



# 1. Definitions

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

- **“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.
- **“Parent Alert”** - Notification to a swimmer’s parent of a behavioural or disciplinary issue. A Parent Alert can be provided in person verbally, over the phone, or by email.
- **“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”** - Any camp, team, or other artistic swimming related activity offered to Swimmers by CKASC.
- **“Parent”** - Means parent and/or Guardian

# 2. Purpose

This document outlines the expectations of CKASC Swimmers and the associated disciplinary actions for Swimmers where they fail to adhere to the code of conduct.

# 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
0.0	May 25, 2019	C Foster	Original updates for name change from Killarney Synchronized Swim Club to Calgary Killarney Artistic Swim Club.
1.0	June 18, 2019	Board	Final review and edits; as approved by CKASC Board of Directors
1.1	December 9, 2019	Board	Definition of Parent expanded to include Guardian. Ambiguous use of the term “member” removed.



## **4. Application of this Policy**

This policy applies to any Swimmers registered in Programming offered by CKASC.

## **5. Swimmer Code of Conduct**

In order to foster a positive, respectful environment all Swimmers are expected to:

- Demonstrate a positive attitude towards the sport of artistic swimming. Be honest and forthright.
- Treat coaches, fellow swimmers, and fellow competitors with courtesy and respect. Respect the property of others, including CKASC and its rented facilities.
- Conduct themselves appropriately in all public places. Use respectful language and behavior at all times. Settle disagreements in a fair and non-violent way. Not utilize mobile phones while at swim competitions.
- Not utilize alcohol, cannabis, cigarettes or illegal/performance-enhancing drugs. Use respectful language and behavior at all times.
- Be in attendance at all swim practices. Any swimmer who misses three (3) or more practices in a row will require the approval of the Coaching Staff.
- Be in attendance at all swim meets. In the event a swimmer is unavailable to swim at a particular meet, a doctor's note with a medical bye is required by Alberta Artistic Swimming in order to compete at subsequent meets.
- Be responsible for reporting to Coaches any injury or collision that occurs as a during Programming.
- Travel together as a club to and from out of town meets (unless prior approval has been received from Executive and Coaching Staff).
- Support each other by sitting together and cheering for all CKASC teams and routines. Attend the award presentations at all events.
- In addition, all Swimmers on teams over 12 years of age are expected to serve as mentors and role models to younger swimmers in CKASC.

The following is a list of immediate consequences for unacceptable behavior. All or some of these measures may be taken, and not necessarily in this order listed:



- Warning time out
- Parent Alerts
- Suspension until further investigation can take place

Further discipline will be applied as outlined in the CKASC Discipline Policy. The CKASC Executive, at its discretion, may terminate with notice a swimmer's membership with CKASC and the swimmer will forfeit all club clothing, travel deposits, and monthly club fees already paid, as well as future monthly payments collected and on file per the CKASC Commitment Policy.

## 6. Discipline

The following is a list of immediate consequences for unacceptable behaviour. All or some of these measures may be taken, and not necessarily in this order listed:

- Warning
- Time out
- Parent Alerts
- Suspension until further investigation can take place

In addition, violation of the swimmer's code of conduct may also result in the following consequences:

1. Unacceptable behavior during practice and /or competitions may result in the swimmer being removed from the pool and sent home at the parent's expense. In addition, the swimmer will not be allowed to return to practice until a meeting has been held between the swimmer, coaching staff, and parents to resolve the issues to the coach's satisfaction.
2. Repeated unacceptable behavior may result in the swimmer being ineligible to remain a member of the CKASC.
3. In addition, if behavioral issues persist, the CKASC Board of Directors, at its discretion, may terminate membership in the CKASC and the swimmer will forfeit all club clothing, travel deposits, and monthly club fees already paid, as per the CKASC **Fees & Financial Commitment Policy**.
4. The coaching staff may refuse entry to competitions if the swimmer does not wear the designated routine swimwear, or if the swimmer fails to arrive at the meet at the appropriate time designated by the coaching staff.



