



Maple Hills Marlins Swim Team

Code of Conduct

MARLINS TEAM CULTURE

It is the declared goal of our team that the youth of this community will benefit through the building of character, pride, self-confidence, community spirit, a sense of accomplishment, and the feeling of belonging. These goals will be reached through the competitive sport of swimming. Each team member will develop a competitive spirit, make and meet attainable goals, and increase their level of physical conditioning. They will develop the ability to work with other children toward a common goal.

BEHAVIOR:

The Maple Hills Marlins Swim Team is an all-volunteer organization. It is considered a business due to its organization as a corporation and status as a 501(c)3 non-profit organization. As such, all board members, program chairs, volunteers, members, and coaches will conduct themselves in a professional manner. We will use good judgment, be accountable for our actions, and conduct business with integrity. Ethical behavior is modeled from the top and demonstrated by example. We earn credibility with our community by keeping our commitments, acting with honesty and integrity, and pursuing our organization goals solely through honorable conduct.

The Maple Hills Marlins Swim Team will not tolerate harassment, physical threats, public slander, or any of the like, in any form. If the **Maple Hills Marlins Swim Team** Executive Committee recognizes a problem emerging, the Executive Committee will follow outlined conflict resolution procedures and has the right to address and end conflicts accordingly.

Swim Team Should be Fun for **ALL** kids! Kids have many different reasons for joining swim team. Some join for the social experience or to stay fit, others want to break records. Please allow your child **to set their own goals** and discuss them with the coaches so together they can work to achieve success. The most important thing is that your child enjoys their involvement with the team.

DEFINITIONS:

The following terms are used as defined below throughout this Code:

- “President,” is the President of the Maple Hills Marlins Swim Team
- “Executive Committee,” is the President, Vice President, Treasurer and Secretary of the Marlins Board of Directors
- “Board of Directors,” includes the Executive Committee and the elected board members, positions 1-7
- “Coaches” are paid employees, hired by the Marlins Hiring Committee, to coach our swimmers during the swim season.
- “Coaches Liaisons” are the Marlins representatives who work directly with the Coaches, facilitate the hiring process and serve as liaisons between the team members and coaches.

ETHICAL CONCERNS AND CONFLICT RESOLUTION

All swim team members and volunteers should feel comfortable to share their opinion, particularly with respect to ethical concerns and conflicts. Please report any inappropriate behavior or incident to the Maple Hills Marlins President, Executive Board, or member of the Board of Directors.

TEAM CONDUCT

As a member of the Maple Hills Marlins Swim Team and Midlakes Swim League, we agree to:

- Consistently display respect, honesty and sportsmanship toward coaches, teammates, officials, volunteers, parents and competitors.
- Consistently display a positive and supportive attitude toward all teams, coaches, teammates and competitors.
- Refrain from inappropriate or unacceptable behavior such as:
 - The display or use of aggressive behavior or intentional contact.
 - The use of offensive language, including any derogatory reference to any person's race, sex, ethnicity or other characteristics.
 - Any activity which would detract from the positive image of the Maple Hills Marlins Swim Team or Midlakes Swim League.

COACHES CONDUCT

The Maple Hills Marlins Swim Team provides quality Coaching Staff. As members of the Midlakes Swim League we require all coaches to be certified with CPR, First Aid and Safety Training for Swim Coaches.

- Set a good example of respect and sportsmanship for participants and families 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.
- 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 The Coach's Liaison and/or the Maple Hills Marlins Board of Directors.

SWIMMER CONDUCT

- Swimmers will listen to the coaches and try their best.
- Swimmers will arrive on time, with proper equipment, ready to begin practice.
- Swimmers will treat others respectfully.
- Swimmers will use appropriate behavior and language before and after practice.
- Swimmers will have fun!

PARENT CONDUCT:

- Set the right example for our children by showing respect and common courtesies at all times to the team members, coaches, parents, officials and competing teams.
- Respect the integrity of coaches and officials by assuming decisions are based on honest, objective evaluations of performance. Only coaches may approach meet officials for clarification of rulings.
- Demonstrate good sportsmanship during all practices, competitions and team activities. Promote good sportsmanship by setting an example and by helping others to do likewise.

- Be an active participant in team activities and encourage and support your child by permitting them to be timely for practices and swim meets.
- Recognize that Maple Hills Marlins coaches are professionals and allow them to coach your child without interference during workouts and meets.
- Our Marlins Coaches welcome your feedback and are happy to discuss issues outside of practice time and not during a Swim Meet. We all want what is in the best interest of providing a safe and successful experience. If you have a concern, you will address it with the appropriate coach in private, or contact a Coach Liaison.

