

# **Poulsbo Piranha Swim Team**

## **Code of Conduct Policies and Procedures**

### **PURPOSE**

To provide for the best possible individual, team and program responsibility which promotes the sport of swimming, helps to develop the athletic ability and character of the individual swimmers and help promote a positive reputation for the Poulsbo Piranha Swim Team (PPST).

### **APPLICATION**

The entire contents of the Poulsbo Piranhas Swim Team Code of Conduct Policies and Procedures shall apply to any activity or function that is associated with the Poulsbo Piranhas Swim Team including but not limited to: practices, meets, team trips, team outings and team functions. The PPST Code of Conduct Policies and Procedures applies to and must be read, agreed to and signed by each swimmer and parent/guardian in order to register for and participate in Poulsbo Piranhas Swim Team programs.

### **CODE OF CONDUCT POLICIES**

All members and extensions of the team, including coaches, officials, volunteers, parents and athletes, must help promote a positive image of the Poulsbo Piranhas Swim Team. Members of the Poulsbo Piranhas Swim Team must all times follow appropriate code of conduct policies but not limited to the following:

- Behave in such way that their action reflects positively on themselves and the team at all team practices, meets, team trips, team or individual group outings and any team functions.
- Display proper respect and sportsmanship toward coaches, officials, administrators, fellow competitors, parents, and the general public in attendance at practices, meets and team functions.
- Follow the directions of the coaching staff during practice, meets and other team activities.
- Do not remove or take any article that does not belong to them; such as clothing, jewelry, money or any other item regardless of value.
- Use of electronic devices is prohibited in all locker rooms (our pools and meets).
- Respect the property and staff of the pool facilities and any other facility we use.
- The use of social media (Facebook, Twitter, Instagram, Snapchat, etc.) for inappropriate purposes including unapproved pictures, harassment or bullying shall not be tolerated.
- No swimmer shall tamper with or cause damage to any such facility.
- Promote positive team spirit and morale, which includes being humble in victory and courageous in defeat. Deal justly, kindly and impartially with all fellow team members.
- Do not purchase, possess, sell or use alcohol, tobacco or any illegal non-prescription drugs.
- Do not illegally purchase, sell or misuse prescription drugs.
- Never interfere with the progress of another swimmer at any time.

- Refrain from verbal or physical abuse/assault or inappropriate touching behavior towards other teammates, coaches, officials, parents of our club and/or other clubs, or fellow competitors.
- Never endanger the safety of another participant, coach or administrator.
- Never leave the supervision of the coaching staff without their direct approval.
- Always behave in a mature, courteous and responsible manner.
- Come ready to practice and meets with all necessary equipment and on time.
- Swimmers must stay in practice area during entire practice.
- Parents should remain within spectator areas unless volunteering in an official capacity that requires them to be on deck. Only swimmers, coaches, timers, officials and other meet representatives shall be allowed on the pool deck during swim competitions and team practices.

Poulsbo Piranhas Swim Team parents, officials, coaches, volunteers and anyone in attendance at any Poulsbo Piranhas Swim Team event on behalf of any Poulsbo Piranhas Swim Team member is expected to maintain compliance with applicable Poulsbo Piranhas Swim Team Code of Conduct Policies and Procedures and will be subject to appropriate disciplinary actions for any events of noncompliance.

## **CODE OF CONDUCT PROCEDURES**

### **Administration**

The Poulsbo Piranhas Swim Team Code of Conduct will be governed by the Poulsbo Piranhas Swim Team Board and Head Coach. All decisions made by the Poulsbo Piranhas Swim Team coaching staff, at the site of any infraction will initially prevail. Appeals, if necessary, can be made in writing within 48hrs and in rational, constructive and fair manner. Appeals will be heard by the Poulsbo Piranhas Swim Team Board and Head Coach as soon as possible. Parents shall have the right to request to have an appeal heard on an emergency basis in situations which are time sensitive. All decisions made by the Poulsbo Piranhas Swim Team Board and Head Coach will be final.

Board members and/or Head Coach 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(s) will be appointed to fill in for that process by the Board and/or Head Coach.

