



CALIFORNIA CAPITAL AQUATICS

Character ❖ Family ❖ Community

PO Box 368 Roseville, CA 95678

Athletes and Parents Code of Conduct

PURPOSE

The purpose of this Code of Conduct is to promote a safe, caring, positive, and productive team environment for CCA (the "Team"). To serve the greater interest of the Team, all team members including swimmers, coaching staff, and parents are required to adhere to this Code of Conduct. The mission of California Capital Aquatics and USA Swimming is to encourage participation and the pursuit of excellence in all aspects of swimming. CCA grants the privilege of membership to individuals and parents committed to that mission. The privilege of membership may, therefore, be withdrawn or denied by CCA at any time where it is determined that a member or prospective member's conduct is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it. Acknowledgement of this document constitutes unconditional agreement to comply with the stipulations of this document.

CODE OF CONDUCT FOR SWIMMERS AND PARENTS

1. RESPECT and SPORTSMANSHIP:

- CCA team members, both swimmers and parents, shall display proper respect, trust, teamwork, self-control and sportsmanship toward the Team; which includes Coaches, Teammates, Board Members, Chair Positions, Officials, fellow competitors and the public at all times.
- Support and demonstrate Loyalty to the Team and Team Philosophy
- As a member of USA Swimming, CCA members must also abide by USA Swimming's Code of Conduct
- Resolve problems or issues in a respectful manner.

2. POSITIVE BEHAVIOR:

- Contribute to a positive team culture to ensure success of our team and our swimmers.
- Respect your coaches and teammates; and contribute to a positive environment.
- Model positive communications and actions.

3. UNACCEPTABLE BEHAVIOR

- Negative/derogatory or inappropriate statements toward teammates or coach, chronic complaining and criticism, inappropriate or abusive language, disruption of practice or otherwise non-cooperation, are strictly prohibited. Such actions will result in disciplinary actions and possible dismissal from the Team.
- Any attempts to divide the Team or bring discord upon the Team, are strictly prohibited.
- Swimmers are to refrain from inappropriate physical contact at team activities and events.

4. TAKE OWNERSHIP & RESPONSIBILITY:

- Swimmers shall take ownership of their own swimming.
- Follow their coach's practice and meet guidelines and cooperate with the Coaching Staff
- Learn to set meaningful goals, maintain appropriate commitment to those goals, and work in collaboration with their coach.
- Take good care of themselves – by eating healthy and following nutritional guidelines, getting enough sleep, etc.



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5. REPRESENTATION:

- CCA Swimmers and Parents shall represent themselves and CCA with the highest standards at all times, including at meets, travel trips, and team functions.
- Team members and parents shall refrain from any inappropriate or illegal behavior that would detract from a positive image of CCA or be detrimental to its performance objectives.
- No “deck changes” are permitted. Athletes are expected to use available change facilities. If there are no facilities in order to change, then swimmers should ask a coach or official.
- Swimmers shall adhere to the CCA Suit Policies, and try as best they can to follow the shirt schedule for meets as directed by the Coaching Staff

6. COMMUNICATION & CONFLICT RESOLUTION:

Swimmers/families shall first approach their coach to discuss issues, concerns or disagreements. Direct communication with your coach is imperative for the success of your swimmer and to resolve issues in a collaborative manner. It is also good role-modeling.

1. The best way to contact coaches is through e-mail. If a swimmer is contacting a coach, it should be done preferably through email, and remembering to copy the parent on all communication. Text communication with the coach should be done only if the matter is considered time sensitive, such as a swimmer is late and will miss check-in, etc. Communication with the coaches shall occur during mutually convenient times. One should not expect communication from coaches between the hours of 8pm and 8am.
2. If a meeting is necessary, request a mutually convenient time and place to meet, preferably in writing:
 - a. First, with your group coach.
 - b. Next, with your group coach with the Head Coach, as needed
 - c. Next, with your group coach, Head Coach and President, as needed.
 - d. Any non-swimming related team issues or questions shall be addressed with the President/Board directly.
3. Be calm, constructive and solutions-oriented in discussing any issues.
4. Remember that your coach will work with your swimmer’s interest in mind, but the coach must also balance what’s best for your swimmer personally with what’s best for the entire group or the team.
5. Avoid being the “sounding board” for other parents’ complaints. If they have issues about the Team, coaches or policies, encourage them to speak directly with their coach or a Board Member. This avoids more problems from being created.