CONFLICT RESOLUTION BY COACHES FOR SWIMMERS:

The coaches have the authority to impose the following penalties for violation of the Maple Hills Marlins Swim Team Code of Conduct. The penalties include, but are not limited to, the following:

- The swimmer will be given a verbal warning.
- The swimmer will be pulled out of practice in addition to a verbal warning and the coach will contact the parent.
- The swimmer will need to be accompanied by a parent at practice for four (4) consecutive days.
- If the swimmer continues his/her bad behavior, he/she will be suspended for one (1) week. (There will be NO prorated fee for dues.) If the swimmer's disciplinary problem continues, the swimmer and parent will meet with the coach and coach's liaison(s) to discuss the problem further.

CONFLICT RESOLUTION REGARDING COMMUNICATION WITH COACHING STAFF:

The Maple Hills Marlins Swim Team Board of Directors have the authority to impose the following penalties for violation of the Maple Hills Swim Team Code of Conduct regarding communication and interaction with the Coaching Staff. The penalties include, but are not limited to the following:

1st Incident: Parent will be given reminder by Coaches and/or Coach's Liaison(s) to follow procedures to voice concerns and schedule discussions at an appropriate time. All violations of the Marlins Code of Conduct policy will be summarized and discussed.

2nd Incident: Marlins President and Coach's Liaison will be contacted. Parent and swimmer will be asked to leave practice, and will be suspended from the next Swim Meet.

3rd Incident: Board of Directors will meet to approve dismissal of family from the Maple Hills Marlins Swim Team for the remainder of the Season.

All infractions that result in meet expulsion must be reported to the MSL board within three (3) days.

Any infraction of this code may result in, but is not limited to, the following actions by the Midlakes Swim League Board:

- Restriction from future competition for a designated period of time.
- Placement on probation for a designated period of time.
- Restriction from participation in championship competition.

Maple Hills Marlins Grievance and Conflict Resolution Process

Our team is committed to resolving conflicts and grievances raised by our volunteers in a professional, fair, consistent appropriate and timely manner. Our Executive Committee and Board of Directors will follow the steps and procedures set forth below to achieve resolution.

1. Informal Stage: A person who has a grievance against a coach, or another swim team volunteer, or a grievance regarding the conduct or administration of any swim team activity (the “complainant”) should begin by discussing the issue(s) directly with the person of concern by the complainant, or with the appropriate committee chairperson. If the complainant is not satisfied with the initial response, or if the issue is not resolved to the satisfaction of all parties, then the grievance should be discussed with the Maple Hills Marlins Executive Committee Member. Every attempt should be made to resolve the grievance(s) as soon as possible.

2. Formal Stage: If the aggrieved party is not satisfied with the initial response or the issue is not resolved to the satisfaction of both parties, then the grievance should be presented, in person or in writing, to the Executive Committee for investigation/arbitration/mediation. A complainant may present a grievance only on his/her behalf; he/she may not complain on behalf of another party. Investigation of grievances will be conducted in a fair, impartial and transparent manner that accords respect to all parties.

The grievance will be reviewed with both parties and a decision made within seven (7) days of being presented to the Executive Committee. The Executive Committee will record its decision in whatever manner it deems appropriate and shall keep a copy of the grievance in its records.

3. Final Appeal to Board of Directors: If the issue is not resolved to the satisfaction of both parties a final appeal may be made to the Board of Directors, who will have a ballot vote on the decision at its next regularly scheduled meeting. The Board of Directors will require any member to recuse themselves if they are interested parties in the grievance before the committee meets to ensure equitable treatment during the review.

4. If a grievance relates to the Executive Committee, or the Board of Directors as a whole, such that there are no disinterested persons on the Executive Committee or Board of Directors who are able to investigate and decide the grievance, a request for assistance shall be made to Midlakes Board of Directors.

Confidential Reporting and No Retaliation

Reports and complaints will be kept confidential to the extent permitted by law and by the organization’s need to properly investigate the situation. Maple Hills Marlins volunteers must cooperate completely in any investigation relating to the issue and be truthful at all times. Maple Hills Marlins volunteers may never interfere with or obstruct an investigation conducted by the organization or any government agency. Our team prohibits retaliation against volunteers who, in good faith, submit or participate in the investigation of any complaints.

If you witness any unacceptable conduct or an incident that violates the Maple Hills Marlins Volunteer Code of Conduct, please immediately report it to the Marlins President, in person or in writing (including electronic format such as email). You may also report any incident in person at the next Board of Directors meeting.