

**Code of Conduct Policy -- Senior 4/3/2/1**  
Owner: Board of Directors and Registration Committee

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Revised: January, 2015 (Boock)  
January 2015 Revision (pending)

I. Need for a Policy

This policy provides guidelines for the Board, swimmers, coaches, and chaperones concerning the behavioral expectations desired for each member of the Elmbrook Swim Club. It presents levels of infractions, and it provides a fair and consistent manner to address behaviors which do not meet the Club's expectations.

II. Statement of Policy

- A. It is the purpose of Elmbrook Swim Club to promote the sport of swimming and in the process help to develop the character of the individual swimmers.
- B. For the orderly operation of the Elmbrook Swim Club, certain rules, regulations and procedures for enforcing same must be established. Personal conduct shall not bring discredit to the individual swimmer, his parents or guardian, fellow team members or coaches, or the Elmbrook Swim Club.
- C. This Code of Conduct shall apply to all behavior occurring during or at an activity or function that is associated with the Elmbrook swim club including but not limited to: swim practice, swim meets, team trips and outings, or individual group outings and addresses objectionable behavior by members of Elmbrook Swim Club occurring outside of club activities.

III. Discipline Management

The following are the disciplinary actions that will be used when a swimmer conducts himself/herself inappropriately as generally described below.

Level I - Shall deal with behavior that is somewhat disruptive, does not portray the Elmbrook Swim Club in a good light; and other actions that are not in compliance for good behavior as a member of a team or society in general.

Level II – Shall deal with behavior that is considered disruptive; having a detrimental effect on one's self, other members of the team or the general public; causes significant damage to the reputation of the club and/or their coaches; leading to the possible injury of self or other persons.

Level III – Shall deal with behavior that is considered very severe and disruptive, possibly life threatening and/or in direct violation of governmental laws. These are actions that are so detrimental that is not desirable to have such a person associated with the team.

A. Level I Objectionable Behavior

Shall include but is not limited to: insubordination, failure to follow basic direction, lack of respect for coaches, parents and/or teammates, failure to act responsibly on the deck, locker room, hallways, etc., use of profanity, racial, ethnic or sexual slurs, excessive display of affection, unsafe traveling conduct while in vans, buses, cars, etc. on training or travel trips, tardiness for departure to/from hotels, meets, dining facilities, etc., inappropriate lodging behavior to include, but not exclusive to: switching roommates without the permission of chaperones or coaches, excessive noise, showering in others' rooms and leaving room in a disorderly state.

Level I Disciplinary Procedure

The coaching staff will handle the procedure, and Parents will be involved if anticipated discipline will result in a suspension from practice or scheduled club activity.

Level I Recommended Discipline

As determined by the coaching staff, the coach will verbally instruct the swimmer to stop the inappropriate behavior, and may require the swimmer to sit out of an activity after giving an explanation of the offense. Discipline may include but is not limited to extra laps, clean-up duties, suspension from practice, and/or suspension from meets. Repeated Level I offenses may result in the offense being considered a Level II Objectionable Behavior.

B. Level II Objectionable Behavior

Shall include but is not limited to: Repeated Level I offenses, possession or use of illegal drugs, alcohol or tobacco, presence at parties where minors consume alcohol, tobacco or other drugs, significant vandalism, harassment, including verbal harassment and hazing (any form of intimidation or initiation) of a fellow swimmer, theft, destruction of personal property belonging to any staff, fellow swimmers, families, and/or host organizers, fighting, jeopardizing the safety of self and/or others, inappropriate lodging behavior to include, but not exclusive to: gathering in coed unchaperoned groups other than in provided public areas without specific prior chaperone or coach permission, not being in assigned room after curfew, or inappropriate use of electronic devices such as viewing pornography.

Level II Disciplinary Procedure

The coaching staff will verbally instruct the swimmer to stop the inappropriate behavior (if applicable) and the following procedure will occur:

- Hearing before a Disciplinary Committee consisting of three members of the Board of Directors chosen by a majority of the Board including the Board President or his/her designee.

- The Committee shall send notice of hearing to Parent/Guardian and swimmer via certified mail with parent/guardian and swimmer being given the opportunity to be present.
- The facts shall be presented by the Board President or his/her designee. The coach involved and/or Head Coach shall be present in an advisory role.
- The Committee decision will be mailed to the Parent/Guardian and swimmer within one week via certified mail.

