

1. Definitions

This document inherits any and all definitions from the Calgary Killarney Artistic Swim Club (“CKASC”) Bylaws.

- **“Parents”** - Shall for the purpose of this and other CKASC policies refer to parents and/or guardians.
- **“Program Manager”** - An employee of CKASC that reports to the President and is responsible for the hiring and management of coaches and other contractors related to the Programming.
- **“Programming Staff”** - The Programming Staff shall include the Program Manager and coach or coaches for each individual team.
- **“Swimmer(s)”** - Any swimmer registered in a Programming offered by CKASC. Swimmers can include Non-Competitive Members, Competitive Members and members of the general public enrolled in Programming.

2. Purpose

The purpose of this policy is to provide the framework by which Programming Staff interact with Swimmers, Parents and other Members of CKASC.

3. Change History

This document is part of the Calgary Killarney Artistic Swim Club’s policy documents. The change history below is updated to reflect the changes made to the document over time.

Version	Date	Updated By	Description
0.1	Feb 17, 2020	C. Foster	Initial Draft
1.0	Mar 5/2020	Board	Approved by Board of Directors
1.1	June 2020	C Foster	Align policy with coaches contracts

4. Application of this Policy

This policy applies to all CKASC Programming Staff.

5. Professional Conduct

Any person, employee or contractor considered part of the Programming Staff is expected to act in a professional manner in all aspects of their role. As such, CKASC expects the following:

- Attend all practices. If ill or unable to attend, arrange a substitute from the list of available contractors from the Program Manager and advise the Program Manager of any substitution.
- Wear CKASC Clothing with black shorts or pants to all Competitors.
- Promote club unity and good sportsmanship and encourage swimmers to work towards not only a strong team sense of unity, but also a strong unity within CKASC and on a club basis.
- Project a positive image of CKASC within the Club and to people outside of the Club. This includes encouraging positive comments about other swimmers and teams both within the Club and outside the Club.
- Provide leadership and a positive role model to assist in the development of swimmers not only in the pool but outside as well.
- Cell phones are not to be used on deck during practise times unless for music as it could be considered a distraction.
- Exercise courtesy and respect when dealing with each other, the Program Manager, Parents, Swimmers and the CKASC Board of Directors.

5.1. Rule of Two

The goal of the Rule of Two is to ensure all interactions and communications are open, observable and justifiable. Its purpose is to protect Swimmers (especially minors) and Programming Staff in potentially vulnerable situations by ensuring more than one adult is present. As such Programming Staff shall never:



- Be alone and out of sight with a Swimmer; there will always be a second member of the Programming Staff, a Parent or a Volunteer present.
- Communicated directly with a Swimmer through electronic means. All electronic communication will include the Swimmer's Parent.

Note: There may be exceptions for emergency situations; for any emergency situation, a corresponding Incident Report is required.

5.2. Swimmer Transportation

At no time shall a member of CKASC Programming Staff transport a Swimmer as part of their role with CKASC.

5.4. Swimmer Discipline

- Discipline matters of a minor nature will be dealt with by Programming Staff. While act of discipline should be done through a respectful one-on-one conversation, it must also be done in a public space (i.e. on the pool deck) in accordance with the Rule of Two. The conversation is to be documented and copies of the documentation forwarded to the Program Manager and any one of the President, Vice President or Secretary.
- The Board of Directors will deal with matters of greater severity in a prompt manner. Any discipline concerns will be reviewed with the coach as soon as they become apparent to the CKASC.

5.3. Incident Reporting

In the event there is an incident or injury to a Swimmer, or member of the Programming Staff during any scheduled CKASC event, the responsible member of the Programming staff will complete the Alberta Artistic Swimming Incident Report.

https://albertaartisticswimming.formstack.com/forms/aas_incident_injury_tracker

5.3.1 Failure to Report an Incident

Any member of the Programming Staff that fails to complete an incident report within 24 hours of the incident may at the discretion of the Board of Directors be fined the equivalent of up to one (1) hour of coaching at their hourly rate.

5.4. Coaching Discipline

- Discipline matters of a minor nature will be dealt with by Program Manager. Discipline conversations should be done through a respectful one-on-one conversation. The conversation is to be documented and copies of the documentation forwarded to any one of the President, Vice President or Secretary.
- The Board of Directors will deal with matters of greater severity in a prompt manner. Any discipline concerns will be reviewed with the coach as soon as they become apparent to the CKASC. Where deemed appropriate by members of the Board of Directors in collaboration with the Program Manager, a Coach may be suspended from their coaching duties.

6. Coaching Prerequisites

No member of the Programming Staff shall interact with any CKASC Member, Swimmer or Parent until such time as they have completed the following prerequisites:

- Have a signed contract (employment agreement, or contractor's agreement) with CKASC.
- Complete a minimum of the coach training outlined by Alberta Artistic Swimming:
 - **Recreational Coach:** Certified as Synchro Instructor, or trained as Competition Introduction Coach
 - **Competitive Coach (less than 2 years):** Trained as Competition Introduction Coach
 - **Competitive Coach (3rd year or more):** Certified as Competition Introduction Coach
- In accordance with the Canadian Artistic Swimming's and Alberta Artistic Swimming's Screening Policies have completed:
 - A background check using Sterling Talent Solutions - <https://pages.sterlingbackcheck.ca/landing-pages/c/canada-artistic-swimming/>
 - Annually, and at the start of the season submit a Screening Disclosure Form and confirm the accuracy of the provided information annually as part of the registration process.



- Complete the Respect in Sport for Activity Leader/Coach Program course.
- Have a complete and signed copy of the Alberta Artistic Swimming's COACH COMPLIANCE CHECKLIST AND DECLARATION FORM. This form shall be signed by the CKASC President or delegate as approved by the CKASC Board of Directors.
- Annually, and at the start of the season submit their National Coaching Certification Program (NCCP) number, along with a PDF print-out of their transcript from The Locker of the Coaching Association of Canada website (thelocker.coach.ca). The transcript must include the following courses:
 - Making Ethical Decisions
 - Making Headway in Sport