### **Disciplinary Procedures**

All members of the Poulsbo Piranhas Swim Team are required to comply with the Poulsbo Piranhas Swim Team Code of Conduct Policies and Procedures. Parents and Swimmers must understand that each swimmer is responsible for his/her own actions. During practice sessions and meets the coaches' primary responsibility is to train and coach the swimmer; not act as a disciplinarian. Any swimmer who violates any of the Poulsbo Piranhas Swim Team Code of Conduct Policies and Procedures will be subject to the following disciplinary measures:

#### **Level I (Minor Incidents):**

All incidents not identified as Level II (major incidents) below will be considered as a Level I (minor incidents) pursuant to the Poulsbo Piranhas Swim Team Code of Conduct Policies and Procedures and will be subject to the following disciplinary actions:

**1<sup>st</sup> Offense-** The swimmer will be notified and a disciplinary note (see Exhibit C) will be sent to the parent(s), the Head Coach and the Poulsbo Piranhas Swim Team Board explaining the unacceptable behavior. The parent(s) must arrange for a meeting with the coach to discuss the incident prior to the swimmer returning to training. The parent(s), swimmer and Head Coach sign the Disciplinary Note.

**2<sup>nd</sup> Offense-** The swimmer will be notified and a disciplinary note (see Exhibit C) will be sent to the parent(s), the Head Coach and the Poulsbo Piranhas Swim Team Board explaining the unacceptable behavior. The swimmer will be excused from the next scheduled practice session. The parent(s) must arrange for a meeting with the coach to discuss the incident prior to the swimmer returning to training. The parent(s), swimmer and Head Coach sign the Disciplinary Note.

**3<sup>rd</sup> Offense-** The swimmer will be notified and a disciplinary note (see Exhibit C) will be sent to the parent(s), the Head Coach and the Poulsbo Piranhas Swim Team Board explaining the unacceptable behavior. The swimmer will be excused from the next two (2) scheduled practice sessions. The parent(s) must arrange for a meeting with the coach to discuss the incident prior to the swimmer returning to training. The parent(s), swimmer and Head Coach sign the Disciplinary Note.

**4<sup>th</sup> Offense-** The swimmer will be excused from the Poulsbo Piranhas Swim Team. Pacific Northwest Swimming will also be notified.

There will be a one-year probationary period from the date of each Level 1 offense. If another Level 1 offense is committed during this period, it will be considered as progressive discipline to the prior offense.

**Level II (Major Incidents) \*\*:**

Level II (major incidents) under the Poulsbo Piranhas Code of Conduct Policies and Procedures include but are not limited to the following:

- Purchase, sale, possession or use of alcoholic beverages or tobacco of any kind.
- Purchase, sale, possession or use of illegal non-prescription drugs.
- Illegal purchase, sale or misuse of prescription drugs.
- Verbal or physical abuse/assault or inappropriate touching behavior towards other teammates, Poulsbo Piranhas Swim Team Coaches or other staff members.
- Destruction of any kind at any pool facility or other facility we attend as a team.
- Theft of any article that does not belong to them, such as clothing, jewelry, money or any other item(s) regardless of value.
- Use of electronic devices in any locker room for the purposes of taking pictures or other inappropriate uses.
- Any other items not specifically defined herein but deemed to be Level II violations by the Poulsbo Piranhas Swim Team Board or Head Coach.

All Level II (major incidents) will be subject to the following disciplinary actions:

**1<sup>st</sup> Offense-** The swimmer will be dismissed from the practice or event immediately and a disciplinary Note (see Exhibit C) will be sent to the parent(s), Head Coach and the Poulsbo Piranhas Swim Team Board. A meeting of the previously mentioned individuals, along with the coach and swimmer or parent, will be required to meet before the swimmer can return to the team. During this disciplinary action will be determined, agreed to and documented. All parties involved in the meeting will be required to sign the Disciplinary Note.

**2<sup>nd</sup> Offense-** The swimmer will be excused from the Poulsbo Piranhas Swim Team with no refund of team fees. Pacific Northwest Swimming will also be notified.

There will be a one-year probationary period from the date of the 1<sup>st</sup> Level II offense. If another offense occurs during that one-year period, it will be considered as a second offense subject to reasonable disciplinary actions. If the one-year probationary period without the occurrence of another offense, then the next offense will be considered as a first offense with reasonable disciplinary actions being taken. If a swimmer commits three Level II offenses in total, regardless of time period lapsed, then the swimmer will be immediately excused from the Poulsbo Piranhas Swim Team with no refund of team fees.

