

## Personal Conduct Policies (Coach, Parent, Swimmer)

Potomac Marlins Inc. strictly prohibits, and will not tolerate, harassment of any kind, from any employee, customer, athlete, official or agent toward any other employee, customer, athlete, official or agent from this or any other team. This policy prohibits harassment in any form, including sexual harassment. Sexual harassment includes, but is not limited to, unwelcome advances, requests for sexual favors, or other verbal or physical conduct or written communication of an intimidating, hostile, or offensive nature.

Any Swimmer or Parent who is determined to have engaged in harassing conduct is subject to discipline, up to and including revocation of his or her membership with Potomac Marlins Swim Team.

Any Employee or Coach who is determined to have engaged in harassing conduct is subject to discipline, up to and including immediate termination.

All reports of misconduct will immediately be turned over to USA Swimming & proper authorities. In addition, Potomac Marlins Inc. will thoroughly investigate any reports of harassment/ misconduct in a timely manner.

### **Procedure:**

1) Any swimmer who believes that he or she is being harassed should immediately report the offensive conduct to his or her coach, USA Swimming, his or her parents & proper authorities.

2) Any coach or other employee who feels that he or she is being harassed should immediately report the offensive conduct either to his or her immediate superior or USA Swimming & proper authorities.

3) Within 24 hours of receiving a report of harassment, Potomac Marlins Inc. will immediately contact proper authorities, will contact USA Swimming and in addition we will begin our own investigation of the claim.

4) If the reported harassment involves conduct by a swimmer against another swimmer, the parents or guardians of both shall be informed, as quickly as possible, but no more than 48 hours after the coach or owner are made aware of the offensive conduct. If possible, and within the coach's discretion, the swimmers shall be separated by practice location until the investigation of the alleged conduct is complete.

5) If the immediate safety of any athlete, coach, employee, official or agent is in question, the accused will be temporarily suspended from all team functions, including but not limited to practices, meets, meetings, etc.

As required by Federal, Virginia and/or Local Laws, Potomac Marlins may report instances of harassment to Law Enforcement Agencies for further investigation and possible prosecution.

## **Team Code of Conduct: Coach**

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- At all times, adhere to USA Swimming's rules and code of conduct.
- Set a good example of respect and sportsmanship for participants and fans to follow.
- Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- Respect officials and their judgment and abide by the rules of the event.
- Treat opposing coaches, participants, and spectators with respect.
- Instruct participants in sportsmanship and demand that they display good sportsmanship.
- Coach in a positive manner and do not use derogatory comments or abusive language.
- Win with humility and lose with dignity.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Always maintain a professional separation between coach and athlete.

Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club's Head Coaches.

## **TEAM CODE OF CONDUCT: ATHLETES**

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. By signing this code of conduct, I agree to the following statements:

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will attend all team meetings and training sessions, unless I am excused by my coach.

I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.

I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.

If I disagree with an official's call, I will talk with my coach and not approach the official directly.

I will obey all of USA Swimming's rules and codes of conduct.

By Reading this, I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches.

### **TEAM CODE OF CONDUCT: PARENTS**

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. I agree with the following statements:

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during practices or meets.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will respect the integrity of the officials.
- I will direct my concerns first to my child's coach; then, if not satisfied, to the club owners / head coaches.

By Reading this, I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

### **Hiring Practices:**

Potomac Marlins Inc. owners personally interview all potential Potomac Marlins Swim Team employees. All Potomac Marlins coaches must pass a background screening administered by USA Swimming. Effective Jan. 1, 2011, Potomac Marlins Inc. will utilize the services of a third party Security Firm to conduct even more aggressive and thorough screening of all, present and future, employees, contractors and agents. This screening will include but is not limited to professional and personal reference checks, criminal background screening and interviews with former clubs and/or swimmers/parents.