee has a direct personal conflict, the incident may be reported to the Head Coach or Head Age Group Coach.**
- 2. The person reporting the infraction must have directly witnessed the infraction or be parent/ guardian or coach of a person involved.**
- 3. All complaints, with the exception of bullying as per the USA Swimming Anti-Bullying Policy below, must be made within 72 hours of the alleged infraction. In cases where an infraction occurs at an off-site team even (e.g. training trip), the complaint must be made within 72 hours of the conclusion of such event.**
- 4. Upon receipt of a complaint, the Swim Team Compliance Committee will begin an investigation in a fair and expeditious manner. This will include contacting all parties involved and arranging individual interviews to gather facts.**

5. **The compliance committee will convene to discuss results of findings and will schedule additional meetings, if necessary, in order to reach a fair resolution.**
6. **All investigations will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances.**
7. **The compliance committee will convene a final time to determine disciplinary action, if necessary.**
8. **All decisions made by the compliance committee are final.**
9. **All investigations and decisions will take place within 2 weeks of the original complaint. If circumstances are such that more time is needed, all parties will be informed.**
10. **Upon conclusion, all decisions and determined action will be kept strictly**

confidential and shared only with the party or parties who the complaint was made against, the Head Coach and the Head Age Group Coach.

11. Every attempt will be made to convene in person in each of these investigations, however in time-sensitive situations conference calls can be coordinated in their place.

### **ATHLETE PROCEDURE FOR COMPLIANCE INFRACTION DISCIPLINE**

When applicable, the athlete will be dismissed from the practice or event immediately (at the cost of the parent/guardian if necessary) and a disciplinary note will be sent to the parent, Head Coach or Head Age Group Coach and the Swim Team Compliance Committee Chairperson. A resolution to the investigation will be required to occur before the swimmer can return to the team. Any practice missed during this time period will be counted as missed practices for attendance purposes. If Compliance Infractions occur, the following actions will be taken:

#### **First infraction**

- Probationary period of 12 months if non-compliant with a Code of Conduct General Policy
  - Probationary period of 24 months if non-compliant with a Code of Conduct Prohibited Behavior
  - Possible suspension\* of team activities for up to two months if non-compliant with a Code of Conduct General Policy.
  - Possible suspension\* of team activities for up to 12 months or excused from Swim Team if non-compliant with a Code of Conduct Prohibited Behavior.

\*Parents will still be responsible to fulfill their work commitment at the conclusion of the suspension period.

#### **Second infraction of same nature**

Excused from Swim Team with no refund of team or meet fees

**Second infraction of any type while under probationary period**

Excused from Swim Team with no refund of team or meet fees

**Two infractions of Code of Conduct Prohibited Behaviors of any type**

Excused from Swim Team with no refund of team or meet fees

**Three infractions of any type**

Excused from Swim Team with no refund of team or meet fees

**PROCEDURE FOR COMPLIANCE INFRACTION DISCIPLINE BY NON-ATHLETE SWIM TEAM REPRESENTATIVE**

When applicable, the individual will be dismissed from the event immediately and a disciplinary note will be sent to the parent, Head Coach or Head Age Group Coach and the Swim Team Compliance Committee Chairperson. A resolution to the investigation will be required to occur before the individual may attend any future Swim Team events, including (but not limited to) dual and invitational swim meets. Families will still be responsible for their work commitment at the conclusion of the investigation.

If Compliance Infractions occur, the following actions will be taken:

**First infraction**

- Probationary period of 12 months if non-compliant with a Code of Conduct General Policy
  - Probationary period of 24 months if non-compliant with a Code of Conduct Prohibited Behavior
  - Possible suspension of team events for non- athlete Swim Team Representative or child for up to two months. Parents will still be responsible to fulfill their work commitment at the conclusion of the suspension period.

**Second infraction of same nature**

- Non-athlete Swim Team representative may be permanently banned from team events, including (but not limited to) dual and invitational swim meets.
- Child of the non-athlete Swim Team representative may be removed from Swim Team with no refund of team or meet fees.

**Second infraction of any type while under probationary period**

- Non-athlete Swim Team representative will be permanently banned from team events,

- including (but not limited to) dual and invitational swim meets.
- Child of the non-athlete Swim Team

representative will be removed from Swim Team with no refund of team or meet fees

### **Two infractions of Code of Conduct Prohibited Behaviors of any type**

- Non-athlete Swim Team representative will be permanently banned from team events, including (but not limited to) dual and invitational swim meets.
- Child of the non-athlete Swim Team representative will be removed from Swim Team with no refund of team or meet fees

### **Three infractions of any type**

- Non-athlete Swim Team representative will be permanently banned from team events, including (but not limited to) dual and invitational swim meets.
- Child of the non-athlete Swim Team representative may be removed from Swim Team with no refund of team or meet fees