5. Consumption and/or possession of alcoholic beverages, cannabis, illegal drugs, performance-enhancing drugs, or inappropriate use of prescription drugs (tobacco use under the age of 18) by a swimmer during or in the progress of traveling to or from any CKASC activity will result in the immediate suspension of the swimmer (who will not be able to participate in CKASC activity for a period of time determined by the CKASC Board of Directors).

## **6.1. Implementation of Discipline Policy**

When a coach notes a persistent problem or a problem is reported to a coach the discipline policy will be implemented as follows:

1. One warning to the swimmer with a description of the behavior or attitude requiring adjustment with suggested changes in behavior or attitude. If this discussion is ineffective;
2. A second warning will be issued; and if the coach wishes, the swimmer will be asked to sit on the pool deck for a time out; or to complete an age appropriate work out. The swimmer will be given direction that the third notification will lead to a "Parent Alert". If this is ineffective;
3. Third notification. The swimmer will be asked to take home a "Parent Alert" and a further time out on the pool deck will be given. The "Parent Alert" is a way of communicating to the parents the nature of the problem, and asking the swimmer and family to decide and notify the coach how the behavior or attitude will be addressed. Once the "alert" goes home, the swimmer cannot re-enter swim practice, without the "alert" being signed by the parents and a behavior plan being created.
4. If the behavior persists during a subsequent practice the swimmer will be given a second "Parent Alert". The swimmer will be asked to leave the training session and to notify the parents that s/he has been removed from practice and that an early pick up is necessary. The swimmer cannot return to practices without a meeting occurring with the parents, swimmer, coaching staff and/or CKASC President or Vice President, during which the problem must be resolved through the creation of a behavioral plan in writing intended to stop the behavior. The coaching staff CKASC, President or Vice President, parents and/or swimmer may at this point suggest disciplinary measures as deemed necessary through agreement.
5. In the event this is ineffective and the behavior persists, subsequently, the swimmer will be indefinitely suspended from practice and the issue will be taken up at the next Board of Directors meeting.
6. If the Board of Directors requires notification: The Board of Directors will strike a committee of three members of the Board of Directors to review the situation and after



representation from the swimmer, family, the coaching staff, and/or CKASC President or Vice President, the committee will decide what action should be taken or what consequence should be applied.

Coaches will maintain a logbook intended to provide a record of discipline related events. For future interests of the Club, electronic records will be kept by the Program Manager or designate of all parent alerts, coach alerts and other documentation but will be destroyed when the swimmer leaves the Club.

## **7. Appeal procedure for swimmers**

Parents may arrange a meeting with the coaching staff to discuss the consequences of the swimmer's actions. The arrangements and the meeting shall occur outside of training times. No interruptions will be allowed during training times or meets. Parents who have an unresolved disagreement with the coach, or with anyone involved in the implementation of this policy regarding discipline of their athlete, must file an appeal as follows:

1. Notify the Vice President in writing of the appeal.
2. The Vice President will arrange a meeting between the appeal panel [two members of the Board of Directors and the Program Manager (or designate as assigned by the coaching staff or Board of Directors), the coach, and the parent(s).
3. The Appeal Panel will review the situation and render a decision it deems appropriate.
4. The decision of the Appeal Panel will be reported to the Board of Directors and to the parents.

## **8. Grievance Committee**

This committee, chaired by the CKASC President or Vice President, is designed to handle certain issues that may arise that are difficult to resolve at the team level. The Committee strives to strike a balance between the needs of the individual swimmers, the team, and the CKASC at large. The Grievance Process is as follows:

1. If a swimmer, parent, or coach has a grievance regarding a disciplinary action, a CKASC policy or procedure, a coaching issue, or some other concern, he/she should contact the CKASC President or Vice President and notify him/her in writing regarding said grievance.
2. The CKASC President or Vice President will then review the grievance with the Grievance Committee, which is made up of members of the Board of Directors (at least two plus the CKASC Vice President), the Program Manager (or designate as assigned by the Program Manager or Board of Directors) and/or coach. At this time, the CKASC



President or Vice President may call upon the support and expertise of other members of the Board of Directors the coordinators, and/or other coaches.

3. The Grievance Committee will then render a decision it deems appropriate and report back to the Board of Directors, as well as to the individual presenting with the particular grievance.