**\*\*NOTE:** If there are extreme offenses, as determined by the Poulsbo Piranhas Swim Team Board and Head Coach, such as legal violations or physical injury to any party involved, the swimmer maybe immediately dismissed from the team with no refund of team fees.

All incidents of disciplinary action (Level I and Level II) will be recorded in the swimmer's Record of Disciplinary Action (see Exhibit B). All Disciplinary Notes will be maintained in the swimmer's file by the Poulsbo Piranhas Swim Team Board and Head Coach.

**EXHIBIT A**  
**PPST CODE OF CONDUCT STATEMENT**

Swimmer will not be allowed to register for the team and to practice or compete until this form is completed, signed and returned to the Poulsbo Piranhas Swim Team Board.

I understand that it is an honor and privilege to represent the Poulsbo Piranhas Swim Team. I recognize the reputation of the Poulsbo Piranhas Swim Team is affected by and dependent upon my conduct and behavior. I have read and/or have had read to me and understand the Poulsbo Piranhas Swim Team Code of Conduct Policies and Procedures and unconditionally agree to follow at all times and be bound by its provisions in their entirety.

I understand failure to abide by the provisions of the Poulsbo Piranhas Swim Team Code of Conduct Policies and Procedures may result in immediate disciplinary action as set forth in those policies and procedures, including, but not limited to the following:

1. Suspension from practice(s), meet(s) or event(s)
2. Suspension from the Poulsbo Piranhas Swim Team
3. Dismissal from the Poulsbo Piranhas Swim Team
4. Any combination of the above

The Poulsbo Piranhas Swim Team Code of Conduct Policies and Procedures will be governed by the Poulsbo Piranhas Swim Team Board and Head Coach. I understand and agree that all decisions made the Poulsbo Piranhas Swim coaching staff, at the site of infraction, will prevail. Appeals can be made at a later date to be heard in rational, constructive and fair manner by the Poulsbo Piranhas Swim Team Board and Head Coach. All decisions made by the Poulsbo Piranhas Swim Team Board and Head Coach will be final.

Swimmer Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parents and/or Guardians:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** Refusal to sign this document does not excuse the participant from requirements of the Poulsbo Piranhas Swim Team Code of Conduct Policies and Procedures. Participation on the Poulsbo Piranhas Swim Team constitutes acceptance of the Poulsbo Piranhas Code of Conduct Policies and Procedures.

**EXHIBIT B**  
**RECORD OF DISCIPLINARY ACTION**

Swimmer Name: \_\_\_\_\_

Date of Offense: \_\_\_\_\_

Level of Incident:  Level 1

Level 2

Offense Level:  1<sup>st</sup> Offense

2<sup>nd</sup> Offense

3<sup>rd</sup> Offense

4<sup>th</sup> Offense

Discipline Imposed by: \_\_\_\_\_

Date of Offense: \_\_\_\_\_

Level of Incident:  Level 1

Level 2

Offense Level:  1<sup>st</sup> Offense

2<sup>nd</sup> Offense

3<sup>rd</sup> Offense

4<sup>th</sup> Offense

Discipline Imposed by: \_\_\_\_\_

Date of Offense: \_\_\_\_\_

Level of Incident:  Level 1

Level 2

Offense Level:  1<sup>st</sup> Offense

2<sup>nd</sup> Offense

3<sup>rd</sup> Offense

4<sup>th</sup> Offense

Discipline Imposed by: \_\_\_\_\_

Date of Offense: \_\_\_\_\_

Level of Incident:  Level 1

Level 2

Offense Level:  1<sup>st</sup> Offense

2<sup>nd</sup> Offense

3<sup>rd</sup> Offense

4<sup>th</sup> Offense

Discipline Imposed by: \_\_\_\_\_

**EXHIBIT C**  
**DISCIPLINARY NOTE**

Swimmer Name: \_\_\_\_\_

Date of Code of Conduct Violation: \_\_\_\_\_

Date Swimmer Notified: \_\_\_\_\_

Date Parent/ Guardian Notified: \_\_\_\_\_

Brief Explanation of Incident:

Disciplinary Action Taken:

Date of Swimmer/Parent/Head Coach Meeting: \_\_\_\_\_

Head Coach Signature: \_\_\_\_\_

Swimmer Signature: \_\_\_\_\_

Parent(s) Signature: \_\_\_\_\_