Level II Recommended Discipline

First Offense Suspension\* from the team for a period of up to thirty days of the swimmers season (these days may extend into the swimmer’s next season, if needed). If on a travel trip, the swimmer will be sent home at own expense. Additional requirements may be imposed such as parental supervision requirement for all activities for a determined period of time.

Second Offense Suspension\* from the team for a period of 31 days to a year of the swimmer’s season (these days may extend into the swimmer’s next season, if needed.)

\*Terms of suspension shall be spelled out by the Disciplinary Committee and must be adhered to by the swimmer/parents in order to be reinstated by the Committee at the end of the suspension period. During the periods of suspension, swimmers remain a member of the Elmbrook Swim Club and thereby all dues and fees are still due in full from the swimmer. The swimmer cannot be reinstated until any fees and/or dues that are in arrears are paid in full. Additionally, during periods of suspension, all work session requirements remain the responsibility of the swimmer and their family, and any missed session will be charged in accordance with the then current fee schedule.

C. Level III Objectionable Behavior

Shall include but is not limited to: Repeated Level II offenses, sale or distribution of alcohol or illegal drugs, physical and/or sexual assault, dangerous acts that could affect the health and safety of self or others, including but not exclusive to false fire alarms, bomb threats, arson, possession on person, or within personal belongings, of a firearm, knife, or other dangerous item, conviction of felony, fighting that results in the severe bodily injury of any person.

Level III Discipline Procedures

- The Board shall send notice of hearing to parent/guardian and swimmer via certified mail.
- A hearing by a quorum of the Board of Directors, to include Club President, with the swimmer being given the opportunity to be present; the facts shall be presented by the Board President (or designee if needed); Head Coach shall be present in an advisory role.
- Board decision to be mailed to the parent/guardian and swimmer within one week via certified mail.

Level III Recommended Discipline

The most likely outcome is membership termination. These offenses will be disciplined by the Club and may also include the involvement of the proper authorities (police, school authorities, city officials, local LSC officials, etc.) The Club’s coaches or Board of Directors are obligated to call in the proper authorities depending on the degree of the offense. The club’s consequences may include any of those listed in this policy. Additional consequences may be issued by other agencies.

IV. Responsibilities

- A. It is the responsibility of each swimmer and his/her parents to read, review, and sign in agreement the code of conduct as written.
- B. It is the responsibility of all club members, adult and youth, to follow the code of conduct as outlined in the statement of policy.
- C. It is the responsibility of the coaches to review the code of conduct at the beginning of each season and to run an orientation for swimmers, chaperones, and additional coaches attending any trip.
- D. It is the responsibility of the Board of Directors to act on any discipline matter, or any grievance stemming from a discipline problem, in a timely manner as outlined.

Please sign and return the following acknowledgment section of this policy to the Registration Chairperson at the time of registration. **Retain the above policy for your records.**

V. Acknowledgment of the Code of Conduct

As a swimmer, I have read and understand the code of conduct as presented in this policy. I agree to adhere to the code by acknowledging my individual responsibilities as a member of the Elmbrook Swim Club and promoting the best team and individual impression at all times. I agree to follow the code of conduct so I do not bring discredit to myself, my parents, my fellow team members, or club.

Signatures of all family swimmers are to follow.

	Date

As a parent, I have read and understand the code of conduct as presented in this policy. I agree to adhere to the code by expecting and encouraging this higher standard of individual responsibility for my swimmer(s) and for myself.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

IV. Acknowledgment of EBSC Registration Policy

We have read the above policy and agree to follow the requirements set by the EBSC Board of Directors in order to remain as a member family in good standing.

\_\_\_\_\_  
Signature of an adult family member or  
Signature of any swimmer over 18.

\_\_\_\_\_  
Date

IV. Acknowledgment of EBSC Membership Policy

We have read the above policy and agree to follow the requirements set by the EBSC Board of Directors in order to remain as a member 'family in good standing'.

\_\_\_\_\_  
Signature of adult member or  
Signature of any swimmer over 18

\_\_\_\_\_  
Date