7. SERVICE SHIFT REQUIREMENT:

1. Parents shall understand that CCA is operated 100% by parent volunteers. When your child commits to swimming for CCA, it requires your commitment as well.
2. All families shall abide by the CCA Service Shift Policy and assist the team operation during our hosted team events/meets, CCA hosts meets 3-4 times per year. Please see Service Shift Policy for further explanation.
3. Timing Volunteer: If a swimmer is swimming in a meet, the family is responsible for fulfilling timing shift(s), as needed. Timing is not optional.





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- 8. NO TOLERANCE - BULLYING:** California Capital Aquatics and USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which causes pain and distress upon another person. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor. Any bullying will result in immediate disciplinary actions and possible dismissal from the team as stated in the Non-Compliance clause below. See CCA Bullying Policy for further explanation.

What is considered Bullying?

- a. Causing physical or emotional harm to the other member or damage to the other member's property;
 - b. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
 - c. Creating a hostile environment for the other member at any USA Swimming activity
 - d. Infringing on the rights of the other member at any USA Swimming activity
 - e. Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity.
1. Any slander, bullying, negative-talk, insults directed at or made in reference to our Team and Team Members, that is harmful and results in pain and distress, is strictly prohibited.
 2. Any attempts to divide the team or otherwise discredit or bring discord within the team or broader swim community is strictly prohibited.
 3. Any social media posts that contain slander, insults, and hurtful comments directed at or made in reference to our Team and Team Members – EVEN without names, but where knowing readers clearly understand the context and intended target – is strictly prohibited
 4. If a post on social media is deemed to be in violation of Team Policy per above and you "like" that post, you may be considered an enabler, and can be found in violation.

9. PARENTS AS SUPPORT ROLE:

1. Parents shall allow the Coach to coach:
 - a. As Parents, maintain the role of "supporter" for the swimmers
 - b. Do not talk/interfere with coaches on the pool deck during practices or meets.
 - c. Please stay clear of the immediate practice area and do not talk to swimmer(s) during practice as it will distract them. Parents are welcome to sit in the stands/bleachers.
 - d. Understand that coaches have the authority to limit a parent's participation in practice, meets, and other team activities if they feel the parent's actions are detrimental to a swimmer or to the team.
 - e. Parents are asked not to video-tape or take photos of their swimmer during practice
 - f. Please have your child at practice and meets on time, or 15 minutes early. However, for the swimmer's protection, children should not be dropped off prior to 15 minutes before or 15 minutes after practice conclusion. Talk to the coach in advance about any circumstances that may cause your swimmer to be early/late to practice.
 - g. At a meet, Parents shall direct all questions or concerns regarding decisions made by Meet Officials to the Head Coach or Coach on deck. Only Coaching Staff shall address Officials.





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DISCIPLINARY ACTIONS DUE TO NON-COMPLIANCE OF CODE OF CONDUCT

The use of foul language, derogatory statements towards teammates and coaches, uncooperativeness, fighting, disruption during practice, chronic complaining, or any other unsportsman-like conduct are grounds for immediate dismissal from practice and/or the Team. Failure by the swimmer and/or parents to comply with the Code of Conduct as set forth in this document may result in the following disciplinary actions.

1st Infraction: Meeting with Head Coach, Athlete, Parent(s) and Board Member.

2nd Infraction: Probation and Suspension from practice.

3rd Infraction: Immediate Dismissal from the Team.

1. In addition: Depending on the severity of the violation, especially with respect to bullying, the incident(s) may be reported to anyone in other need-to-know positions: USA Swimming, LSC, swimmer's school, high school Athletic Directors, Principals, etc.
2. The use of foul language, derogatory statements towards teammates and coaches, uncooperativeness, bullying, disruption during practice, chronic complaining, or any other unsportsman-like conduct are grounds for immediate dismissal from practice and/or the Team. Parents will be informed of any disciplinary actions.
3. Membership may be terminated at the discretion of the Head Coach and/or Board of Directors for conduct unbecoming, failure to comply with Team Policies, and on-going issues related to swimmer and/or parents.

DECLARATION

In order to promote a safe, positive, and productive team environment, I declare that I have read and understand the CCA Code of Conduct, and accept the rules and conditions as outlined. I understand that I have the right to appeal disciplinary actions through the process established in the Sierra Nevada Swimming and USA Swimming codes.

Swimmer's Signature

Date

I, the undersigned Parent of _____ have read and understand the Code of Conduct and all other team policies, and have ensured that my son/daughter fully understands their content.

I declare that I agree to and support the CCA Code of Conduct and all other team policies and agree to the consequences as they relate to Non-Compliance.

Parent's Signature

Date



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